Please note that the Chapter you are about to replace may have rules still in effect after the publication date of this supplement. Therefore, all superseded material should be retained in a separate binder and archived for future reference.

This Chapter contains rules that were filed to be recodified in the Arizona Administrative Code between the dates of April 1, 2022 through June 30, 2022.

R4-10-501. Definitions .......................................................... 20
R4-10-502. Fees and Service Charges ........................................21
R4-10-503. Fee Payment ..........................................................22
R4-10-504. Safety and Infection Control Provisions .................22
R4-10-505. Reserved ...............................................................23
R4-10-506. Change of Ownership or Location ......................23
R4-10-507. Inspections ..............................................................23
R4-10-508. Licensing Time-frames ........................................23
Table 1. Time-frames (in days) .............................................24
R4-10-509. License Renewal .....................................................24
R4-10-601. Examinations .........................................................24
R4-10-602. Barber License Application .................................25
R4-10-603. Instructor License Application .............................25
R4-10-701. Application for a License to Operate a Shop ........26
R4-10-702. Basic Equipment Required in a Shop ....................27
R4-10-703. Shop Supervision ....................................................27
R4-10-704. Shop Mobile Units ..................................................27
R4-10-705. Display of Barber Pole ..........................................27
R4-10-706. Application for a License to Operate a School ....27
R4-10-707. Notification of Changes .........................................27
R4-10-708. Use of “Accredited,” “Approved,” or Similar Terms ..................28
R4-10-801. School Premises and Basic Equipment ..............28
R4-10-802. School Operations ..................................................29
R4-10-803. Required Notice to a Barber Trainee ..............29
R4-10-804. Required Notice to an Instructor Trainee ....29
Exhibit 1. Student Training and Supervision .................30
Exhibit 2. School Curriculum ................................................30
R4-10-805. School Records ......................................................30
R4-10-806. School Closure ......................................................31
R4-10-807. Reserved ...............................................................31
R4-10-808. Offsite Training Facility .................................31
R4-10-809. Hearing Procedures ...............................................31
R4-10-810. Rehearing and Review of Decision .........31
R4-10-811. Questions about these rules? Contact:  
Board: Barber and Cosmetology Board  
Address: 1740 W. Adams, Suite 4400  
Phoenix, AZ 85007  
Website: www.boc.az.gov  
Name: Frank Migali, Executive Director  
Telephone: (480) 784-4539  
Email: fmagali@azboc.gov  

The release of this Chapter in Supp. 22-2 replaces Supp. 20-4, 1-19 pages
Please note that the Chapter you are about to replace may have rules still in effect after the publication date of this supplement. Therefore, all superseded material should be retained in a separate binder and archived for future reference.
PREFACE

Under Arizona law, the Department of State, Office of the Secretary of State (Office), Administrative Rules Division, accepts state agency rule notice and other legal filings and is the publisher of Arizona rules. The Office of the Secretary of State does not interpret or enforce rules in the Administrative Code. Questions about rules should be directed to the state agency responsible for the promulgation of the rule.

Scott Cancelosi, Director
ADMINISTRATIVE RULES DIVISION

RULES

The definition for a rule is provided for under A.R.S. § 41-1001. “‘Rule’ means an agency statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedures or practice requirements of an agency.”

THE ADMINISTRATIVE CODE

The Arizona Administrative Code is where the official rules of the state of Arizona are published. The Code is the official codification of rules that govern state agencies, boards, and commissions.

The Code is separated by subject into Titles. Titles are divided into Chapters. A Chapter includes state agency rules. Rules in Chapters are divided into Articles, then Sections. The "R" stands for “rule” with a sequential numbering and lettering outline separated into subsections.

Rules are codified quarterly in the Code. Supplement release dates are printed on the footers of each Chapter.

First Quarter: January 1 - March 31
Second Quarter: April 1 - June 30
Third Quarter: July 1 - September 30
Fourth Quarter: October 1 - December 31

For example, the first supplement for the first quarter of 2022 is cited as Supp. 22-1. Supplements are traditionally released three to four weeks after the end of the quarter because filings are accepted until the last day of the quarter.

Please note: The Office publishes by Chapter, not by individual rule Section. Therefore there might be only a few Sections codified in each Chapter released in a supplement. This is why the Office lists only updated codified Sections on the previous page.

RULE HISTORY

Refer to the HISTORICAL NOTE at the end of each Section for the effective date of a rule. The note also includes the Register volume and page number in which the notice was published (A.A.R.) and beginning in supplement 21-4, the date the notice was published in the Register.

AUTHENTICATION OF PDF CODE CHAPTERS

The Office began to authenticate Chapters of the Code in Supp. 18-1 to comply with A.R.S. § 41-1012(B) and A.R.S. § 5302(1), (2)(d) through (e), and (3)(d) through (e).

A certification verifies the authenticity of each Code Chapter posted as it is released by the Office of the Secretary of State. The authenticated pdf of the Code includes an integrity mark with a certificate ID. Users should check the validity of the signature, especially if the pdf has been downloaded. If the digital signature is invalid it means the document’s content has been compromised.

HOW TO USE THE CODE

Rules may be in effect before a supplement is released by the Office. Therefore, the user should refer to issues of the Arizona Administrative Register for recent updates to rule Sections.

ARIZONA REVISED STATUTE REFERENCES

The Arizona Revised Statutes (A.R.S.) are available online at the Legislature’s website, www.azleg.gov. An agency’s authority note to make rules is often included at the beginning of a Chapter. Other Arizona statutes may be referenced in rule under the A.R.S. acronym.

SESSION LAW REFERENCES

Arizona Session Law references in a Chapter can be found at the Secretary of State’s website, www.azsos.gov under Services-> Legislative Filings.

EXEMPTIONS FROM THE APA

It is not uncommon for an agency to be exempt from the steps outlined in the rulemaking process as specified in the Arizona Administrative Procedures Act, also known as the APA (Arizona Revised Statutes, Title 41, Chapter 6, Articles 1 through 10). Other agencies may be given an exemption to certain provisions of the Act.

An agency’s exemption is written in law by the Arizona State Legislature or under a referendum or initiative passed into law by Arizona voters.

When an agency files an exempt rulemaking package with our Office it specifies the law exemption in what is called the preamble of rulemaking. The preamble is published in the Register online at www.azsos.gov/rules, click on the Administrative Register link.

Editor’s notes at the beginning of a Chapter provide information about rulemaking Sections made by exempt rulemaking. Exempt rulemaking notes are also included in the historical note at the end of a rulemaking Section.

The Office makes a distinction to certain exemptions because some rules are made without receiving input from stakeholders or the public. Other exemptions may require an agency to propose exempt rules at a public hearing.

PERSONAL USE/COMMERCIAL USE

This Chapter is posted as a public courtesy online, and is for private use only. Those who wish to use the contents for resale or profit should contact the Office about Commercial Use fees. For information on commercial use fees review A.R.S. § 39-121.03 and 1 A.A.C. 1, R1-1-113.

Rhonda Paschal, rules managing editor, assisted with the editing of this Chapter.
ARTICLE 1. GENERAL PROVISIONS

Article 1, consisting of Sections R4-10-01 through R4-10-19, repealed; Section R4-10-27 renumbered to R4-10-105; and Sections R4-10-101 through R2-10-112 adopted effective April 9, 1996 (Supp. 96-2).

Section
R4-10-101. Definitions ...................................................... 3
R4-10-102. Fees and Charges ............................................. 4
R4-10-103. Payment of Fees .............................................. 4
R4-10-104. Application for License by Examination ............ 4
R4-10-105. Application for License by Reciprocity; Application for License by Universal Recognition ................................. 5
R4-10-106. Licensing Time Frames ..................................... 6
R4-10-107. License Renewal ............................................. 6
R4-10-108. Pre-screening Review; Licensing Examination ... 7
R4-10-109. Repealed ...................................................... 7
R4-10-110. Reactivating an Inactive License ...................... 7
R4-10-111. Display of Licenses and Signs .......................... 8
R4-10-112. Infection Control and Safety Standards .......... 8
R4-10-113. Establishment Management ............................. 10
R4-10-114. Board Inspection .......................................... 10
R4-10-115. Rehearing or Review of a Board Decision ....... 10
Table 1. Time Frames (in days) ..................................... 11

ARTICLE 2. SCHOOLS

Article 2, consisting of Sections R4-10-28 through R4-10-32, repealed; Section R4-10-33 renumbered to R4-10-112; Section R4-10-34 repealed; and Sections R4-10-201 through R4-10-R4-10-209 adopted effective April 9, 1996 (Supp. 96-2).

Section
R4-10-201. Application for a License to Operate a School; Renewal ......................................................... 12
R4-10-202. School Closure .................................................. 12
R4-10-203. General School Requirements .......................... 13
R4-10-204. School Records ............................................. 13
R4-10-205. Aesthetic School Requirements ...................... 14
R4-10-206. Cosmetology School Requirements ............... 15
R4-10-206.1. Hairstyling School Requirements ............... 15
R4-10-207. Nail Technology School Requirements .......... 15
R4-10-208. Combined School Requirements .................. 16
R4-10-209. Demonstrators; Exclusions .......................... 16

R4-10-210. Changes Affecting a License to Operate a School .......................... 16

ARTICLE 3. STUDENTS

Article 3, consisting of Sections R4-10-301 through R4-10-306, adopted effective April 9, 1996 (Supp. 96-2).

Section
R4-10-301. Instruction; Licensed Individuals .................... 16
R4-10-302. Instructor Curriculum Required Hours ............ 16
R4-10-303. Aesthetics Curriculum Required 600 Hours ...... 17
R4-10-304. Cosmetology Curriculum Required 1600 Hours 17
R4-10-304.1. Hairstyling Curriculum Required 1000 Hours ... 18
R4-10-305. Nail Technology Curriculum Required 600 Hours ............... 18
R4-10-306. Curricula Hours ........................................... 18

ARTICLE 4. SALONS

Article 4, consisting of Sections R4-10-401 through R4-10-404, adopted effective April 9, 1996 (Supp. 96-2).

Section
R4-10-401. Application for a License to Operate a Salon .... 19
R4-10-402. Changes Affecting a License to Operate a Salon .... 19
R4-10-403. Salon Requirements and Minimum Equipment 20
R4-10-404. Mobile Services ........................................... 20
R4-10-405. Shampoo Assistants ....................................... 20

ARTICLE 5. GENERAL PROVISIONS

Article 5, consisting of Sections R4-10-501 through R4-10-504, and R4-10-506 through R4-10-509, and Table 1, recodified from A.A.C. R4-5-101 through R4-5-104, and R4-5-106 through R4-5-109, and Table 1, at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

Section
R4-10-501. Definitions .................................................. 20
R4-10-502. Fees and Service Charges ............................... 21
R4-10-503. Fee Payment ............................................... 22
R4-10-504. Safety and Infection Control Provisions .......... 22
R4-10-505. Reserved ..................................................... 23
R4-10-506. Change of Ownership or Location ................. 23
R4-10-507. Inspections ............................................... 23
R4-10-508. Licensing Time-frames ................................ 23
ARTICLE 6. EXAMINATION; BARBER AND INSTRUCTOR LICENSE APPLICATION

Article 6, consisting of Sections R4-10-601 through R4-10-603, recodified from A.A.C. R4-5-201 through R4-5-203, at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

Section
R4-10-601. Examinations ..................................................... 24
R4-10-602. Barber License Application .................................. 25
R4-10-603. Instructor License Application ........................... 25

ARTICLE 7. SHOPS

Article 7, consisting of Sections R4-10-701 through R4-10-705, recodified from A.A.C. R4-5-301 through R4-5-305, at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

Section
R4-10-701. Application for a License to Operate a Shop .... 26
R4-10-702. Basic Equipment Required in a Shop ............... 27
R4-10-703. Shop Supervision .............................................. 27
R4-10-704. Shop Mobile Units ............................................ 27
R4-10-705. Display of Barber Pole ................................. 27

ARTICLE 8. SCHOOLS

Article 8, consisting of Sections R4-10-801 through R4-10-811, and Exhibits 1 and 2, recodified from A.A.C. R4-5-401 through R4-5-411, and Exhibits 1 and 2, at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

Section
R4-10-801. Application for a License to Operate a School ... 27
R4-10-802. Notification of Changes ................................. 28
R4-10-803. Use of “Accredited,” “Approved,” or Similar Terms .................................................. 28
R4-10-804. School Premises and Basic Equipment ......... 28
R4-10-805. School Operations ............................................. 29
Exhibit 1. Required Notice to a Barber Trainee ............... 29
Exhibit 2. Required Notice to an Instructor Trainee .......... 29
R4-10-807. School Curriculum ........................................... 30
R4-10-808. School Records .............................................. 30
R4-10-809. School Closure ............................................... 31
R4-10-810. Reserved ....................................................... 31
R4-10-811. Offsite Training Facility ................................. 31

ARTICLE 9. HEARINGS

Article 9, consisting of Sections R4-10-901 and R4-10-902, recodified from A.A.C. R4-5-501 and R4-5-502, at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

Section
R4-10-901. Hearing Procedures ....................................... 31
R4-10-902. Rehearing and Review of Decision .............. 31
ARTICLE 1. GENERAL PROVISIONS

R4-10-101. Definitions
The definitions in A.R.S. §§ 32-501, 32-516, and 32-572 apply to this Chapter. Additionally, in this Chapter unless otherwise specified:

