Chapter 4709-3 Barber Schools

4709-3-01 Definitions.

(A) "Practice of barbering" means practices of barbering as defined in division (A) of section 4709.01 of the Revised Code.

(B) "Barber school" means a school approved by the board to teach the practice of barbering as required by Chapter 4709-3 of the Administrative Code.

(C) "Approved" or "approval" means approved by or approval of the board as evidenced by formal action of the board by a written instrument signed by the executive director.

(D) "Theoretical scientific study" means the classroom study under the supervision of a teacher of theoretical subjects of instruction in the art of barbering which shall include: scientific fundamentals for barbering, hygiene, bacteriology; histology of the hair; elementary chemistry relating to sanitation and antiseptic; diseases of the skin, hair and glands, massaging of the muscles; cutting, shaving, arranging, dressing, coloring, bleaching and tinting of the hair; permanent waving and chemical hair straightening; salesmanship; shop management; and such other subjects as prescribed by the board.

(E) "Scientific barbering practice" means practicing under the supervision of a teacher.

(F) "General barbering practice" means clinic barbering practice under the supervision of a teacher.

(G) "Teacher" means one who has been issued a license by the board to practice as a teacher of barbering.

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4709-3-02 Barber school facilities, equipment and requirements.

(A) Each barber school shall maintain a facility having at least two thousand square feet of floor space.

(B) Each barber school shall have sufficient facilities to train a minimum of twenty students simultaneously.

(C) The minimum floor space shall be divided into rooms or areas which are easily accessible to each other and shall function as follows:

(1) A clinic laboratory containing at least sixteen chairs in which the public shall be served, capable of training at least sixteen students simultaneously;

(2) A practice classroom containing at least four conventional chairs and capable of training at least eight students simultaneously;

(3) A theory-lecture room capable of accommodating a minimum of twelve students simultaneously;

(4) A reception and waiting area;

(5) A school office of at least sixty square feet in size;

(6) Separate toilet facilities for men and women with a minimum of two toilets in each rest room with dividers between each toilet;

(7) A locker room with sufficient facilities to accommodate all students simultaneously.

(8) The classroom and lecture room may be combined as one facility.

(D) The clinic room and the practice classroom shall have a combined total of at least twenty student practice stations which are a minimum of five feet apart and each having the following equipment and facilities:

(1) A barber chair, having the capability of being elevated and lowered hydraulically and of being reclined so that it can be put into a position approximately horizontal to the floor;

(2) A sink or shampoo bowl, readily accessible to the student, with hot and cold running water and a hose arrangement for shampooing;

(3) A mirror large enough to allow the student to be able to see all of the student's work at all times;

(4) Sanitizers for all implements used by the student;

(5) Immediate access to either a cabinet with a door or a drawer for tools and linens; and

(6) A covered container for the daily storage of soiled linen.

(E) Student practice rooms shall be either a separate room or shall have the capability of being partitioned from the clinic classroom, and shall contain the same equipment and facilities for each practice station as required for the clinic classroom.

(F) The theory classroom shall have the capability of being partitioned from the clinic classroom and be equipped with the following facilities:

(1) Table-arm chairs to accommodate all students assigned to the classroom;

(2) A table or desk for the teacher;

(3) One chalkboard not less than approximately six feet by four feet in size; and

(4) Teaching aids and visual aids for the proper teaching of the approved curriculum, as prescribed by the board.

(G) Each barber school shall have adequate ventilation and lighting equipment approved by the board.

(H) Each barber school must comply with all applicable state and local laws. It shall also comply with al requirements of the board of health and fire prevention laws.

(I) The floor of the working areas of the barber school shall be of non-porous material that can be readily cleaned and sanitized.

(J) Each barber school shall have at least one time clock designated for and easily accessible by students.

(K) Each barber school shall advertise to the public that it is a barber school by displaying a sign which shall contain in letters not less than ten inches in height the words "barber school", "barber college" or "barber academy".