1. “Accredited” means approved by any regional or national accreditation organization.
2. “Administrative completeness review” means the Board’s process for determining that an applicant has provided all information and documents required by Board statute or rule for an application.
3. “Applicant” means an individual or any of the following seeking licensure by the Board:
   a. If a corporation, any two officers of the corporation;
   b. If a partnership, any two of the partners; or
   c. If a limited liability company, the designated corporate contact person, or if no contact person is designated, any two members of the limited liability company.
4. “Application packet” means the forms and documents the Board requires an applicant to submit.
5. “Bracing” means to use a support that helps to steady or strengthen while performing a procedure.
6. “Certification of hours” means a document that states the total number of hours completed at a school, including:
   a. A written statement of the hours or credits a student received in the licensed school, signed by the administrator of the agency authorized to record hours in the jurisdiction in which the applicant received certified or accredited vocational or academic training, affixed with the agency’s official seal; or
   b. If a student is transferring from one Arizona school to another under A.R.S. § 32-560, a transfer application that reflects the hours or credits a student received, signed by the administrator of the school where the applicant received certified or accredited training.
7. “Certification of licensure” means the status of the license, signed by the administrator of the agency authorized to issue the license, in the jurisdiction in which the applicant received certified or accredited vocational or academic training, in which the applicant received a license, affixed with the agency’s official seal.
8. “Classroom” means an area in which instruction or demonstration is provided regarding theory and practice on models.
9. “Clinic” means the area where a student practices cosmetology, hairstyling, nail technology, or aesthetics on the general public for a fee.
10. “Course” means an organized subject matter in which instruction is offered within a given period of time and for which credit toward graduation or certification is given.
11. “Credit” means one earned academic unit of study based on:
   a. Completing a high school’s required number of class sessions per calendar week in a course; or
   b. Attending a one-hour class session per calendar week at a community college, an accredited college or university, or a high school.
12. “Crossover hours” means hours of training obtained by a licensed aesthetician, cosmetologist, hair stylist, or nail technician that a school licensee accepts as hours of training required for licensure in a different profession.
13. “Days” means calendar days.
14. “Graduation” or “graduated from a school” means completion of the criteria established by a cosmetology, hairstyling, aesthetics, or nail technology school for the course in which the applicant was enrolled including completion of the required curriculum hours.
15. “High school equivalency” means:
   a. A high school diploma from a school recognized by the basic education authority or the Department of Education in the jurisdiction in which the school is located,
   b. A passing score on a high school equivalency general educational development test or its equivalent as required by the Department of Education,
   c. An associate degree or 15 academic credits from a junior college recognized by the basic education authority in the jurisdiction in which the college is located, or
   d. Any degree from a college or university recognized by the basic education authority in the jurisdiction in which the college or university is located.
16. “Hour” means one clock hour.
17. “Instructor training” means the courses specified in R4-10-302.
18. “Licensed in another state of the United States or foreign country” means:
   a. A governmental regulatory agency in the state or country is authorized to examine the competency of individuals who graduate from a licensed cosmetology, hairstyling, nail technology, or aesthetics school, or instructors for these disciplines; and
   b. The governmental regulatory agency issues licenses over which the state or country has regulatory and disciplinary jurisdiction.
19. “Licensed salon or licensed school” means an establishment for which the Board has issued a license to a person under A.R.S. § 32-541 or 32-551, as applicable.
20. “Manager” means an individual who is responsible for ensuring an establishment complies with A.R.S. §§ 32-501 et seq. and this Chapter.
21. “Model” means an individual or mannequin on which an applicant performs demonstrations for the practical section of a licensing examination.
22. “Personal knowledge” means actual observation of an individual who practiced aesthetics, cosmetology, hairstyling, or nail technology in any state or country.
23. “Practice” means engaging in the profession of aesthetics, cosmetology, hairstyling, nail technology, or instructor.
24. “Reciprocity” means the procedure for granting an Arizona license to an applicant who received the required hours from a school licensed in another state of the United States or a foreign country or is currently licensed in another state of the United States or a foreign country.
25. “Salon suite” means multiple individually operated and licensed salons that share a physical address except for suite number.
26. “Substantive review” means the Board’s process for determining whether an applicant for licensure meets the requirements for the license for which application is made including, if applicable, taking and passing an examination required by the Board.
27. “Tenth grade equivalency” means:
   a. Ten high school credits, including two in English, from any school recognized by the basic education authority or the Department of Education in the jurisdiction in which the credits were obtained;
b. Proof the prospective student is at least 18 years old. Satisfactory proof of age is shown by a government-issued driver’s license or identification card, birth certificate, or passport; or
c. High school equivalency.

28. “Transfer application,” as used in A.R.S. § 32-560, means an application that documents the transfer of a student from one Arizona cosmetology, hairstyling, nail technology, or aesthetics school to another and contains the student’s name, address, identification number, telephone number, and number of hours of instruction received.

29. “Virtual learning” means the use of technology to teach students who may or may not be physically present in a classroom.

Historical Note

R4-10-102. Fees and Charges
A. Under the specific authority provided by A.R.S. § 32-507 and subject to R4-10-103, the Board establishes and shall collect the following fees:
1. Initial personal license: $60.00
2. Personal licensing renewal fees: $60.00
3. Delinquent personal license renewal: $60 for personal license renewal as specified under subsection (A)(2) plus $30 for delinquent renewal for every two years or portion of two years that the license is inactive to a maximum of 10 years
4. Personal reciprocity or universal recognition license: $60.00
5. Salon initial license: $110.00
6. Salon renewal: $50.00
7. Salon delinquent renewal: $80.00
8. School license: $600.00
9. School renewal: $250.00
10. Delinquent school renewal: $350.00

B. An applicant for licensure by examination shall pay directly to the national professional organization with which the Board contracts the amount charged to administer and grade the written and practical examinations.

C. Under the specific authority provided by A.R.S. § 32-507(B) and subject to R4-10-103(E), the Board establishes and shall collect the following charges for the services provided:
1. Board administered educational classes: $25.00
2. Certification of licensure or hours: $30.00
3. For use of an alternative method of payment: $3.00 per transaction
4. For copying public documents: 50¢ per page
5. For audiotapes, videotapes, computer discs, or other media used for recording sounds, images, or information: $15 per tape, disc, or other medium
6. For a list of licensees’ names and addresses: 25¢ per name
7. Board-issued duplicate license: $10.00
8. Issuing an updated license following receipt of a notice of salon-suite change: $20

D. As authorized by A.R.S. § 44-6852, the Board shall charge a service fee of $20.00 for the return of a dishonored check or the failure of any other means of payment to be honored plus the actual charges assessed by the financial institution dishonoring the check or other means of payment.

Historical Note

R4-10-103. Payment of Fees
A. A fee is not considered paid until the Board receives the amount required. The Board shall not provide services, administer examinations, or issue certifications or licenses until it receives the required fee.
B. The Board shall accept personal check, money order, or credit card only.
C. If a check for a license renewal is returned because it is dishonored, the renewal application is incomplete, and any license renewal issued is void effective the date the Board mails written notice to the licensee that the license is void.
D. An applicant or licensee whose fee payment to the Board is dishonored is not entitled to a further service, certification, or license until the Board receives the following:
   1. The amount of the fee for which the payment was dishonored;
   2. The service charge provided in R4-10-102 (D); and
   3. If applicable, the delinquent fee for each year or part of a year the license was inactive for the type of license to be renewed.
E. Fees are nonrefundable except if A.R.S. § 41-1077 applies.
F. The Board shall not refund fees tendered for $5.00 or less over the amount specified in R4-10-102, except the Board shall refund fees paid over the amount specified as the maximum fee in A.R.S. § 32-507.

Historical Note

R4-10-104. Application for License by Examination
A. An applicant for an aesthetics, cosmetology, hairstyling, nail technology, or instructor license by examination shall submit to the Board:
   1. The fee required for an initial personal license in R4-10-102; and
   2. An application provided by the Board that contains:
      a. A passport quality photo of the applicant;
      b. The applicant’s name, address, e-mail address, telephone number, Social Security number, gender, and birth date;
      c. The name and address of each licensed school attended by the applicant;
      d. The name of course completed, the name of the school where completed, and the starting date and date of graduation;
      e. If previously licensed by the Board, type of license, license number, license expiration date, and the name used on the license;
      f. A statement of whether the applicant has ever had an aesthetics, cosmetology, hairstyling, nail technology, or instructor license suspended or revoked in any state of the United States or foreign country;
g. A statement by the applicant verifying the truthfulness of the information provided by the applicant; and
h. The applicant’s signature; and
3. Documentation specified under A.R.S. § 41-1080 indicating the applicant’s presence in the United States is authorized under federal law.

B. In addition to complying with the requirements in subsection (A), an applicant for an aesthetics, cosmetology, hairstyling, or nail technology license by examination shall:

1. Comply with A.R.S. §§ 32-510, 32-511, 32-512, or 32-512.01 by submitting documentation of 10th grade equivalency;
2. Comply with A.R.S. §§ 32-510, 32-511, 32-512, or 32-512.01 by submitting a copy of one of the following:
   a. If the applicant graduated from a course presented by a school licensed by the Board, a written statement signed by the administrator of the school that documents proof of graduation and completion of all required hours;
   b. If the applicant attended more than one licensed school in Arizona, a copy of a transfer application or certification of hours from each school attended that includes the starting and ending dates, and a written statement signed by the administrator of each school that documents proof of the total number of hours completed at the school, and, if applicable, proof of graduation;
   c. If the applicant completed an apprenticeship program as described under A.R.S. § 32-511(3)(c), ensure the Department of Economic Security provides notice to the Board that the applicant completed the described program; and
   d. Comply with R4-10-102 regarding examination fees.

C. In addition to complying with the requirements in subsection (A), an applicant for an instructor license by examination shall:

1. Comply with A.R.S. § 32-531 by submitting the following:
   a. Documentation, as specified in subsection (C)(3), of required work experience;
   b. Proof of current licensure in the profession in which work experience was gained;
   c. Proof of licensure during the period work experience was gained; and
   d. Proof of attainment of 18 years of age; or
   e. Proof of high school equivalency.
2. If qualifying under A.R.S. § 32-531(3)(a), submit a copy of the following:
   a. Certification of graduation from a licensed school, on a form supplied by the Board, including the starting and ending dates, total number of hours completed, and signature of the administrator of the school; and
   b. If the applicant attended more than one licensed school in Arizona, a copy of a transfer application or certification of hours from each school attended, including the starting and ending dates, total number of hours completed, and signature of the administrator of the school; and
3. Documentation of the work experience required by A.R.S. § 32-531, which shall be signed by an owner or manager of a licensed salon, an individual, or a supplier of cosmetology products with personal knowledge of the applicant’s licensed experience in the profession for which the applicant seeks an instructor license. The person providing the documentation verifying the applicant’s experience shall also indicate the following:
   a. Profession in which applicant gained the experience;
   b. Starting and ending dates of applicant’s experience in the profession;
   c. Name of licensed salon and address where applicant gained experience in the profession; and
   d. License number and name of the licensed individual completing the form; or
   e. Name, address, and telephone number of the individual providing the information.

Historical Note

R4-10-105. Application for License by Reciprocity; Application for License by Universal Recognition
A. An applicant for an aesthetics, cosmetology, hairstyling, nail technology, or instructor license by reciprocity shall submit the applicable fee required in R4-10-102 and all of the following to the Board:

1. An application provided by the Board and signed by the applicant that contains:
   a. The applicant’s name, address, e-mail address, telephone number, gender, Social Security number, and birth date;
   b. A passport quality photo of the applicant;
   c. If previously licensed by the Board, the type of license, license number, license expiration date, and the name used on the license;
   d. A statement of whether the applicant has ever had an aesthetics, cosmetology, hairstyling, nail technology, or instructor license suspended or revoked in any state of the United States or foreign country; and
   e. A statement by the applicant verifying the truthfulness of the information provided by the applicant;
2. A certification of hours and proof of graduation or licensure in another state of the United States or foreign country; and
3. Documentation specified under A.R.S. § 41-1080 indicating the applicant’s presence in the United States is authorized under federal law.

B. An applicant for an aesthetics, cosmetology, hairstyling, nail technology, or instructor license by universal recognition, as described at A.R.S. § 32-4302, shall submit the applicable fee required in R4-10-102 and all of the following to the Board:

1. An application provided by the Board and signed by the applicant that contains:
   a. The applicant’s name, address, e-mail address, telephone number, gender, Social Security number, and birth date;
   b. A passport quality photo of the applicant; and
   c. A statement by the applicant verifying the truthfulness of the information provided by the applicant;
2. A list of all states in which the applicant is currently licensed and certification from the licensing states that the applicant’s license is in good standing;
3. Proof of Arizona residency; and
4. Documentation specified under A.R.S. § 41-1080 indicating the applicant’s presence in the United States is authorized under federal law.

Historical Note

R4-10-106. Licensing Time Frames
A. The overall, administrative completeness, and substantive review time frames described in A.R.S. § 41-1072 for each type of license granted by the Board are listed in Table 1. The applicant and Executive Director of the Board may agree in writing to extend the overall time frame. The substantive review time frame may not be extended by more than 25 percent of the overall time frame.

B. The administrative completeness review time frame begins when the Board receives an application packet.
1. If an application packet is incomplete, the Board shall send to the applicant a written notice specifying the missing document or incomplete information. The administrative completeness review time frame and the overall time frame are suspended from the postmark date of the notice until the date the Board receives a complete application packet from the applicant.
2. If an application packet is complete, the Board shall send a written notice of administrative completeness to the applicant.
3. If the Board grants a license during the administrative completeness time frame, the Board shall not issue a separate written notice of administrative completeness.

C. The substantive review time frame begins on the postmark date of notice of administrative completeness.
1. As part of the substantive review for a license to operate a school, the Board shall conduct an inspection that may require more than one visit to the school.
2. During the substantive review time frame, the Board may make one comprehensive written request for additional information or documentation. If the applicant has applied for licensure by examination, the Board shall request evidence of passing the examination required under R4-10-108. The time frame for the Board to complete the substantive review is suspended from the postmark date of the comprehensive written request for additional information or documentation until the Board receives the additional information or documentation.
3. If an applicant meets the requirements of A.R.S. Title 32, Chapter 5 and this Chapter, the Board shall send written notice granting a license to the applicant.
4. If an applicant does not meet the requirements of A.R.S. Title 32, Chapter 5 and this Chapter, the Board shall send a written notice denying a license to the applicant. The Board shall include in the notice of denial the basis for the denial and an explanation of the applicant’s right to appeal under A.R.S. Title 41, Chapter 6, Article 10.

D. The Board shall consider an application withdrawn if within 180 days from the application submission date the applicant fails to supply the missing information under subsection (B)(1) or (C)(2).

E. An individual shall not practice as an aesthetician, cosmetologist, hairstylist, instructor, or nail technician until the individual receives and posts the license at the individual’s place of employment.

F. If the last day of a time frame falls on a Saturday, Sunday, or a legal holiday, the Board shall consider the next business day the last day of the time frame.

Historical Note

R4-10-107. License Renewal
A. An aesthetician, cosmetologist, hairstylist, nail technician, or instructor licensee shall postmark or electronically submit an application for renewal to the Board on or before the licensee’s birthday every two years.
1. If a licensee’s birthday falls on a Saturday, Sunday, or legal holiday, the licensee may file the renewal application on the next business day following the licensee’s birthday.
2. A renewal application consists of:
   a. A form provided by the Board that contains the licensee’s name, address, e-mail address, Social Security number, and signature;
   b. A copy of a government-issued identification containing a photograph of the licensee;
   c. If the documentation previously submitted under R4-10-104(A)(3) or R4-10-105(3) did not establish citizenship in the United States or was not a non-expiring work authorization, documentation specified under A.R.S. § 41-1080 that the licensee’s presence in the United States continues to be authorized under federal law;
   d. A statement of whether the licensee has changed the licensee’s name since the previous application and, if name has changed, a copy of a legal document, such as a marriage license or divorce decree, showing the name change; and
   e. The fee required in R4-10-102.

B. An establishment licensee shall annually postmark or electronically submit to the Board an application for renewal on or before the license renewal date.
1. If the license renewal date falls on a Saturday, Sunday, or legal holiday, the licensee may file the application on the next business day following the license renewal date.
2. A renewal application consists of:
   a. A form provided by the Board that contains:
      i. The establishment’s name;
      ii. The licensee’s license number; and
      iii. If the licensee is an individual or partnership, the signature and tax identification number of the licensee or if the licensee is a corporation or limited liability company, the signature of the authorized signer and the tax identification number of the corporation or limited liability company; and
   b. The fee required in R4-10-102.

Historical Note
Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-107 renumbered to R4-10-110; new Section adopted by final rulemaking at 5 A.A.R. 1791, effec-
CHAPTER 10. BARBERING AND COSMETOLOGY BOARD

R4-10-108. Pre-screening Review; Licensing Examination

A. A student planning to apply to the Board for licensure may, but is not required to, request that the Board complete a pre-screening review of whether the student is qualified to take the licensing examination. The student may request the pre-screening review before the student graduates from a licensed school but the student shall not be issued an examination date until the student has completed a minimum of:

1. 1450 hours of cosmetology training,
2. 750 hours of hairstyling training,
3. 500 hours of aesthetics or nail technology training, or
4. 350 hours of cosmetology, hairstyling, aesthetics, or nail technology instructor training.

B. After the Board completes the pre-screening review and determines the student has completed the number of hours specified in subsection (A), the Board may notify the student by providing written notification to an address provided by the student.

C. If a student who has been issued an examination date fails to apply for licensure and provides a certification of graduation by the examination date or fails to appear at the examination site at the scheduled examination time, the examination fee is forfeited.

D. A request for a pre-screening review is not an application for licensure and does not guarantee the Board will issue a license.

E. The Board or national professional organization with which the Board contracts to administer the licensing examination shall provide written notice to an applicant of the date, time, and location for the examination.

F. An applicant shall provide photographic identification when entering the examination site. The following U.S.-issued forms of identification are acceptable: passport, driver license, bank identification card, military identification, or other government-issued identification card.

G. The licensing examination consists of both a written and practical section. An applicant shall perform a live demonstration on a model during the practical section of the licensing examination.

H. If an applicant fails to appear for a licensing examination as scheduled, the applicant forfeits the examination fee. If an applicant arrives at an examination site after the scheduled examination begins, the examination administrator shall not allow the applicant to take the examination. An applicant may reschedule a missed examination by paying another examination fee.

I. An applicant may cancel a scheduled examination date once by providing notice of cancellation at least 48 hours before the examination start time. The Board does not require another examination fee to reschedule a canceled examination.

J. Neither the Board nor the examination administrator shall make examination materials available for inspection or copying by any person. A person shall not attempt to obtain or provide examination materials.

K. An applicant shall not bring and the examination administrator shall not allow written material or recording media to either

the written or practical section of the licensing examination. The examination administrator may exclude from the written or practical section of the licensing examination any items the examination administrator believes may impede the fair administration or security of the examination. The examination administrator shall dismiss from the examination an applicant who seeks to impede the fair administration of the examination, or copies or asks for information from another applicant and cause the examination fee to be forfeited.

L. If an applicant passes the examination but fails to complete the licensure process within one year after the date of the examination, the Board shall void the examination scores.

M. If application is made for licensure by reciprocity, the Board shall accept a score on a written or practical examination from another jurisdiction if the examination:

1. Is the same national examination administered in Arizona,
2. The score obtained by the applicant is at least the same as the passing score required by the Board at the time the applicant took the examination in the other jurisdiction, and
3. The applicant provides the Board with documentation from the other jurisdiction verifying the passing score and that the score was received within one year before the application for licensure by reciprocity.

N. The Board or national professional organization with which the Board contracts to administer the licensing examination shall conduct the practical section of the licensing examination in English and an applicant shall submit answers in English. The written section of the licensing examination is conducted in languages specified by the national professional organization and chosen by the applicant.

Historical Note


R4-10-109. Repealed

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-109 renumbered from R4-10-112; new Section R4-10-109 renumbered from Section R4-10-105 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Section repealed by final rulemaking at 12 A.A.R. 807, effective April 8, 2006 (Supp. 06-1).

R4-10-110. Reactivating an Inactive License

A. A cosmetology, hairstyling, nail technology, aesthetics, or instructor license that has been inactive for less than two years may be reactivated by paying the delinquent renewal fee.

B. A cosmetology, hairstyling, nail technology, aesthetics, or instructor license that has been inactive for more than two years, but less than 10 years, may be reactivated by the inactive licensee paying the delinquent renewal fee, as described in R4-10-102(A)(3), and paying for and completing the infection protection class and law review class, offered by the Board.
C. If a cosmetology, hairstyling, nail technology, aesthetics, or instructor license has been inactive for more than 10 years, the inactive licensee shall pay 10 years of delinquent renewal fees and comply with all application requirements in R4-10-104 before practicing or teaching cosmetology in Arizona.

Historical Note

R4-10-111. Display of Licenses and Signs
A. An establishment licensee shall ensure the name on the establishment’s sign, advertising, and publications is the same as the name on the license to operate the establishment issued by the Board. The establishment’s sign shall be prominently posted.

B. A school licensee shall:
1. Prominently post a course schedule that lists the names of instructors and courses; and
2. Display the licenses of the school licensee and all instructors near the school entrance, visible to the public.

C. A salon licensee shall:
1. Prominently post the license of the salon licensee, and
2. Ensure that the personal license of each licensee performing services in the salon is posted at the licensee’s work station.

D. A licensee performing mobile services shall prominently display in the area where mobile services are provided:
1. A photocopy of the licensee’s personal license or the licensee’s Board-issued, wallet-size license card, and
2. A photocopy of the Board-issued license to operate a salon or Board-issued, wallet-size license card to operate a salon.

E. A copy of R4-10-112 shall be prominently posted in each establishment.

F. If applicable, a salon licensee shall prominently post a sign that reads: “These services are not regulated by the Arizona Board of Cosmetology” and include a list services provided but not regulated.

Historical Note
Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-111 renumbered to Section R4-10-114; new Section R4-10-111 renumbered from Section R4-10-108 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 12 A.A.R. 807, effective April 8, 2006 (Supp. 06-1). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).

R4-10-112. Infection Control and Safety Standards
A. An establishment licensee shall ensure the establishment has and maintains the following minimum equipment and supplies:
1. Non-leaking, solid-side waste receptacles with liners, which are emptied, cleaned, and disinfected daily; and
2. Ventilated, covered, containers for soiled linens including towels and capes;
3. Covered, clean containers or cabinets to hold clean linens including towels and capes;
4. Covered, wet disinfectant container that:
   a. Is set up with disinfectant solution at all times the establishment is open, and
   b. Is changed as determined by the manufacturer’s instructions or when visibly cloudy or contaminated; and
5. An Environmental Protection Agency (EPA)-registered bactericidal, virucidal, or fungicidal, disinfectant effective against HIV and human hepatitis B virus, which shall be mixed and used according to manufacturer’s directions on all tools, instruments, and equipment.

B. Procedure for disinfecting non-electrical equipment. A licensee or student shall disinfect non-electrical equipment by:
1. Cleaning with soap or detergent and warm water, rinsing with clean water, and patting dry; and
2. Totally immersing in the wet disinfectant required under subsection (A)(5) following manufacturer’s recommended directions.

C. Procedure for storing tools and instruments. A licensee or student shall:
1. Place a tool or instrument that has been used on a client or soiled in any manner in a covered receptacle that is labeled “dirty”; and
2. Place a disinfected instrument in a disinfected, dry, covered container that is labeled “ready to use” and isolate the disinfected instrument from contaminants.

D. Procedure for disinfecting electrical equipment, which shall be in good repair, before each use. A licensee or student shall disinfect electrical equipment by:
1. Removing all foreign matter from the equipment;
2. Cleaning and spraying or wiping with an EPA-registered bactericidal, virucidal, or fungicidal, disinfectant compatible with electrical equipment, as required in subsection (A)(5), ensuring the electrical equipment is in contact with the disinfectant for the time specified on the disinfectant label;
3. Storing the disinfected electrical equipment in a clean place separated from cords for the electrical equipment; and
4. If the electrical equipment has removable parts, disinfecting the removed parts as described in subsection (B).

E. Tools, instruments, and supplies. A licensee or student shall:
1. Dispose of all tools, instruments, or supplies that come into direct contact with a client and cannot be disinfected (for example, cotton pads, sponges, porous emery boards, and neck strips) by placing them in a waste receptacle immediately after use;
2. Not store or carry disinfected tools and instruments in a leather or cloth pouch or pocket;
3. Dispose of a sharp cosmetology tool or instrument by sealing the tool or instrument in a rigid, puncture-proof container and disposing in a manner that keeps licensees, students, clients, and sanitation workers safe;
4. Not place clips or other tools and instruments in the mouth, pocket, or other holder that cannot be cleaned and disinfected;
5. Sharpen pencil cosmetics before each use and clean and disinfect the sharpener after each use; and
6. A client’s personal cosmetology tools and instruments that are brought into and used in the establishment shall comply with these rules.
1. If the wound is on the licensee’s or student’s hand, the licensee or student shall:
   a. Clean the wound with an antiseptic solution;
   b. Cover the wound with a sterile bandage; and
   c. Cover the wounded area with a glove or finger cover;
2. Discard all blood-stained tissue or cotton or other blood-contaminated material;
3. Disinfect all equipment, tools, and instruments that came in contact with blood or other body fluids as discussed in subsections (A)(5) and (B); and
4. Disinfect electrical equipment as discussed in subsection (D).
G. An establishment licensee shall ensure all circulating and non-circulating tubs or spas are cleaned as follows:
1. After each client or service, complete all of the following:
   a. Drain the tub;
   b. Clean the tub according to manufacturer’s instructions, taking special care to remove all film, especially at the water line;
   c. Rinse the tub;
   d. Fill the tub with water and disinfectant as in subsection (A)(5); and
   e. Allow the disinfectant to stand for non-circulating tubs or to circulate for circulating tubs for the time specified in manufacturer’s instructions.
2. At the end of the day, complete all of the following:
   a. Drain the tub;
   b. Remove all filters, screens, drains, jets, and other removable parts;
   c. Scrub all removed parts with a brush and soap or detergent until free from debris;
   d. Rinse the removed parts;
   e. Completely immerse the removed parts in the disinfectant listed under subsection (A)(5); and
   f. Rinse the tub;
   g. Replace the disinfected parts;
   h. Fill the tub with clean water and the amount of disinfectant proper for the volume of water;
   i. Circulate the water and disinfectant for the full contact time listed on the manufacturer’s label. If the tube does not have jets, allow the water and disinfectant to stand for the full contact time listed on the manufacturer’s label; and
   j. Drain the tub.
H. Personal cleanliness. A licensee or student shall:
1. Thoroughly wash his or her hands with soap and warm water or an equally effective hand sanitizer immediately before providing services to each client, before checking a student’s work on a client, or after smoking, eating, or using the restroom;
2. Wash a client’s skin on which services will be performed with soap and warm water or wipe the skin with waterless hand sanitizer approved for use on skin before a nail technology service, including a pedicure service, is provided; and
3. Wear clean, fluid-proof, single-use, protective gloves while performing any service if any bodily discharge is present from the licensee, student, or client or if any discharge is likely to occur from the client because of services being performed. Discard gloves immediately after use.
I. Disease and infestation. A licensee or student shall not perform a service on an individual:
1. Who has a contagious disease that may be transmitted by the performing of the service on the individual; or
2. Who is exhibiting a sign of infection such as reddened, erupted, or open skin.
J. Client protection. A licensee or student shall:
1. Protect a client’s clothing from direct contact with shampoo bowls or headrests by using clean linens, capes, robes, or protective neck strips;
2. Maintain infection control and perform services safely;
3. Use bracing around a client’s eyes, ears, lips, fingers, and toes; and
4. Provide a client a pre- and post-analysis that includes appropriate instructions for follow-up.
K. Care and storage of linens including towels, robes, and capes. An establishment licensee shall ensure:
1. Clean linens are provided for each client and laundered after each use;
2. Soiled linens are stored in a ventilated receptacle;
3. Laundering includes washing linens using detergent and bleach; and
4. Clean linens are stored in covered containers or closets.
L. Care of headrests, shampoo bowls, and treatment tables. An establishment licensee shall ensure:
1. All products are stored in a container that is clean and free of corrosion, labeled to identify contents, and in compliance with state and local laws and manufacturer’s instruction;
2. All products containing poisonous substances are distinctly marked;
3. When only a portion of a cosmetic product is to be used, the portion is removed from the container in a way that does not contaminate the remaining product; and
4. Once dispensed, a product is not returned to the original container.
M. Prohibited hazardous substances and use of products. An establishment licensee shall ensure:
1. No cosmetic products containing hazardous substances banned by the U.S. Food and Drug Administration (FDA) for use in cosmetic products, including liquid methyl methacrylate monomer and methylene chloride, are on the establishment premises;
2. All products are used only in a manner approved by the FDA, EPA, or other regulatory agency; and
3. Instructions on the manufacturer’s label are followed at all times.
N. Care of headrests, shampoo bowls, and treatment tables. An establishment licensee shall ensure:
1. Headrests of chairs and treatment tables are disinfected at least daily;
2. Treatment tables are covered with a clean linen or paper sheet for each client;
3. Shampoo bowls and neck rests are cleaned with soap and warm water or other detergent and disinfected after each use and kept in good repair; and
4. Shampoo neck rests are disinfected with a solution listed under subsection (A)(5) before each use.
O. Prohibited devices, tools, or chemicals; invasive procedures. An establishment licensee shall ensure:
1. Except as provided in this subsection and subsection (O)(2), all of the following devices, tools, or chemicals are not present in or used in a salon:
   a. A devise, tool, or chemical designed or used to pierce the dermis; and
   b. A low-frequency, or low-power ultrasonic, or sonic device except one intended for skin cleansing, exfoliating, or product application.
2. A licensee that provides an invasive procedure, using a device, tool, or chemical described in subsection (O)(1), that is otherwise allowed under Arizona law, complies with statutes and rules governing the procedure, training, or supervision as required by the relevant, regulatory authorities.

P. Skin peeling. A licensee shall:
1. Except as provided in subsection (O)(2), remove only the non-living, uppermost layer of skin, known as the epidermis, by any method or means and only for the purpose of beautification;
2. Not use a skin removal technique or practice that affects the dermal layer of the skin;
3. Not mix or combine skin removal products except as required by manufacturer instructions and approved by the FDA; and
4. Use only commercially available products for the removal of epidermis for the purpose of beautification.

Q. Restricted use tools and instruments. A licensee shall use:
1. Nippers only to remove loose cuticles; and
2. Pre-sterilized, disposal lancets only to dilate follicles and release sebaceous debris from the follicle.

R. An establishment licensee shall maintain cleanliness and repair of the establishment according to the following guidelines:
1. Discard hair and nail clippings immediately after each client;
2. Clean and disinfect shampoo bowls using a disinfectant listed under subsection (A)(5) and ensure drains are free running;
3. Disinfect counters and all work areas after each client by using a disinfectant discussed in subsection (A)(5).

S. An establishment licensee, including the licensee of a salon in a residence, shall ensure compliance with the following building standards:
1. There is an entrance into the establishment from the outside. If the establishment is a salon in a residence, the entrance may be through living quarters;
2. Except for a salon in a residence, an establishment shall not be used for residential or other living purposes;
3. The establishment has a restroom open and available for employees’ and clients’ use during business hours. The restroom has a wash basin, running water, liquid soap, and disposable towels; is kept clean and sanitary at all times; and is in close enough proximity to the establishment to ensure safety for cosmetology procedures during use;
4. Extra material stored in the establishment restroom is locked in a cabinet;
5. The establishment, including a mobile unit, has sufficient hot and cold running water; and
6. The establishment has a natural or mechanical ventilation and air filtration system that provides free flow of air to each room, prevents the build-up of emissions and particulates, keeps odors and diffusions from chemicals and solutions at a safe level, and provides sufficient air circulation and oxygen.

T. An establishment licensee shall ensure compliance with the following general requirements.
1. A first-aid kit that contains, at a minimum, bandages, gauze, antiseptic, and antibiotic cream; is present in the establishment and easily accessible;
2. Only fish in aquariums and service animals, are allowed in the establishment; and
3. The establishment complies with federal and state requirements.

Historical Note
Section R4-10-112 renumbered from former Section R4-10-33 and amended effective April 9, 1996 (Supp. 96-2)
Former Section R4-10-112 renumbered to Section R4-10-115; new Section R4-10-112 renumbered from Section R4-10-109 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 11 A.A.R. 4239, effective December 5, 2005 (Supp. 05-4). Amended by final rulemaking at 14 A.A.R. 2083, effective July 5, 2008 (Supp. 08-2). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).

R4-10-113. Establishment Management
A. The manager of an establishment shall ensure:
1. Licenses, notices, and the Board’s most recent inspection sheet are prominently displayed;
2. The establishment and all licensees in a salon, school, or a mobile service area have current licenses;
3. Infection control and safety standards are maintained.