(L) Each barber school shall display in its main entrance room a sign which indicates that all work done on the premises is exclusively performed by its students under the supervision of licensed instructors. No barber school shall display a barber pole on its premises.

Each barber school shall post in a conspicuous place on its premises a copy of Chapter 4709- 3 of the Administrative Code, "school requirements" and a copy of Chapters 4709-9-01 to 4709-9-13, of the Administrative Code: "barber shop sanitation". Each school shall require strict compliance by its students with the requirements of Chapter 4709-9 of the Administrative Code, "barber shop sanitation". A barber school owner shall be responsible for providing students with sufficient soap and water and cleansing and drying agents to comply with rule 4709-9-03 of the Administrative Code.

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4709-3-03 Teaching staff.

(A) No person shall be permitted to teach barbering in any barber school in the state, except as a registered barber holding a current Ohio barber license and who has qualified as hereinafter provided.

(B) Teacher

(1) The board shall only issue a barber teacher license to a person who meets all of the following requirements:

(a) Holds a current barber license issued pursuant to this chapter and has at least twelve months of work experience in a licensed barber shop;

(b) Meets such other requirements adopted by rule of the board;

(c) Passes the required examination;

(d) Pays the required fees;

(e) The board for good cause shown, may waive the requirement of one year employment;

(f) Should the applicant fail to pass the examination, he or she may continue to be employed. But may not reapply for the examination for a period of not less than one half year;

(g) A barber school shall terminate the employment of any teacher who fails to renew his or her teaching license upon expiration;

(h) The barber school shall display all teachers' licenses in a conspicuous place; and

(i) No barber school shall be approved by the board unless there are two licensed teachers employed full time. There must be a teacher in charge of each daily class. The student-teacher ratio shall not exceed twenty students per one teacher.

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4709-3-04 Curriculum.

(A) Curriculum

Each barber school shall conduct a course of study and training which shall consist of not less than eighteen hundred clock hours, and no student shall be permitted to spend more than ten hours in the school in any one day. The minimum requirements for each student shall consist of the following:

(1) At least one hundred hours of theoretical study, to be completed within the first twenty-five weeks of training, with the following to be taught:

(a) Scientific fundamentals of barbering;

(b) Hygiene and bacteriology;

(c) Histology of the hair, skin and nerves;

(d) Structure of the head, face and neck (anatomy and physiology);

(e) Elementary chemistry relating to barbering sterilization and antiseptic;

(f) Diseases of the skin, hair and glands;

(g) Barber history;

(h) Law pertaining to barbering;

(i) Salesmanship, advertising, public relations, and human relations; and

(j) Barber ethics and shop management.

(2) At least two hundred hours of scientific barbering practice on other than general clinic patrons, preferably to be completed within the first twenty-five weeks of training, with the following to be taught:

(a) Facial treatments (rolling cream - rest facial - packs - bleach - clay);

(b) Shampoo treatments (plain shampoo and tonic - hot oil shampoo);

(c) Tinting;

(d) Bleaching;

(e) Facial shaving;

(f) Haircutting I (tapers);

(g) Haircutting II (style/trend cuts);

(h) Haircutting III (styling);

(i) Straightening and relaxing;

(j) Permanent waving;

(k) Hairpieces; and

(l) Barber implements.

(3) At least twelve hundred hours of general barber practice on the following subjects:

(a) Facial treatments;

(b) Scalp treatments;

(c) Shampoo treatments;

(d) Tinting;

(e) Bleaching;

(f) Facial shaving;

(g) Haircutting I (tapers);

(h) Haircutting II (style/trend cuts);

(i) Haircutting III (styling);

(j) Hair straightening and relaxing;

(k) Permanent waving;

(l) Shop duties;

(m) Shop management; and

(n) Hair pieces.

(4) The remaining three hundred hours may be allocated by the school to related theory, practice or clinic as it deems necessary and each barber school shall average a total of at least five general clinic services per student per day.

(B) Each barber school shall require that no patron be released from a chair after being served by a student until all the work performed has been thoroughly inspected and approved by the teacher.

(C) Each barber school shall submit a schedule of its complete course of study to the board for its approval and shall post a course outline in the school where it can be easily read by all students.

(D) A student attending less than forty hours per week shall follow the same rules as required of all other students except that he or she must be scheduled to attend the school a minimum of three clock

hours per day. The school shall submit to the board for its approval the daily schedule to be followed by the part-time student.

(E) One-thousand-hour curriculum for licensed cosmetologists

(1) Each barber school may conduct a course of study and training which shall consist of not less than one thousand clock hours, and no student shall be permitted to spend more than ten hours in the school in any one day. Upon satisfactory completion of the one thousand clock hours, and upon presentation of a current ohio cosmetology license, the student shall be eligible to apply for the examination conducted by the board as set forth in section 4709.07 of the Revised Code.

(2) Each barber school shall teach the same subjects and shall require the same practices and procedures as outlined in paragraph (A) of this rule, with the exception made for the number of hours prescribed for each subject as follows:

(a) Theoretical study - thirty-five hours

(b) Scientific barber practice - one hundred hours

(c) General barber practice - eight hundred hours

(d) The remaining sixty-five hours may be allocated by the school to related theory, practice or clinic as it deems necessary.

(e) Each barber school shall submit to the board for its approval a course outline of its complete one thousand hour course. A copy of such approved outline shall be posted in the school where it may be easily read by all students.

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4709-3-05 Requirements for student application and operations.

(A) Each barber school shall require each applicant for admission to file with the school a written application on a form prescribed by the board. Each application shall be accompanied by the following:

(1) A certified copy of the applicant's birth certificate, or other documents as approved by the board.

(2) A diploma or other acceptable proof showing graduation from an eighth grade education or equivalent education as determined by an examination conducted under the supervision of the state department of education in the state where the applicant resides.

(3) Two current identical photos (head and shoulders only) no less than two and one-half inches by three and one-half inches, no more than three inches by five inches and must be signed on the front by the applicant.

(B) Each barber school, before admitting any student to enrollment, shall send such application, together with all documents attached thereto, to the board. If the board finds that the applicant fails to

meet the requirements, the board shall at once so notify the school and the applicant and state its reasons. If the board finds that the applicant meets its requirements, the board shall so notify the school and issue a registration card to the applicant. The school may then admit the applicant to enrollment and the student so enrolled shall thereafter display the registration card together with his or her photograph near his or her chair.

(C) No barber school shall permit a student to engage in the practice of barbering in the school or attend any classes until student has been issued a registration card by the board.

(D) No student may transfer credits and/or hours from one barber school to another within the state of Ohio without first obtaining written permission from the board.

(E) Teachers and students shall be attired in clean, neat, washable outer garments at all times during school hours.

(F) No credit shall be allowed on the following holidays:

(1) New year's day, January first;

(2) Memorial day;

(3) Independence day, July fourth;

(4) Labor day;

(5) Thanksgiving day;

(6) Christmas day, December twenty-fifth.

(G) Conduct of students

(1) A student shall not be unruly in school or interfere with any other student, and shall comply with the "Rules Governing Barbers and Sanitary Conditions of Barber Shops of Ohio" adopted by the board in accordance with Chapter 4709. of the Revised Code. Any student who violates this paragraph may be suspended or expelled.

(2) Each barber school shall prepare regulations relating to the conduct of students enrolled. Such regulations shall be presented in writing to the board for approval. Upon approval by the board, a copy shall be posted at all times on the bulletin board in the barber school.

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4709-3-06 Procedure upon completion of instruction.

(A) Upon completion of the prescribed course of eighteen hundred clock hours (or one thousand hours with valid Ohio cosmetology license), the barber school shall certify to the board that each student has performed not less than a combined total of eight hundred haircuts and facial shaves. Each barber

school shall present to each student successfully completing the prescribed course, a certificate of graduation.