B. The Board shall hold the establishment licensee and manager or director responsible for all violations of requirements enumerated in subsection (A) that occur within the establishment.

C. If a salon licensee rents or leases space within the salon to a person who obtains a separate license to operate a salon, the Board shall hold the second licensee and manager responsible for all violations of requirements enumerated in subsection (A) that occur within the portion of the salon the second licensee is licensed to operate.

Historical Note
New Section R4-10-113 renumbered from Section R4-10-110 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).

R4-10-114. Board Inspection
A. A licensee or manager of an establishment shall permit a Board inspector or representative to inspect the premises of the establishment regardless of whether the establishment has been identified in a complaint.

B. A Board inspector or representative may inspect the premises of a location alleged to be operating as a salon or school without a license from the Board.

C. Board action is required to dismiss a complaint.

Historical Note
New Section R4-10-114 renumbered from Section R4-10-111 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).

R4-10-115. Rehearing or Review of a Board Decision
A. The Board shall provide for a rehearing or review of its decisions under A.R.S. Title 41, Chapter 6, Article 10 and the rules established by the Office of Administrative Hearings.

B. Except as provided in subsection (H), a party is required to file a motion for rehearing or review of a Board decision, within 30 calendar days after service of the decision, to exhaust the party’s administrative remedies.

C. A motion for rehearing or review may be amended at any time before it is ruled on by the Board. A response may be filed within 15 calendar days after service of a motion or amended motion by any party. The Board may require the filing of written briefs regarding the issues raised in the motion and may provide for oral argument.
CHAPTER 10. BARBERING AND COSMETOLOGY BOARD

D. The Board may grant a rehearing or review for any of the following causes materially affecting the moving party’s rights:
1. Irregularity in the administrative proceedings or any order or abuse of discretion that deprived the moving party of a fair hearing;
2. Misconduct of the Board or its staff, an administrative hearing officer, or the prevailing party;
3. Accident or surprise that could not have been prevented by ordinary prudence;
4. Newly discovered material evidence that could not with reasonable diligence have been discovered and produced at the original hearing;
5. Excessive penalties;
6. Error in the admission or rejection of evidence or other errors of law occurring at the administrative hearing or during the progress of the proceedings; or
7. A decision that is not justified by the evidence or is contrary to law.

E. The Board may affirm or modify the decision or grant a rehearing or review to any of the parties on all or part of the issues for any of the reasons in subsection (D). The Board shall specify the particular grounds for any order modifying a decision or granting a rehearing or review. If a rehearing or review is granted, the rehearing or review shall cover only the matters specified in the order. If a rehearing is granted, the Board shall hold the rehearing within 60 days after the date on the order granting the rehearing.

F. No later than 30 calendar days after the date of a decision and after giving the parties notice and an opportunity to be heard, the Board may, on its own initiative, order a rehearing or review of its decision for any reason for which it might have granted a rehearing or review on motion of a party. The Board may grant a motion for rehearing or review, timely served, for a reason not stated in the motion. An order granting a rehearing or review shall specify the grounds on which the rehearing or review is granted.

G. When a motion for rehearing or review is based on affidavits, they shall be served with the motion. An opposing party may, within 20 calendar days after service, serve opposing affidavits. This time may be extended for an additional period not exceeding 20 calendar days by the Board when there is a showing of good cause or written stipulation of the parties. Reply affidavits may be permitted.

H. If the Board makes a specific finding that a particular decision needs to be effective immediately to preserve public peace, health, or safety and that a rehearing or review of the decision is impractical, unnecessary, or contrary to the public interest, the Board may issue the decision as a final decision without an opportunity for rehearing or review.

I. A Board order is final on expiration of the time for filing a motion for review or rehearing or on denial of a motion for review or rehearing, whichever is later. A party that has exhausted the party’s administrative remedies may appeal a final order of the Board under A.R.S. Title 12, Chapter 7, Article 6.

J. A person that files a complaint with the Board against a licensee:
1. Is not a party to:
   a. A Board administrative action, decision, or proceeding;
   b. A court proceeding for judicial review under A.R.S. Title 12, Chapter 7, Article 6; and
2. Is not entitled to seek rehearing or review of a Board action or decision under this Section.

Historical Note
New Section R4-10-115 renumbered from Section R4-10-112 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).

ARTICLE 2. SCHOOLS

Editor’s Note: The Board of Cosmetology repealed or renumbered Sections with the old Administrative Code numbering scheme and adopted new Sections under the current numbering scheme (Supp. 96-2). The old and new Sections cannot be shown in numerical order because of the two Articles; therefore the old numbers are not shown here. Please refer to this Chapter as published in Revised Format 6-92 for historical note information on the old numbered Sections.

Table 1. Time Frames (in days)

<table>
<thead>
<tr>
<th>Type of Approval</th>
<th>Statutory Authority</th>
<th>Overall Time Frame</th>
<th>Administrative Completeness Time Frame</th>
<th>Substantive Review Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>License by Examination</td>
<td>A.R.S. §§ 32-510, 32-511, 32-512, 32-512A, 32-531</td>
<td>90</td>
<td>60</td>
<td>30</td>
</tr>
<tr>
<td>License by Reciprocity or Universal Recognition</td>
<td>A.R.S. §§ 32-513, 32-532, 32-4302</td>
<td>60</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>School License</td>
<td>A.R.S. § 32-551</td>
<td>90</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>License Renewal</td>
<td>A.R.S. §§ 32-517, 32-535, 32-544, 32-564</td>
<td>75</td>
<td>45</td>
<td>30</td>
</tr>
<tr>
<td>Salon License</td>
<td>A.R.S. §§ 32-541, 32-542</td>
<td>90</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>License Reactivation</td>
<td>A.R.S. § 32-518</td>
<td>30</td>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>

Historical Note
New Table 1 adopted by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Table 1 amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).
CHAPTER 10. BARBERING AND COSMETOLOGY BOARD

R4-10-201. Application for a License to Operate a School; Renewal
A. An applicant for a license to operate a school shall submit the documents required in A.R.S. § 32-551 and:
1. An application, on a form provided by the Board, which is signed by the applicant and provides the following information:
   a. The applicant’s name, address, e-mail address, federal tax identification number, and telephone number;
   b. If the applicant is a partnership, each partner’s name, address, and an identification of whether each is a limited or general partner;
   c. If the applicant is a corporation, the state of incorporation and name, title, and address of at least two officers of the corporation and the statutory agent;
   d. If the applicant is a limited liability company, name and address of each member, manager, and statutory agent;
   e. If the applicant is an Arizona school district or community college:
      i. Office address of the school district or community college, and
      ii. Number of the school district and name of the superintendent, or
      iii. Name of the community college dean;
   f. The name under which the school will be operated as registered with the Arizona Secretary of State;
   g. The name and Board-issued license number of the instructor in charge of the school;
   h. If an existing school, the date the applicant will be assuming ownership;
   i. If a new school, the scheduled date for opening the school; and
   j. A statement by the applicant verifying the truthfulness of the information provided by the applicant;
2. The following evidence of business organization, as applicable:
   a. Copy of the partnership agreement for a partnership,
   b. Copy of the articles of incorporation and a Certificate of Good Standing from the Arizona Corporation Commission for a corporation, or
   c. Copy of the articles of organization for a limited liability company.
3. A signed statement that the establishment has the equipment required by statute and rule for a school;
4. An unexecuted student-school contract form, as required under A.R.S. § 32-558;
5. An operating schedule that includes the hours of each day and each day of a calendar week during which the school will be open for instruction;
6. A proposed schedule of courses to be taught at the school;
7. The name, address, e-mail address, and telephone number of a bonding company, as required under A.R.S. § 32-551, and a copy of the bond;
8. A copy of all school policies and procedures;
9. A school catalog that contains the information required under A.R.S. § 32-559 and:
   a. The number of days during course enrollment necessary to complete the course hours;
   b. The days and hours of operation, vacation periods, and holidays;
   c. Policies regarding leaves of absence, refunds, and vacation approval for students;
10. Demonstrate evidence of compliance with A.R.S. §§ 32-551 through 32-575 and these rules through a school inspection conducted by the Board; and
11. The fee required in R4-10-102.
B. In addition to the requirements in R4-10-07, when renewing a license, a licensee shall submit:
1. A statement that indicates:
   a. Any modifications, additions, or deletions to the previously submitted catalog;
   b. Any changes that have occurred regarding the school’s accrediting or approving organization; and
   c. The school continues to maintain all equipment required by statute and rule;
2. A subject description for each new course, if applicable;
3. The name, address, and e-mail address of a new statutory agent if the statutory agent will change beginning with the new license year;
4. The name and license number of the instructor in charge of the school; and
5. The name, address, e-mail address, and telephone number of the bonding company, the bond number, expiration date of the bond, and a copy of the bond.
C. The school licensee shall submit to the Board the terms and conditions of any management contract entered into for the school after the contract is executed;
D. Within five days after a change occurs during the license year, the school licensee shall submit to the Board a subject description of any new course; the name of any new statutory agent; a description of a change to the catalog or school policies, procedures, or hours of operation, a copy of the student-school contract, or a copy of the bond.

Historical Note

R4-10-202. School Closure
A. For purposes of A.R.S. § 32-563, the Board may consider a school to be closed if the school licensee fails for five consecutive school days to ensure instruction is provided in accordance with the schedule of operations on file with the Board.
1. The school licensee shall notify all enrolled students and employees in writing of a pending closure at least five calendar days before closure of the school, unless the time of closure could not have been anticipated. A copy of the notice shall be sent to the Board at the time it is delivered to students and employees.
2. The licensee of a closed school shall release students’ and employees’ personal belongings, including equipment, tools, and instruments immediately when requested.
3. As required under A.R.S. § 32-563, the licensee of a closed school shall electronically deliver or otherwise send the following student records to the Board within 10 calendar days after the school closes:
   a. As specified in R4-10-204, copies of hour sheets documenting all student hours and the current time cards or time records received by the student after the last monthly report before the school closed;
   b. As specified in R4-10-204, a copy of the file of each student who was enrolled the last school day before closure. If a teach-out was arranged with another
CHAPTER 10. BARBERING AND COSMETOLOGY BOARD

The licensee of an aesthetics, cosmetology, hairstyling, or nail salon, the licensee of the closed school shall transfer the student’s file to that school; and a. A written statement signed by each enrolled student verifying the school licensee’s compliance with subsection (A)(1) as it applies to students.

B. The Board shall consider failure to comply with subsection (A) as possible grounds for refusal to issue a school license to an owner, manager, director, or instructor of the school at the time of closure.

Historical Note

R4-10-203. General School Requirements

A. The licensee of an aesthetics, cosmetology, hairstyling, or nail technology school shall ensure the school complies with R4-10-112 and has the following minimum facilities, equipment, supplies, and materials:
1. One area of instruction for every 20 students;
2. A licensed instructor as manager or director;
3. A desk or table and chair, or other instructional fixtures and facilities for each student during theory instruction;
4. A board on which to write or post materials during instruction;
5. A secured area for personal items of students and instructors;
6. A sink area for each 50 students in attendance for the preparation, mixing, and dispensing of supplies and chemicals, and for the disinfection of small tools or instruments;
7. At least one restroom that meets the requirements of R4-10-112; and
8. Separate receptacles for garbage and soiled linens.

B. The school licensee shall furnish equipment, tools, instruments, materials, and supplies needed to perform assignments and for instructional purposes, except each student may be required to furnish small tools or instruments. The school licensee shall ensure all equipment, tools, and materials are salon quality and maintained in good repair at all times.

C. The school licensee shall ensure students have access to the following materials whether in a school library or electronically:
1. Standard dictionary;
2. Medical dictionary;
3. Anatomy chart on bones, muscles, nerves, hands, arms, nails, veins, arteries, circulatory system, hair, and skin;
4. Three current periodicals on the art and science of cosmetology;
5. Current cosmetology instruction manuals or textbooks;
6. Current Arizona Board of Cosmetology statutes and rules; and
7. A cosmetology dictionary.

D. The school licensee shall maintain at the school a complete file on all current curriculum requirements.

E. The school licensee shall not pay an enrolled student for time while the student is taking courses or receiving credit.

F. The school licensee may offer a postgraduate or advanced continuing education aesthetics, cosmetology, hairstyling, or nail technology course to currently licensed individuals without a licensed instructor present and to students currently enrolled in the school with a licensed instructor present. The school licensee shall not report postgraduate credit hours to the Board or apply the hours toward graduation.

G. The school licensee shall not allow enrolled students to perform services on a person without a licensed instructor present.

H. A school licensee may enroll an individual licensed by the Board in the school for a refresher course as a current student and shall submit to the Board a record of hours received in the refresher course.

I. A school licensee shall establish a periodic grading schedule and ensure student transcripts are kept current.

J. A school licensee shall schedule a minimum of four hours of theory courses each week for each full-time student and a minimum of two hours of theory courses each week for each part-time student.

K. A school licensee shall ensure safety and infection control measures relating to each subject are taught in conjunction with that subject.

L. A school licensee shall not solicit students for enrollment at other school sites.

M. A school licensee shall ensure that while teaching, instructors wear a tag indicating the instructor’s name and courses taught.

N. A school licensee shall ensure compliance with the following:
1. A student does not attend school more than 56 hours in any one week.
2. A student operates only safe equipment in good repair.
3. A student of aesthetics, cosmetology, hairstyling, or nail technology performs services within the enrolled course, on the public or fellow students, only in the presence of a licensed instructor and, except for shampooing, only after completing the basic training specified in R4-10-303, R4-10-304, R4-10-304.1, or R4-10-305.
4. A student is not prevented or discouraged from making a complaint to the Board.
5. A student is not dismissed from a scheduled theory instruction or written or practical examination to perform clinical services for the public;
6. While in school, each student wears a tag indicating the student’s name and the course in which the student is enrolled; and
7. If the school has a distant classroom, the equipment in the distant classroom is the same as that required under this Section; and:
   a. Private postsecondary and public educational facilities do not extend beyond Arizona boundaries;
   b. A photocopy of the Board-issued license to operate a school or Board-issued, wallet-size license card to operate a school shall be posted in each distant facility;
   c. Duplicate instructor licenses are not required in a distant classroom; and
   d. No clinic or public services are allowed in a distant classroom.

Historical Note

R4-10-204. School Records

A. A school licensee shall maintain a student’s records at the school where the student is enrolled. The Board may inspect the records at any time the school is open.

B. A school licensee shall ensure that when a student transfers from one school to another or withdraws, the school from which the student is transferring or withdrawing:
CHAPTER 10. BARBERING AND COSMETOLOGY BOARD

1. Keeps a copy of the student’s transcript.
2. Forwards one copy of the student’s hours to the student and another copy to the Board within three days of the date of transfer or withdrawal, and
3. Removes the student from the school records and monthly report submitted to the Board in the month following the transfer or withdrawal.

C. A school licensee shall ensure the following are maintained:
   1. A complete and accurate record of the time devoted by each student to the enrolled course of study, including hours devoted to alternative learning and field trips;
   2. A complete and accurate record that shows the basis for certification of the student hours. A school licensee shall certify only hours of training the student receives at the licensee’s school or hours the school licensee accepts as received in another state or country;
   3. A complete and accurate individual student file for each student enrolled containing:
      a. Executed student-school contract;
      b. Financial aid transcript;
      c. Proof of 10th grade equivalency for a student enrolled in an aesthetics, cosmetology, hairstyling, or nail technology course or proof of high school equivalency or 18 years of age for a student enrolled in an instructor course;
      d. Proof of one year of licensed work experience for a student instructor;
      e. A statement signed by a school administrator and the student that provides a list of the supplies contained in the training kit provided to the student and the following information:
         i. When the training kit will be distributed to the student;
         ii. The retail value of the training kit; and
         iii. A statement that substitutions made after the statement is signed, will be of comparable value; and
      f. A record of completed hours, including proof of cosmetology, hairstyling, nail technology, aesthetics, or instructor hours earned in another state or country and accepted by the school licensee; and
   4. Complete and accurate academic transcripts and attendance and hour records or time cards.