(B) Upon completion of the hours and units of practice as prescribed in paragraph (A) of this rule, the student may make application on a form provided by the board for an examination conducted by the board to determine his or her fitness to practice barbering in the state of Ohio. The student and the director of the school shall certify therein to the number of training hours completed by the student, and that the student has performed at least the minimum number of services required. An itemized statement of prescribed curriculum shall be notarized by the school and the student. While pending the date of examination, the barber school shall permit the student to continue to attend classes and practice.

(C) Any student who fails to pass the examination conducted by the board shall, within ninety days of said notification, reapply for examination and pay the required fee. If the student fails to reapply for examination within the ninety days, or fails the second examination, he or she shall be required to complete a further course of study of not less than two hundred clock hours in an approved school of barbering before he or she may reapply for examination.

(D) Each school must post a copy of the monthly report of student hours by the tenth day of each month. Students are responsible for checking this report and notifying the school office of any errors in their hours.

(E) Each barber school shall report to the board on or before the fifteenth day of each month, the number of clock hours of each student and the total number of clock hours of all students in attendance during the preceding month.

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4709-3-07 New schools.

(A) All applicants for a license for the operations of a barber school in the state shall apply to the board regarding the requirements for its operation and for the proper procedure to follow in making application for license.

(B) Upon written request, the executive director of the board shall issue a copy of Chapter 4709. of the Revised Code and a copy of Chapter 4709-3 of the Administrative Code. After carefully reading the material the applicant shall file with the executive director a floor plan in accordance with the board's rules. This floor plan must be professionally prepared in completed detail, showing the entire school and all plumbing, electrical and other mechanicals. All state and building codes must be met.

(C) Upon board approval of the final floor plan, the executive director shall issue a complete opening school package. The applicant shall fill out all appropriate sections of the material and submit it to the board for its review and approval before any building or remodeling shall commence. The entire package shall be completed on the forms provided by the board. No application shall be considered for action by the board unless properly submitted in accordance with all of the board's rules.

(D) In addition to administrative requests, the opening school package shall contain the following items:

(1) A list of all equipment, on the forms provided by the board, so that the board may determine the adequacy of the equipment in relation to the school's proposed enrollment;

(2) A list of reference materials sufficient for the proper training of all students;

(3) A copy of the schools' curriculum. Only a curriculum in compliance with the board's standards shall be approved;

(4) A list of all teachers, their intended courses of instruction, and a resume of each teacher stating his/her qualifications for teaching the subjects listed, assistant teachers shall be so designated;

(5) A copy of all types of proposed advertisements for board approval prior to the release of such advertisement;

(6) Copies of the school's contracts, policies of the school, and time sheets for students' daily records. Only those items approved for use by the board shall be allowed. Any changes shall be approved by the board prior to use in the school;

(7) A statement of financial responsibility demonstrating a financial worth sufficient to establish a school and ensure the proper teaching of at least ten students. This financial statement shall be prepared and signed by a public accountant, and shall be filed with a financial operating plan for the first fiscal year's operation;

(8) A statement from a bonding company certifying that a ten-thousand dollar bond has been posted. Every bond shall continue in effect until notice of its termination is given to the board by registered mail. The bond shall be maintained as long as the school is in operation;

(9) A statement of plumbing approval from the state department of industrial relations;

(10) A preliminary inspection report if authorized by the executive director of the board;

(11) A final inspection report prepared by the board or its authorized agent verifying the statements made by the applicant in his or her opening school package;

(12) No barber school established after the adoption of this chapter shall enroll more than ten students until the board finds that such school has a sufficient number of patrons to provide the training for all students in general barbering practice required by this chapter. No such barber school shall increase its enrollment without the approval of the board; and

(13) Applicants for a barber school license may not advertise the school for enrollment or clinic services and may not enroll students until officially licensed by the board.

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