D. A school licensee shall electronically deliver to the Board a complete and accurate monthly report, containing the following information, no later than the 10th day of each month:
   1. Only for each student enrolled since the prior monthly report:
      a. Name;
      b. Enrollment date;
      c. Address and e-mail address;
      d. Telephone number;
      e. Type of educational documentation that meets the requirements of R4-10-104;
      f. Proof of hours received from another school for which the Board issued a license to operate or a school in another state or country and certified by the school licensee, if applicable;
      g. Acceptance of crossover hours, if applicable; and
      h. Birth date.
   2. The enrollment category of each student;
   3. The name, license number, and work schedule of the instructor in charge of the school and name of the custodian of records;
   4. The name, license number, and work schedule of each instructor employed by the school licensee;
   5. The signature of the instructor who prepares and certifies the report is correct;
   6. The name, scheduled attendance, and Board-issued license number for each student instructor;
   7. For each demonstration given, the name of the demonstrator, name of the observing instructor, name of the process or product demonstrated, number of students in attendance, and name of the course in which the demonstration was given;
   8. Hours received by each student for the prior month, the current month, and total cumulative hours. The school licensee shall not amend total hours without satisfactory proof of error;
   9. Signature of each student verifying approval of the certified hours;
   10. The school licensee’s certification of the students who meet graduation requirements, including the day, month, and year of graduation; and
   11. The notation “transferred,” “withdrawn,” or “leave of absence” for students who discontinue training, and the day, month, and year training was discontinued.

E. A school licensee shall credit a student with additional hours earned after graduation if the student completes the required hours for graduation, registers for the required examination, and stays in school until the date of the examination.

F. A school licensee is not required to maintain a student file for licensed individuals.

Historical Note

R4-10-205. Aesthetic School Requirements
A. The licensee of a school that provides aesthetics 600-hour training for students, 350-hour training for instructors, or both, shall ensure the following minimum facilities, equipment, supplies, and materials are provided in addition to those required under R4-10-203 and R4-10-204:
   1. A work station for each student in attendance to perform aesthetics services to the public for a fee, each having:
      a. A facial chair or table;
      b. A supported table top;
      c. A dry, disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112, and
      d. A labeled receptacle for contaminated tools and instruments as specified under R4-10-112.
   2. One steamer machine for each group of four students in attendance during classroom instruction and two students in attendance during clinic instruction;
   3. One microdermabrasion machine to be used at a non-invasive level;
   4. One magnifying lamp of at least 5 diopters for each group of two students in attendance during classroom instruction and each group of four students in attendance during clinic instruction;
   5. Cleansers;
   6. Massage medium;
   7. Toner; and
   8. Exfoliants and masks.

B. A school licensee shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled aesthetics student:
1. Access to an electronic or standard textbook for professional aestheticians;
2. Access to an electronic or hard copy of the Arizona Board of Cosmetology statutes and rules;
3. One disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112; and
4. One container for contaminated tools and instruments as specified under R4-10-112.

**Historical Note**

**R4-10-206. Cosmetology School Requirements**

A. The licensee of a school that provides cosmetology 1600-hour training for students, 350-hour training for instructors, or both, shall ensure the following minimum facilities, equipment, supplies, and materials are provided, in addition to those specified under R4-10-203 and R4-10-204:
1. A work station for each student in attendance to perform cosmetology services to the public for a fee, each having:
   a. A mirror for client services;
   b. A table top or counter;
   c. A client chair;
   d. A dry, disinfected, covered receptacle to store disinfected tools and instruments as specified under R4-10-112; and
   e. A container for contaminated tools and instruments as specified under R4-10-112;
2. One shampoo basin for each group of 10 students in attendance during classroom or clinic instruction;
3. One hand-held hair dryer for each student in attendance during classroom or clinic instruction;
4. Two electric clippers in the school;
5. Chemical hair straighteners;
6. One nail technology table for each group of 10 students in attendance during practical instruction;
7. A facial work station for each group of 10 students in attendance and receiving classroom or clinic aesthetics instruction;
8. A receptacle large enough to completely immerse two feet for each group of 10 students in attendance during classroom or clinic nail technology instruction;
9. One electronic nail file for filing and buffing; and
10. Nail products for acrylics, gels, tips, wraps, and polishing.

B. A school licensee shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled cosmetology student:
1. Access to an electronic or standard textbook for professional cosmetologists;
2. Access to an electronic or hard copy of the Arizona Board of Cosmetology statutes and rules;
3. One disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112; and
4. A container for contaminated tools and instruments as specified under R4-10-112.

**Historical Note**

Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).

**R4-10-206.1. Hairstyling School Requirements**

A. The licensee of a school that provides hairstyling 1000-hour training for students, 350-hour training for instructors, or both, shall ensure the minimum facilities, equipment, supplies, and materials listed under R4-10-206(A)(1) through (6) are provided in addition to those specified under R4-10-203 and R4-10-204.

B. A school licensee shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled hairstyling student:
1. Access to an electronic or standard textbook for professional hairstylists;
2. Access to an electronic or hard copy of the Arizona Board of Cosmetology statutes and rules;
3. One disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112; and
4. A container for contaminated tools and instruments as specified under R4-10-112.

**Historical Note**

**R4-10-207. Nail Technology School Requirements**

A. The licensee of a school that provides nail technology 600-hour training for students, 350-hour training for instructors, or both, shall ensure the following minimum facilities, tools, instruments, equipment, supplies, and materials are provided, in addition to those specified under R4-10-203 and R4-10-204:
1. A work station to perform nail technology services for the public for a fee for each student in attendance containing:
   a. A nail technology table;
   b. A client chair;
   c. A nail technology chair or stool;
   d. A disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112;
   e. A container with wet disinfectant as specified under R4-10-112;
   f. A disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112;
   g. A waste receptacle as specified under R4-10-112; and
   h. A disinfectant for blood or body-fluid exposure as specified under R4-10-112.
2. One container large enough to immerse two feet completely, for every five students in attendance during clinical instruction;
3. Nail products for acrylics, gels, tips, wraps, and polishing; and
4. One ultraviolet light.

B. A school licensee shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled nail technology student:
1. One simulated hand;
2. Disinfected tools and instruments including pusher, nippers, file or porous emery boards, tweezer, nail brush, and finger bowl;
3. One covered container to store disinfected tools and instruments as specified under R4-10-112;
4. A container for soiled tools and instruments as specified under R4-10-112; and
5. Access to an electronic or standard textbook for professional nail technology and access to an electronic or hard
A school licensee that provides the curriculum specified in
C. R4-10-208. Combined School Requirements
A. A school licensee shall ensure the following hours are taught
B. A school licensee that provides training in all of the above
A. A school licensee that provides the curriculum specified in
5. R4-10-206.1, and
6. R4-10-206 except subsection (A)(1) is one work station
C. A school licensee that provides the curriculum specified in
5. R4-10-206.1, and
6. R4-10-206 except subsection (A)(1) is one work station
D. A school licensee that provides the curriculum specified in
5. R4-10-206.1, and
6. R4-10-206 except subsection (A)(1) is one work station
E. A school licensee that provides the curriculum specified in
5. R4-10-206.1, and
6. R4-10-206 except subsection (A)(1) is one work station
A. A school licensee that provides the curriculum specified in
6. Artificial nail enhancement kit with remover, wrap kit,
two dappen dishes, polish kit, nail forms, finishing tools
and instruments, and one brush product applicator; and
7. One electric nail file.

Historical Note
Adopted effective April 9, 1996 (Supp. 96-2). Amended
by final rulemaking at 11 A.A.R. 4239, effective December
5, 2005 (Supp. 05-4). Amended by final rulemaking
at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-
4).

R4-10-209. Demonstrators; Exclusions
A. A school licensee shall ensure only an individual who holds an
instructor license or a student instructor is allowed to teach in a school.
B. A school licensee shall ensure an unlicensed individual who
demonstrates a process, product, or appliance to enrolled stu-
dents presents the demonstration only when a licensed instruc-
tor is present and observing the demonstration.
C. A school licensee shall ensure an unlicensed individual who
conducts a demonstration on a model, confines the demonstra-
tion to an explanation of the products, procedures, and appli-
cances being promoted.

Historical Note
Adopted effective April 9, 1996 (Supp. 96-2). Amended
by final rulemaking at 26 A.A.R. 3123, effective January
31, 2021 (Supp. 20-4).

R4-10-210. Changes Affecting a License to Operate a School
A. A licensee shall apply for a new license to operate a school
when any of the following occurs:
1. The school address changes;
2. The name of the school changes;
3. If the school licensee is a corporation, the controlling
ownership of the corporation is transferred or the corporation is reorga-
nized; or
4. If the school licensee is a corporation, limited liability
company, or partnership, a corporate officer, partner, or
statutory agent changes.
B. A school licensee and the instructor in charge shall ensure a
Board-issued license to operate a school, indicating the correct
ownership of the license, is posted in the school before the
school is opened for business.

Historical Note
New Section made by final rulemaking at 26 A.A.R.
3123, effective January 31, 2021 (Supp. 20-4).

ARTICLE 3. STUDENTS

R4-10-301. Instruction; Licensed Individuals
A school licensee that provides a course for individuals licensed
under this Article shall:
1. Keep a record of the:
   a. Date, time, title, and name of the provider of the
course; and
   b. Names and license numbers of all attendees;
2. Ensure the course consists of professional development
related to scope of practice as specified under A.R.S. §
32-501; and
3. Ensure hours are not granted toward licensing unless the
hours are part of a course required for licensing and pro-
vided by or in the presence of a licensed instructor.

Historical Note
Adopted effective April 9, 1996 (Supp. 96-2). Amended
by final rulemaking at 14 A.A.R. 2083, effective July 5,
2008 (Supp. 08-2). Amended by final rulemaking at 26

R4-10-302. Instructor Curriculum Required Hours
A. A school licensee shall ensure each student in an aesthetics, cosmetology, hairstyling, or nail technology instructor course completes 350 curriculum hours that include the following:
1. Orientation and review of the Arizona Board of Cosmetology statutes and rules;
2. Theory, preparation, and practice curriculum development. This includes:
   a. Developing and using educational aids;
   b. Practical and written presentation principles;
   c. Classroom management evaluation, assessment, and remediation methods;
   d. Diversity in learning including cultural differences;
   e. Methods of teaching;
   f. Professional development including ethics; and
   g. Alternative learning;
3. Classroom and clinic oversight.
B. A school licensee may allow a student in an instructor course to satisfy, in part, curriculum hours required under subsection (A)(2) by completing a course at an accredited college or university or an educational institution described under R4-10-101(15)(c) and (d). Hours obtained under this subsection are subject to the following limits:
   1. No more than nine credit hours for cosmetology, hairstyling, or aesthetics;
   2. No more than six credit hours for nail technology; and
   3. Each credit hour equals no more than 30 of the clock hours required under subsection (A).
C. A school licensee may allow a student in an instructor course to satisfy the curriculum hours required under subsection (A)(2) by participating in virtual learning.
D. A school licensee shall ensure all instruction given by a student instructor is under the direct supervision and observation of a licensed instructor.
E. A school licensee shall not allow a student instructor to instruct students or check student services performed on the public until the student instructor has received at least 120 hours of aesthetics training.
F. A school licensee may allow a student in an instructor course to satisfy the curriculum hours required under subsection (A)(1) by participating in virtual learning.

Historical Note

R4-10-304. Cosmetology Curriculum Required 1600 Hours
A. Each student in a cosmetology course shall complete the following curriculum:
1. Theory of cosmetology, infection control, anatomy, physiology and histology of the body, diseases and disorders, and Arizona Board of Cosmetology statutes and rules; and
2. Clinical and classroom cosmetology including theory that involves nails, hair, and skin:
   a. Principles and practices of infection control and safety;
   b. Recognition of diseases and the treatment of disorders of the skin;
   c. Morphology and treatment of hair, skin, and nails;
   d. Interpersonal skills and professional ethics;
   e. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
   f. Cosmetology machines, tools, and instruments and their uses;
   g. Chemical texturizing;
   h. Changing existing hair color;
   i. Hair and scalp care;
   j. Fundamentals of hairstyling including braiding and extensions;
   k. Body, scalp, and facial massage and manipulations;
   l. Hair cutting fundamentals;
   m. Fundamental aesthetics of the body and face;
   n. Fundamentals of nail technology;
   o. Clinical and classroom practice that includes hair, skin, and nails;
   p. Alternative hair, skin, and nail technology;
   q. Client pre- and post-service consultation, documentation, and analysis;
   r. Body and facial hair removal except by electrolysis;
   s. Cosmetology technology; and
C. A school licensee shall not receive remuneration for a cosmetology student performing clinical services, except shampooing, for the public until the student has received at least 300 hours of cosmetology training; and

D. A school licensee shall ensure each student is evaluated for progress and suggestions are provided to the student for remediating deficiencies.

Historical Note

R4-10-304.1. Hairstyling Curriculum Required 1000 Hours
A. Each student in a hairstyling course shall complete the following curriculum:
   1. Theory of hairstyling, infection control, anatomy, diseases and disorders, and Arizona Board of Cosmetology statutes and rules; and
   2. Clinical and classroom instruction in hairstyling including theory that involves hair:
      a. Principles and practices of infection control and safety;
      b. Recognition of diseases and the treatment of disorders of the hair and scalp;
      c. Morphology and treatment of hair;
      d. Interpersonal skills and professional ethics;
      e. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
      f. Hairstyling machines, tools, and instruments and their uses;
      g. Chemical texturizing;
      h. Changing existing hair color;
      i. Hair and scalp care;
      j. Fundamentals of hairstyling including braiding and extensions;
      k. Neck and scalp massage and manipulations;
      l. Hair cutting fundamentals;
      m. Clinical and classroom practice that includes hair;
      n. Alternative hair technology;
      o. Client pre- and post-service consultation, documentation, and analysis;
      p. Hairstyling technology;
      q. Facial hair removal except by electrolysis; and
      r. Required industry standards and ecology, including monitor duties.

B. A school licensee may allow a student in a hairstyling course to satisfy the curriculum hours required under subsection (A)(1) by participating in virtual learning.

C. A school licensee shall not receive remuneration for a hairstyling student performing clinical services, except shampooing, for the public until the student has received at least 300 hours of hairstyling training; and

D. A school licensee shall ensure each student is evaluated for progress and suggestions are provided to the student for remediating deficiencies.

Historical Note

R4-10-305. Nail Technology Curriculum Required 600 Hours
A. Each student in a nail technology course shall complete the following curriculum:
   1. Theory of nail technology; infection control; diseases and disorders of the nails and skin; anatomy; physiology and histology of the limbs, nails, and skin structures; and Arizona Board of Cosmetology statutes and rules; and
   2. Clinical and classroom instruction in nail technology including theory that involves nails, skin, and limbs:
      a. Principles and practices of infection control and safety;
      b. Recognition of diseases and the treatment of disorders of the nail and skin;
      c. Massage and manipulation of the limbs;
      d. Interpersonal skills and professional ethics;
      e. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
      f. Nail technology machines, tools, and instruments and their uses;
      g. Clinical and classroom practice that includes nails, skin, and limbs;
      h. Client pre- and post-treatment consultation, documentation, and analysis;
      i. Manicuring, including use of nippers;
      j. Pedicuring, including use of nippers;
      k. Artificial nail enhancements (application and removal);
      l. Alternative nail technology;
      m. Electric file use;
      n. Pedicure spa modalities;
      o. Exfoliation modalities on limbs or the body; and
      p. Required industry standards and ecology, including monitor duties.

B. A school licensee may allow a student in a nail technology course to satisfy the curriculum hours required under subsection (A)(1) by participating in virtual learning.

C. A school licensee shall not receive remuneration for a nail technology student performing clinical services for the public until the student has received at least 80 hours of nail technology training; and

D. A school licensee shall ensure each student is evaluated for progress and suggestions are provided to the student for remediating deficiencies.

Historical Note

R4-10-306. Curricula Hours
A. A school licensee shall ensure hours of training received in an aesthetics, cosmetology, hairstyling, or nail technology course are not applied toward hours required to obtain an instructor’s license.

B. A school licensee shall ensure hours of training received in an instructor course are not applied toward hours required to obtain an aesthetician, cosmetologist, hairstylist, or nail technician license. Hours received in an instructor course may apply toward hours required to reactivate an aesthetics, cosmetology, hairstyling, or nail technology license if the instructor hours are received after inactive status occurs.
CHAPTER 10. BARBERING AND COSMETOLOGY BOARD

C. When evaluating an application for licensure, the Board shall accept crossover hours. The Board shall accept an hour of training as a crossover hour only once.

D. A school licensee shall ensure that when a student completes a course of instruction, the cumulative hours for the student equal, at a minimum, those specified in this Article, as applicable.

E. A school licensee shall ensure that infection control, disinfection procedures, and safety issues are taught with every subject and every procedure.

F. Alternative learning hours are hours a school licensee may authorize to enable a student to pursue knowledge of cosmetology in an alternative format or at a location other than a salon. A school licensee shall ensure a student is not credited with more than 20 percent of the total hours required for graduation as alternative learning hours. The school licensee shall ensure the record of alternative learning hours required under R4-10-204(C) is maintained.

G. A school licensee that authorizes alternative learning hours under subsection (F) shall include details of the alternative learning format or location in the school policies and procedures in the school catalog.

H. A school licensee may grant a maximum of 16 hours obtained during field trips toward the hours required for graduation if the field trips are provided by or in the presence of a licensed instructor. The school licensee shall ensure the record of field trip hours required under R4-10-204(C) is maintained.

I. If a school is physically closed while alternative learning hours or a field trip is provided, the school licensee shall ensure:
   1. A notice visible to the public and students is posted; and
   2. A notice is sent to the Board indicating the time and location of the alternative learning hours or field trip.

J. A student instructor may obtain classroom hours in a licensed school other than the licensed school in which the student instructor is enrolled if the student:
   1. Has available proof of enrollment in a licensed school to show to a Board inspector, and
   2. Earns no more than the classroom hours required under R4-10-302.

Historical Note

ARTICLE 4. SALONS

R4-10-401. Application for a License to Operate a Salon
An applicant for a license to operate a salon shall submit:
   1. An application on a form provided by the Board, which is signed by the applicant and provides the following information:
      a. The applicant’s name, address, e-mail address, telephone number, federal tax identification number, and signature;
      b. If the applicant is a partnership, each partner’s name, address, and an identification of whether each is a limited or general partner;
      c. If the applicant is a corporation, the state of incorporation and name, title, and address of each officer of the corporation and the statutory agent;
      d. If the applicant is a limited liability company, name and address of each member, manager, and statutory agent;
      e. The name under which the salon will be operated as registered with the Arizona Secretary of State;
      f. If the location of the salon is changing, the previous address;
      g. A history of the salon including:
         i. If the location was previously licensed by the Board, the name of the previous establishment;
         ii. The name of each business operating at the salon address; and
         iii. A statement of whether a cosmetology license of the applicant or any partner, corporate officer, or member or manager of the applicant has ever been suspended or revoked by any state or foreign country;
      h. A statement of the kind of salon to be operated: cosmetology, aesthetics, hairstyling, or nail technology; and
      i. A statement by the applicant verifying the truthfulness of the information provided by the applicant.
   2. The following evidence of business organization, as applicable:
      a. Copy of the partnership agreement for a partnership,
      b. Copy of the articles of incorporation and a Certificate of Good Standing from the Arizona Corporation Commission for a corporation, or
      c. Copy of the articles of organization for a limited liability company.
   3. A signed statement that the establishment is in compliance with all Board statutes and rules and has all of the following in the salon:
      a. Wet disinfector;
      b. A dry, closed, disinfected container to store disinfected tools and instruments;
      c. A sink or shampoo bowl with hot and cold running water that is not also used as a dispensary or restroom sink as required under R4-10-403;
      d. A work station;
      e. A restroom that meets the standards specified under R4-10-112(S); and
      f. The notice required under R4-10-111(F); and
   4. The fee required in R4-10-102.

Historical Note

R4-10-402. Changes Affecting a License to Operate a Salon
A. A licensee shall apply for a new license to operate a salon and pay the fee for an initial salon license specified in R4-10-102 when any of the following occur:
   1. The salon address changes;
   2. The name of the salon changes;
   3. If the salon licensee is a corporation, the controlling ownership is transferred or the corporation is reorganized; or
   4. If the salon licensee is a corporation, limited liability company, or partnership, a corporate officer, partner, or statutory agent changes.
A. A salon licensee and the manager shall ensure a Board-issued license to operate a salon, indicating the correct ownership of the license, is posted in the salon before the salon is opened for business.

Historical Note

R4-10-403. Salon Requirements and Minimum Equipment
A. A salon licensee shall ensure all services performed at the salon for the public are consistent with the type of license issued to the licensee. A salon licensee shall ensure that, except as provided in R4-10-405, all services are performed for the public by an individual who holds a Board-issued license.

B. A salon licensee shall ensure the salon has enough equipment, materials, supplies, tools, and instruments to control infection and protect the safety of the public and employees.

C. A salon licensee shall ensure the salon has:
   1. A work station for each licensee using space within the salon;
   2. If licensees using space in the salon are performing cosmetology or hairstyling services, at least one shampoo bowl and one hair dryer, which may be a blow dryer; and
   3. If licensees using space in the salon are performing aesthetics or nail technology services, at least one sink in addition to the restroom.

D. A salon licensee shall ensure licensed aestheticians, cosmetologists, hairstylists, and nail technicians have enough equipment, materials, supplies, tools, and instruments to provide services, control infection, and disinfect between clients.

Historical Note

R4-10-404. Mobile Services
A. If a salon licensee provides mobile services as an extension of the salon, the salon licensee shall advertise the mobile service using the name of the salon on the Board-issued license. The salon licensee and manager shall ensure mobile services comply with the Arizona Board of Cosmetology statutes and rules.
   1. A salon licensee providing mobile cosmetology, hairstyling, nail technology, or aesthetics services shall ensure licenses are posted as required under R4-10-101.
   2. A salon licensee providing mobile services shall ensure client appointments are made through the salon using an appointment book that lists the appointments and locations where services are performed.
   3. Mobile services are subject to inspection by the Board at any time.
   4. If a retrofitted motor vehicle is used to provide mobile services, the salon licensee and manager shall ensure the vehicle has the same equipment as specified under R4-10-403 and complies with safety and infection control requirements specified under R4-10-112.
   5. If mobile services are provided in a location other than a retrofitted motor vehicle, the salon licensee and manager shall ensure equipment is disinfected before use and stored as specified under R4-10-112.

B. If a retrofitted motor vehicle is used exclusively as a mobile facility dispatched from an establishment address, the salon licensee and manager of the mobile facility shall:
   1. Comply with all salon requirements, including infection control and equipment requirements, specified in this Chapter;
   2. Maintain a complete and current list of appointment locations at the establishment address and ensure the list is displayed as specified in the application for a license to operate a salon and available to an inspector at all times when the retrofitted motor vehicle is open for business; and
   3. Comply with the Arizona Board of Cosmetology statutes and rules.

Historical Note

R4-10-405. Shampoo Assistants
A. A salon licensee may hire an individual who is not licensed by the Board as a shampoo assistant to shampoo and apply conditioner to an individual’s hair, comb the hair to remove tangles, and remove rollers.

B. A salon licensee shall ensure a shampoo assistant does not:
   1. Apply hair color or permanent wave solution or neutralizer; or
   2. Remove rods, tint, relaxers, or chemical solutions from the hair.

Historical Note
New Section R4-10-405 renumbered from Section R4-10-404 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4).

ARTICLE 5. GENERAL PROVISIONS

R4-10-501. Definitions
The definitions in A.R.S. § 32-301 apply to this Chapter. Additionally, the following definitions apply to this Chapter unless the context otherwise requires:

“Barber pole” means a stationary or revolving sign compose of a vertical cylinder or pole with alternating, diagonal, stripes of any combination including red, white, and blue or a likeness of the sign.

“Barbering implement” means any tool or device used for barbering.

“Certified hour” means instructional hours for which a barber school has issued a student a Certification of Completion or Withdrawal.
“Change of ownership” means there is a change of 10 percent or more of the owners holding a license to operate a shop or school.

“Diploma from a high school or its equivalent,” as used in A.R.S. § 32-323(B), means any of the following:

- A document that certifies successful course completion from any accredited secondary school in the United States, a U.S. territory, the District of Columbia, or a foreign country;
- A high school equivalency diploma that certifies successful passing of a General Education Development “GED” test; or
- An academic degree from an accredited college or university.

“Direct supervision” means a supervisor is physically present and observing the work of a supervisee.

“Disinfect” means the use of chemicals to kill most microbial life that can lead to infection in humans.

“Domestic administration” means barbering performed:

- On oneself, or
- On another person to whom the practitioner is related as follows:
  - Father,
  - Mother,
  - Grandfather,
  - Grandmother,
  - Child,
  - Step-child,
  - Brother,
  - Sister,
  - Foster parent,
  - Legal guardian,
  - Step-parent, or
  - Spouse.

“EPA” means the United States Environmental Protection Agency.

“Establishment” means a distinct physical location in which a shop or school is located but does not include an offsite training facility.

“Instructional hour” means 60 minutes during which a student receives classroom or practical instruction.

“Liquid sanitizer” means a container large enough to immerse completely any barbering implement that requires disinfecting by a solution made from an EPA-registered disinfectant.

“One year’s experience as a licensed barber,” as used in A.R.S. § 32-322(C), means that during 12 consecutive months, an individual:

- Maintained a valid license prescribed under A.R.S. § 32-322, and
- Engaged in barbering at least 1,500 hours.

“Owner” means a person that has controlling interest in a barber shop or school or the owner’s designee.

“Patron” means an individual who receives barbering services.

“Practiced barbering for at least two years,” as used in A.R.S. § 32-323(B), means that during 24 consecutive months, an individual engaged in barbering at least 1,500 hours during each 12-month consecutive period.

“Tool drawer” means an ultraviolet electrical sanitizer or a clean, dust-proof cabinet, drawer, or other container that is disinfected with an EPA-registered disinfecting agent and used exclusively to store disinfected barbering implements.

“Two years of high school education or its equivalent,” as used in A.R.S. § 32-322(B), means either of the following:

- Successfully completing 10 high school credits, or
- Passing a GED test.

“Workstation” means a specific location within a shop, mobile unit, offsite training facility, or school where barbering is performed not including hair-cleaning activity.

Historical Note
New Section R4-10-501 recodified from A.A.C. R4-5-101 at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

R4-10-502. Fees and Service Charges
A. Under authority of A.R.S. § 32-328, the Board charges the following fees:

1. Barber:
   - a. Examination $100.
   - b. License by reciprocity $175.
   - c. Initial license $40.
   - d. Renewal valid for two years $80.

2. Instructor:
   - a. Examination $100.
   - b. Initial license $50.
   - c. Renewal valid for two years $60.

3. Shop:
   - a. Application and initial inspection $150.
   - b. Change of location $85.
   - c. Change of ownership $85.
   - d. Renewal $50 annually.

4. Late-renewal fee for any license issued under subsections (A)(1) through (3):
   - a. First time in a five-year period $25 plus the renewal fee.
   - b. Second time in a five-year period $50 plus the renewal fee.
   - c. Third time in a five-year period $75 plus the renewal fee.

5. School:
   - a. Application and initial inspection $1,000.
   - b. Change of location $500.
   - c. Change of ownership $500.
   - d. Renewal $400 annually.
   - e. Late-renewal fee:
     - i. First time in five-year period $50 plus the renewal fee.
     - ii. Second time in five-year period $100 plus the renewal fee.
     - iii. Third time in five-year period $150 plus the renewal fee.

6. Re-examination fee for an examinee who failed part of an examination after an original fee assessment under subsection (A)(1)(a) or (A)(2)(a):
   - a. Written $25.
   - b. Practical $50.

7. A duplicate of any license issued under this Chapter $20.

B. The Board charges the following for copies of non-confidential records:

1. Name and address of licensee $.25 per licensee.
A. A barbering product under this subsection includes:
1. Cream,
2. Shampoo,
3. Gel,
4. Antiseptic,
5. Clay,
6. Ointment,
7. Waxes, or
8. Other product intended for use on a patron.

b. Product-dispensing procedure. Avoid direct manual contact with a barbering product by:
   i. Using a manufacturer’s dispensing device included with the original container; or
   ii. Using a new disposable or disinfected reusable spoon, spatula, or similar dispensing implement when no manufacturer dispensing device is included with the original container;

c. After a barbering product is dispensed, do not return any portion of the dispensed product to the original container; and

d. Maintain all barbering product containers with clear, correct labels indicating contents and intended use;

4. Ensure that the disinfecting solution required under subsection (A)(2) is changed if it becomes contaminated or according to the manufacturer’s instructions;

5. Maintain towels or cloths for patron use that are:
   a. New and disposed immediately after use if intended for single use,
   b. Disinfected by laundering with detergent and chlorine bleach if intended for multiple use,
   c. Stored in a closed container when disinfected before use, and
   d. Stored in a closed, ventilated, container separate from disinfected towels or cloths after use;

6. Maintain a separate, covered, non-leaking, receptacle for garbage and hair and empty, clean, and disinfect the receptacle daily;

7. Exposure to blood or other body fluids. If there is a blood spill or exposure to other body fluids while performing a barbering service, a licensee shall stop the service and:
   a. If the blood spill or body fluid is on a patron, the licensee shall:
      i. Put disposable gloves on both of the licensee’s hands;
      ii. Use a disposable instrument to clean the wound with an antiseptic solution and dispose of the soiled instrument immediately;
      iii. Use a disposable instrument to apply powdered alum, stypic powder, or a cyanoacrylate to stop bleeding and dispose of the soiled instrument immediately;
      iv. Cover the wound with a sterile bandage; and
      v. Dispose of the gloves used;
   b. If the blood spill or body fluid results from an injury to the licensee, the licensee shall comply with subsections (A)(7)(a)(ii) through (iv) and cover the affected area with a clean, fluid-proof glove or finger cover;
   c. If the blood spill or body fluid contacts any surface area, the licensee shall disinfect the surface area with an EPA-registered disinfectant used according to the manufacturer’s instructions; and
   d. If the blood spill or body fluid contacts any barbering instrument, the licensee shall disinfect the barbering instrument as specified in subsection (A)(2);

8. Patron protection. A licensee shall protect the health and safety of a patron by:
CHAPTER 10. BARBERING AND COSMETOLOGY BOARD

a. Washing the licensee’s hands with liquid or powder soap and water before serving each patron;
b. Disinfecting the head rest of the barber or styling chair after each use or at least daily;
c. Placing a clean towel or paper sheet on the head rest of the barber or styling chair for each patron;
d. Using a clean neck strip with each patron to avoid having the patron contact a non-sanitized object;
e. Not performing a barbering service on a patron while the licensee has a contagious disease unless a medically-approved measure is used to prevent transmission of the disease; and
f. Not knowingly performing a barbering service on a patron who has a contagious disease;
9. Prohibited products. To protect the health and safety of a patron, a licensee shall not use any of the following products when performing barbering services:
   a. Methyl Methacrylate liquid monomers;
   b. Alum or other astringents in stick or lump form;
   c. Fumigants such as formalin (formaldehyde) tablets or liquids;
   d. Any product that penetrates the dermis layer of the skin; and
   e. Any product that is banned or deemed to be poisonous or unsafe by any responsible federal, state, or local governmental entity.
10. Prohibited practices. To protect the health and safety of a patron, a licensee shall not engage in the following practices when performing barbering services:
   a. Allow any animal except a service animal on the establishment premises. A covered aquarium that is maintained in a sanitary condition is allowed; or
   b. Use a shaving brush and mug unless the shaving brush and mug are personally owned by the patron.
B. In addition to licensee requirements under subsection (A), the holder of a license to operate a shop or school shall:
   1. Ensure that flooring within six feet of each workstation is made of smooth, durable, and impervious material;
   2. Maintain all furniture and fixtures of each establishment in a clean and orderly manner at all times;
   3. Provide at least one restroom located on or near the establishment premises; and
   4. Comply with all state, local, and federal requirements.

Historical Note
New Section R4-10-504 recodified from A.A.C. R4-5-104 at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

R4-10-505. Reserved

Historical Note
Section reserved when Article 5 was recodified from 4 A.A.C. 5, on April 27, 2022 (Supp. 22-2).

R4-10-506. Change of Ownership or Location
A. A license issued to operate a shop or school is not transferable to:
   1. A location other than the location specified on the license; or
   2. An owner other than the owner specified on the license.
B. A change in the owner or location of a shop or school requires that the owner apply for a new license.
C. At least 15 days before a change in location or ownership of a shop or school, the owner of the re-located shop or school or the new owner shall submit the following to the Board:
   1. Written notification of the change;
   2. A completed application to operate a shop, as prescribed under R4-10-701, or school, as prescribed under R4-10-801; and

Historical Note
New Section R4-10-506 recodified from A.A.C. R4-5-106, with Section citations amended at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

R4-10-507. Inspections
A. Applicability. This Section applies to any barbering establishment operating within Arizona and any establishment for which application for licensure has been made.
B. Time of inspection. An inspector designated by the Board:
   1. Shall inspect the premises of each establishment for which an application for licensure has been made;
   2. Shall inspect each establishment’s premises one or more times per calendar year; and
C. Inspection procedure. According to the requirements of A.R.S. Title 32, Chapter 3, and this Chapter, the Board’s inspector shall document that:
   1. Each applicable license issued is current and displayed as prescribed under A.R.S. § 32-351;
   2. Equipment and barbering implements are present, clean, and in appropriate quantity to the number of employees in the establishment;
   3. Each product, implement, and procedure is maintained or followed appropriately by establishment staff; and
   4. All applicable statutes and rules are followed.
D. Inspection findings. An inspector shall submit a copy of a completed inspection report to:
   1. The license holder or individual assigned by the license holder to operate the inspected establishment; and
   2. The Board.
E. Disciplinary action. The Board shall follow disciplinary procedures prescribed under A.R.S. §§ 32-352 through 32-356 for any inspection finding indicating a violation of any provision under A.R.S. Title 32, Chapter 3, or this Chapter.

Historical Note
New Section R4-10-507 recodified from A.A.C. R4-5-107 at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

R4-10-508. Licensing Time-frames
A. The overall time-frame described in A.R.S. § 41-1072(2) for all licenses issued by the Board under A.R.S. Title 32, Chapter 3, and this Chapter is specified in Table 1, following this Section. An applicant and the Executive Director of the Board may agree in writing to extend the substantive review and overall time-frames by no more than 25 percent of the overall time-frame.
B. The administrative completeness review time-frame described in A.R.S. § 41-1072(1) for a license issued by the Board is specified in Table 1, following this Section and begins on the date the Board receives a license application. The administrative completeness review and overall time-frames are suspended until the Board receives the missing information or documents.
CHAPTER 10. BARBERING AND COSMETOLOGY BOARD

2. If the application is complete, the Board shall send the applicant a notice of administrative completeness.

C. An expired license issued under this Chapter may be renewed under subsection (B)(2).

D. As provided under A.R.S. § 32-355, a licensee that fails to renew a license timely shall immediately cease providing the services authorized by the license.

3. If the documentation submitted under R4-10-502(D)(3), R4-10-603(C)(4), R4-10-701(B)(2)(d)(v), or R4-10-801(C)(4)(a)(iii) was a limited form of work authorization issued by the federal government, evidence that the work authorization has not expired.

Historical Note

New Article 5, Table 1, Time-frames (in-days) recodified from 4 A.A.C. 5, Table 1, Time-frames (in days) at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

ARTICLE 6. EXAMINATION; BARBER AND INSTRUCTOR LICENSE APPLICATION

R4-10-601. Examinations
A. Required examinations.
1. Except for an applicant for licensure by reciprocity, an applicant for:
   a. A barber license shall pass an examination covering the topics listed in A.R.S. § 32-324(C); and
   b. An instructor license shall pass the examination described in A.R.S. § 32-324(D); and
2. As authorized under A.R.S. § 32-322(A)(2) and A.R.S. § 32-323(A)(2), the Board shall ensure that applicants for licensure by reciprocity possess necessary qualifications by requiring:
   a. All applicants for licensure by reciprocity to pass an examination regarding procedures the Board uses to measure the practical skills of barbering students.
   b. Applicants for licensure by reciprocity as an instructor to pass an examination regarding the right to appeal the denial under A.R.S. Title 41, Chapter 6, Article 10.

Historical Note

New Section R4-10-508 recodified from A.A.C. R4-5-108, with a Section citation amended at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).
b. Allow an applicant for a barber license to provide a reader or personal foreign language interpreter who shall not be:
   i. A currently or previously licensed barber or cosmetologist,
   ii. A barber or cosmetology instructor, or
   iii. A barber or cosmetology student in any state or foreign country.
3. Examination integrity provision. The Board shall not:
   a. Disclose examination questions; or
   b. Return a completed examination or other examination records kept by the Board to a school or applicant.
4. The Board shall dismiss an applicant from an examination under penalty of examination fee forfeiture if the applicant:
   a. Cheats, or
   b. Solicits any information from another person except the examiner.
5. The Board shall require re-examination if an applicant fails to apply for a license within one year after passing an examination.
6. For purposes of an examination’s practical portion, an applicant for a barber license shall supply:
   a. All necessary barbering implements and supplies; and
   b. A live model who shall not be:
      i. A currently or previously licensed barber or cosmetologist,
      ii. A barber or cosmetology instructor, or
      iii. A barber or cosmetology student in any state or foreign country.
7. If an applicant fails a portion of an examination, the Board shall allow the applicant to meet with Board staff and participate in a general discussion of the failed portion of the examination if the applicant submits a written request to the Board within 30 days after the examination.

Historical Note
New Section R4-10-601 recodified from A.A.C. R4-5-201, at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

R4-10-602. Barber License Application
A. An applicant for licensure as a barber shall attach the following to the application attachments required under subsections (B) or (C):
   1. Proof that the applicant is at least 16 years old;
   2. Proof that the applicant has at least two years of high school education or its equivalent. Acceptable proof includes an official transcript from the high school attended or a copy of a high school diploma or GED;
   3. Documentation specified under A.R.S. § 41-1080(A) that the applicant’s presence in the U.S. is authorized under federal law;
   4. A photograph, as prescribed under A.R.S. § 32-322(A)(3), that is suitable for use on an identification card and:
      a. Of the applicant only;
      b. U.S. passport sized; and
      c. Signed by the applicant across the front without blocking the face;
   5. If currently licensed as a barber in another state with which Arizona does not have a reciprocity agreement, a copy of the license; and
   6. The applicable fee specified in R4-10-502(A)(1).
B. License by examination. In addition to the requirements under subsection (A), an applicant for licensure by examination shall submit an application form, which is available from the Board, and provide the following information:
   1. Full name;
   2. Other names, if any, by which the applicant has been known;
   3. Full address;
   4. Telephone number;
   5. Social Security number;
   6. Date and place of birth;
   7. Unless currently licensed in another state with which Arizona does not have a reciprocity agreement, name and location of barber school attended;
   8. Unless currently licensed in another state with which Arizona does not have a reciprocity agreement, the number of certified hours obtained from a barber school;
   9. A statement whether the applicant has ever been licensed as a barber in Arizona and if so, when;
   10. A statement whether the applicant has ever been licensed in another state or country as a barber or apprentice barber and if so, when and where;
   11. A statement whether the applicant has had a barber license suspended or revoked in the five years before the date of application and if so, a complete explanation of the circumstances;
   12. Any other information required by the Board; and
   13. The applicant’s notarized signature and verification that the information provided is correct and complete.
C. License by reciprocity. In addition to the requirements under subsections (A) and (B)(1) through (6) and (9) through (13), an applicant for licensure by reciprocity shall submit the following:
   1. A copy of a current barber license issued by a state with which Arizona has a reciprocity agreement; and
   2. Documentation of at least one year of barbering work experience. The documentation shall contain the notarized signature of the barber where the work was performed.

Historical Note
New Section R4-10-602 recodified from A.A.C. R4-5-202, with a Section citation amended at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

R4-10-603. Instructor License Application
A. An applicant for licensure as an instructor shall attach the following to the application required under subsections (B) and (C):
   1. Proof that the applicant is at least 19 years old;
   2. Proof that the applicant has a high school diploma or its equivalent;
   3. Documentation specified under A.R.S. § 41-1080(A) that the applicant’s presence in the U.S. is authorized under federal law;
   4. A photograph, as prescribed under A.R.S. § 32-322(A)(3), that is suitable for use on an identification card and:
      a. Of the applicant only;
      b. U.S. passport sized; and
      c. Signed by the applicant across the front without blocking the face;
6. If currently licensed as a barber instructor in another state with which Arizona does not have a reciprocity agreement, submit a copy of the license; and
7. The applicable fee specified in R4-10-502(A)(2).

B. License by examination. In addition to the requirements under subsection (A), an applicant for licensure by examination shall submit an application form, which is available from the Board, and provide the following information:
1. Full name;
2. Other names, if any, by which the applicant has been known;
3. Full address;
4. Telephone number;
5. Social Security number;
6. Birth date;
7. Current Arizona barber license number;
8. If the applicant attended school for training as a barber instructor:
   a. Name and address of barbering school attended for instructor training;
   b. Total hours of instructor training; and
   c. Dates during which instructor training was obtained;
9. A statement regarding whether the applicant:
   a. Has ever been licensed as a barber instructor in Arizona and if so, when;
   b. Has ever been a licensed barber instructor in any other country or state and if so, the country or state and dates of licensure as a barber instructor; and
   c. Has had a former instructor license suspended or revoked in the five years before the date of application and if so, a complete explanation of the circumstances;
10. Any other information required by the Board; and
11. The applicant’s notarized signature verifying that the information provided is correct and complete.

C. License by reciprocity. In addition to the requirements under subsections (A) and (B)(1) through (6) and (9) through (11), an applicant for an instructor license by reciprocity shall submit the following:
1. A copy of the current license to instruct barber students issued by a state that has a reciprocity agreement with Arizona; and
2. Documentation of at least one year’s experience as a licensed instructor of barber students. The documentation shall contain the notarized signature of the owner of the barber school at which instruction was provided.

Historical Note
New Section R4-10-603 recodified from A.A.C. R4-5-203, with a Section citation amended at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

ARTICLE 7. SHOPS

R4-10-701. Application for a License to Operate a Shop
A. To apply for a license to operate a shop, a person shall submit to the Board the items under subsections (B) and (C). A person that intends to operate more than one shop shall apply for and be issued a separate license to operate each shop. A person shall not operate a shop before a license is issued.
B. On a form available from the Board, an applicant for a license to operate a shop shall provide the following information:
1. Indicate the applicant’s requested licensing action:
   a. A license to operate a new shop;
   b. A change of location of an operating shop including the following information:
      i. The Board file number, and
   ii. Both the old and new addresses of the shop; or
   c. A change of ownership of an operating shop including the following information:
      i. Former owner’s name;
      ii. Former shop name, if the shop name is changed;
      iii. Board file number; and
      iv. A copy of the shop’s bill of sale or the signature of the former owner on the application;
2. Ownership information:
   a. If the owner is an individual or partnership:
      i. Name,
      ii. Address,
      iii. Telephone number,
      iv. Social Security number of the individual or each partner owning at least 10 percent of the partnership, and
      v. Documentation specified under A.R.S. § 41-1080(A) that the presence in the U.S. of the individual or each partner owning at least 10 percent of the partnership is authorized under federal law; or
   b. If the owner is a corporation:
      i. Corporate name;
      ii. Names of all individuals owning at least 10 percent of the corporation;
      iii. Tax identification number of the corporation;
      iv. Name and telephone number of a contact person;
      v. Name and address of the statutory agent, if required by law;
      vi. Address of the corporation; and
      vii. Telephone number of the corporation;
3. Shop information:
   a. Shop name,
   b. Full physical address of the shop,
   c. Telephone number, and
   d. A map of approximate shop location indicating the names of major cross streets;
4. If known at the time of application, the name and Arizona license number of the barber who will directly supervise the shop on behalf of the license holder;
5. A projected date for the shop to open;
6. A list of equipment in the shop including the total number of the following:
   a. Barber or styling chairs,
   b. Sinks with hot and cold running water,
   c. Tool drawers,
   d. Liquid sanitizers,
   e. Workstations,
   f. Soiled-towel receptacles, and
   g. Garbage and hair receptacles;
7. A description of the shop’s floor covering;
8. An indication of whether a license to operate the shop has been or will be obtained under Article 4;
9. Any other information required by the Board; and
10. The applicant’s verification that the information contained on the application is correct and complete, and the applicant’s notarized signature.
C. Fee. In addition to the completed application form required under subsection (B), an applicant shall submit to the Board the fee specified in R4-10-502(A)(3) for the licensing action requested under subsection (B)(1).

Historical Note
New Section R4-10-701 recodified from A.A.C. R4-5-301, with a Section and Article citation amended at 28
The Board shall issue a license to operate a mobile unit as a shop. To operate a mobile unit as a shop, the owner of the mobile unit shall make application for a license under R4-10-701 after the effective date of this Section.

**R4-10-702. Basic Equipment Required in a Shop**

A. The holder of a license to operate a shop shall ensure that the shop has at least the following equipment:

1. A barber or styling chair;
2. One sink, which has hot and cold running water, for every two barber or styling chairs and located no more than six feet from the barber or styling chairs;
3. Liquid or powder soap and paper towels for use at each sink;
4. A separate, covered receptacle for each of the following:
   a. Garbage and hair; and
   b. Reusable towels or cloths that are soiled;
5. One tool drawer and one liquid sanitizer for each barber or styling chair and the necessary EPA-registered disinfectants for each;
6. One wall mirror located near each barber or styling chair;
7. One workstation for each barber or styling chair; and
8. Cabinet in which to store additional supplies.

B. Subsection (A)(2) applies only to shops licensed under R4-10-701 after the effective date of this Section.

**Historical Note**

New Section R4-10-702 recodified from A.A.C. R4-5-302, with a Section citation amended at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

**R4-10-703. Shop Supervision**

A. The holder of a license to operate a shop shall designate a barber licensed under this Chapter to directly supervise the shop during all hours of operation.

B. A license holder or supervising barber shall ensure that:

1. Every individual, whether an employee or independent contractor, who practices barbering in the shop has a current license issued under A.R.S. § 32-322 and R4-10-602;
2. Each required license and the most recent Board inspector’s record are displayed according to A.R.S. § 32-351(A); and
3. Each licensee complies with all applicable provisions of A.R.S. Title 32, Chapter 3, and this Chapter.

C. The Board shall hold a license holder and any supervising barber responsible for any violation of an applicable provision of A.R.S. Title 32, Chapter 3, or this Chapter.

D. The holder of a license to operate a shop who is an Arizona-licensed barber may directly supervise the shop.

**Historical Note**

New Section R4-10-703 recodified from A.A.C. R4-5-303, with a Section citation amended at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

**R4-10-704. Shop Mobile Units**

A. To operate a mobile unit as a shop, the owner of the mobile unit shall make application for a license under R4-10-701.

B. The Board shall issue a license to operate a mobile unit as a shop only if:

1. The mobile unit is self-contained;
2. The mobile unit meets all requirements for a shop specified under A.R.S. Title 32, Chapter 3, and this Chapter; and
3. The owner of the mobile unit agrees to provide the Board with written or oral notice at least 15 days before the mobile unit is placed in a location or moved to a new location.

**Historical Note**

New Section R4-10-704 recodified from A.A.C. R4-5-304, with a Section citation amended at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

**ARTICLE 8. SCHOOLS**

**R4-10-801. Application for a License to Operate a School**

A. Before submitting an application under this Section, an applicant for a license to operate a school may request that Board staff review the proposed application and perform a courtesy inspection of the proposed school location.

B. The owner of a barber school that operates in more than one location, except at an offsite training facility, shall apply for and obtain a separate license to operate the barber school at each location.

C. On a form available from the Board an applicant for a license to operate a barber school shall provide the following information:

1. Indicate the applicant’s requested licensing action:
   a. A license to operate a new school;
   b. A change of location of an operating school including the following information:
      i. The Board file number, and
      ii. Both the old and new addresses of the school; or
   c. A change of ownership of an operating school including the following information:
      i. Former owner’s name;
      ii. Former school name, if the school name is changed;
      iii. Board file number; and
      iv. A copy of the school’s bill of sale or the signature of the former owner on the application;
2. School information:
   a. School name;
   b. Physical location address of the school; and
   c. Telephone number;
3. Applicant information:
   a. Name;
   b. Address, and
   c. Telephone number;
4. Owner information:
   a. If the owner is an individual or partnership:
      i. Name of the individual and all partners owning at least 10 percent of the partnership,
      ii. Social Security number of the individual and all partners owning at least 10 percent of the partnership,
CHAPTER 10. BARBERING AND COSMETOLOGY BOARD

iii. Documentation specified under A.R.S. § 41-1080(A) that the presence in the U.S. of the individual and all partners owning at least 10 percent of the partnership is authorized under federal law; or
b. If the owner is a corporation:
   i. Corporate name;
   ii. Names of all individuals owning at least 10 percent of the corporation;
iii. Tax identification number of the corporation;
iv. Name and telephone number of a contact person;
v. Name and address of the statutory agent, if required by law;
vi. Address of corporation; and
vii. Telephone number of corporation;
5. School supervisor information:
   a. Name, and
   b. Arizona instructor license number;
6. A list of equipment in the school including the total number of the following:
   a. Barber chairs,
   b. Sinks,
   c. Tool drawers,
   d. Liquid sanitizers,
   e. Latherizers,
   f. Soiled-towel receptacles,
   g. Garbage and hair receptacles,
   h. Workstations, and
   i. Student lockers;
7. A description of the floor covering in the area in which students practice barbering skills;
8. Number and square footage of classrooms;
9. Number of students to be admitted;
10. Number of licensed instructors;
11. Hours during which instruction will be provided;
12. A projected date for the Board’s initial inspection;
13. Any other information required by the Board; and
14. The applicant’s verification, under oath, that the information contained on the application is correct and complete, and the applicant’s notarized signature.

D. An applicant for a license to operate a school shall attach the following to the application required under subsection (C):
   1. A current school catalog,
   2. A list of all courses offered at the school and the number of instructional hours devoted to each course, and
   3. A copy of the bond in the amount required under A.R.S. § 32-325(C)(6).

E. Fee. In addition to the completed application required under subsections (C) and (D), an applicant shall submit to the Board the fee specified under R4-10-502(A)(5) for the licensing action requested under subsection (C)(1).

Historical Note
New Section R4-10-801 recodified from A.A.C. R4-5-401, with a Section citation amended at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

R4-10-802. Notification of Changes
The holder of a license to operate a school shall send written notice and updated information to the Board within 15 days if the license holder:
   1. Amends the school catalog,
   2. Stops offering a course,
   3. Offers a new course,
   4. Changes the number of instructional hours devoted to a course listed under R4-10-801(D),
   5. Changes the hours during which instruction is provided,
   6. Changes the school name,
   7. Changes the school supervisor, or
   8. Establishes an offsite training facility in a shop under the provisions of R4-10-811.

Historical Note
New Section R4-10-802 recodified from A.A.C. R4-5-402, with Section citations amended at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

R4-10-803. Use of “Accredited,” “Approved,” or Similar Terms
If “accredited,” “approved,” or a similar term appears in a school catalog or advertisement, the holder of the license to operate the school shall ensure that the catalog or advertisement includes the name of the accrediting or approving organization.

Historical Note
New Section R4-10-803 recodified from A.A.C. R4-5-403, at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

R4-10-804. School Premises and Basic Equipment
A. In addition to the requirements of A.R.S. § 32-325(C)(2) and (C)(3), the holder of a license to operate a school shall ensure that the school has at least the following:
   1. An instructor, licensed in Arizona, to teach each required course;
   2. Instructional furnishings and fixtures for instructor and student use;
   3. A workstation for each student scheduled for practical instruction;
   4. Filing cabinets for school and student records;
   5. Chalkboards or other writing boards;
   6. A dispensary to prepare, mix, store, and dispose of supplies and chemicals used to disinfect barbering implements;
   7. One latherizer for every five barber chairs;
   8. One sink, with hot and cold running water, liquid or powder soap, and towels for every two barber chairs;
   9. A student library that contains:
      a. A dictionary;
      b. Current barbering manuals and textbooks;
      c. A current copy of A.R.S. Title 32, Chapter 3; and
      d. A current copy of this Chapter;
   10. A time clock; and
   11. All equipment, implements, materials, and supplies necessary for student instruction.
B. The holder of a license to operate a school shall ensure that each student workstation has at least the following:
   1. A barber chair;
   2. A wall mirror located behind the barber chair;
   3. A tool drawer that meets the standard in R4-10-501; and
   4. One liquid sanitizer and one spray disinfectant.
C. The holder of a license to operate a school shall ensure that each student at a workstation has access to the following:
   1. A covered receptacle for soiled towels and cloths;
   2. A covered receptacle for garbage and hair; and
   3. A sufficient supply of barbering products listed under R4-10-504(A)(3).

Historical Note
New Section R4-10-804 recodified from A.A.C. R4-5-404, with Section citations amended at 28 A.A.R. 1058.
CHAPTER 10. BARBERING AND COSMETOLOGY BOARD

(May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

R4-10-805. School Operations
A. The holder of a license to operate a school shall file the school’s operating schedule with the Board before the first scheduled class begins.
B. The holder of a license to operate a school shall ensure that all equipment provided under this Chapter is of sufficient quality to meet the educational needs of students and maintained in good repair.
C. Unless a student who is studying barbering possesses the equipment listed under this subsection at the time of enrollment, the holder of a license to operate a school shall provide the student with a non-returnable training kit that includes the following equipment, all of which are new:
   1. Course textbooks,
   2. One mannequin for barbering practice,
   3. Twelve combs and four brushes,
   4. One hair dryer,
   5. One straight razor with interchangeable blades,
   6. One pair of haircutting shears with at least six-inch blades,
   7. One pair of thinning shears,
   8. One clipper with interchangeable blades sizes 1 and .000 or an adjustable clipper,
   9. One neck duster, and
   10. One copy of the current statutes and rules governing the Board.
D. Trainee notices. At the time the holder of a license to operate a school enrolls a student, the license holder shall give Exhibit 1 or 2 to the student, as appropriate, and maintain the completed document for the time specified in R4-10-808(H).
E. An instructor trainee shall not teach students until the instructor trainee has received 40 instructional hours of training in methods of teaching. An instructor trainee shall complete all training in no more than six months.
F. An individual who is not an Arizona-licensed instructor shall not teach in a school but may demonstrate any process, product, or appliance to students when the individual is under the supervision of an Arizona-licensed instructor.
G. Within five days after enrolling a student, the holder of a license to operate a school shall send the following to the Board:
   1. A copy of the student’s written application to attend the school containing the following:
      a. The student’s name and address,
      b. The student’s enrollment date,
      c. An indication regarding whether the student is enrolled in a barber or instructor course, and
      d. The student’s signature, and
   2. Two photographs of the student that meet the standards specified in R4-10-602(A)(4).
H. Within 90 days after enrolling a student, the holder of a license to operate a school shall send the following to the Board:
   1. Proof that the student is at least 16 years old if enrolled in a barber course or at least 19 years old if enrolled in an instructor course;
   2. Proof that the student has at least a tenth-grade education if enrolled in a barber course or graduated from high school or its equivalent if enrolled in an instructor course; and
   3. Documentation specified under A.R.S. § 41-1080(A) that the student’s presence in the U.S. is authorized under federal law.
I. The Board shall use the information provided under subsection (G) to prepare and issue an educational card to a student. The holder of a license to operate a school shall ensure that a student:
   1. Displays the card at the student workstation, and
   2. Returns the card to the Board upon completion of, or withdrawal from, the course.

Historical Note
New Section R4-10-805 recodified from A.A.C. R4-5-405, with Section citations amended at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

Exhibit 1. Required Notice to a Barber Trainee

NOTICE
This Notice is required by the Arizona State Board of Barbers.

You have applied to this school for training that will qualify you to apply for a license to be a barber in Arizona. The Arizona State Board of Barbers will not issue you a license unless:
   1. You are at least 16 years of age when you apply for the license,
   2. You demonstrate to the Board that you have completed and received appropriate credits for at least two years of high school education or its equivalent, and
   3. You document that your presence in the U.S. is authorized under federal law.

It is your responsibility to make sure you meet the requirements of the Board of Barbers. If you are unsure about whether you meet the requirements, you should contact the Board of Barbers for further information.

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE

I acknowledge that I received and understand the foregoing Notice.

(student signature and date)

Historical Note
New Exhibit 1, recodified from 4 A.A.C. 5, Exhibit 1, at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

Exhibit 2. Required Notice to an Instructor Trainee

NOTICE
This Notice is required by the Arizona State Board of Barbers.

You have applied to this school for training that will qualify you to apply for a license to be a barber instructor in Arizona. The Arizona State Board of Barbers will not issue you a license unless:
The holder of a license to operate a school shall ensure that
students are graded at least monthly and informed of their
grades and instructional hours completed.

A licensed instructor may assist students in the performance of
barbering.

A student shall not dismiss a patron until a licensed instructor
inspects and approves the student’s work.

A student shall not attend a school for more than eight hours
day.

A student may receive a maximum of 20 instructional hours
for field trips pertaining to barbering.

A student may receive up to 50 percent of the student’s training
at an offsite training facility operated under the provisions of
R4-10-811.

A licensed instructor shall not ask a student to perform barbering
on a patron while the student is engaged in classroom
instruction or taking a written examination.

A student shall wear a name tag during school attendance that
clearly identifies the student by name and student status.

The holder of a license to operate a school shall ensure that
students are graded at least monthly and informed of their
grades and instructional hours completed.

The holder of multiple licenses to operate multiple schools
may keep a student’s records at the student’s enrollment loca-
tion or a location that serves all the schools operated by the
same license holder.

When a student graduates or withdraws from a school, the
holder of the license to operate the school shall:

1. Complete a Student’s Completion of Hours or With-
drawal form;
2. Certify the number of hours completed by the student;
3. Have the form notarized; and

If a student transfers from one school to another, the holder of
the license to operate the school shall:

1. Make final entries to ensure the student’s transcript is
   complete and accurate, and
2. Forward a copy of the student’s transcript to the student
   and Board within three days after the student provides
   notice of transfer.

When a student graduates or withdraws from a school, the
holder of the license to operate the school shall:

1. Complete a Student’s Completion of Hours or With-
drawal form;
2. Certify the number of hours completed by the student;
3. Have the form notarized; and

Historical Note
New Section R4-10-806 recodified from A.A.C. R4-5-
406, with a Section citation amended at 28 A.A.R. 1058
(May 20, 2022), with an immediate effective date of
April 27, 2022 (Supp. 22-2).

R4-10-807. School Curriculum
A. The holder of a license to operate a school shall ensure that
barbering curriculum offered complies with A.R.S. § 32-
325(B).
B. In addition to the minimum requirements under A.R.S. § 32-
325(B)(1), the license holder shall include instruction in the
following:
1. Professional ethics,
2. Shop management, and
3. Regulatory provisions prescribed under A.R.S. Title 32,
   Chapter 3, and this Chapter.

Historical Note
New Section R4-10-807 recodified from A.A.C. R4-5-
407, at 28 A.A.R. 1058 (May 20, 2022), with an immedi-
ate effective date of April 27, 2022 (Supp. 22-2).

R4-10-808. School Records
A. The holder of one license to operate a school shall keep a stu-
dent’s records at the student’s enrollment location.
B. The holder of multiple licenses to operate multiple schools
may keep a student’s records at the student’s enrollment loca-
tion or a location that serves all the schools operated by the
same license holder.
C. The holder of a license to operate a school shall at least weekly
enter into each student’s record the following:
1. The date of the recorded entry,
4. Forward a copy of the form to the graduating or withdrawing student and the Board.

H. The holder of a license to operate a school shall maintain the student record file required under subsection (D) permanently unless required under R4-10-809(E) to forward the records to the Board.

Historical Note
New Section R4-10-808 recodified from A.A.C. R4-5-408, with a Section citation amended at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

R4-10-809. School Closure
A. The Board shall consider a school closed if the school fails for five consecutive school days to provide instruction in accordance with the operating schedule on file with the Board.

B. Closure notification. The holder of the license to operate a school that is closing shall deliver written or oral notice of the school’s closure to each currently enrolled student and the Board:
1. Ten days before closure if the license holder can reasonably anticipate the school closure, or
2. Within five days after closure if the school’s closure could not be reasonably anticipated by the license holder.

C. The holder of the license to operate a school that is closing shall ensure that the notice provided to currently enrolled students under subsection (B) includes the following information:
1. When a full refund of paid tuition will be provided to the student,
2. How to make a claim against the bond required under A.R.S. § 32-325(C)(6) and R4-10-801(D)(3),
3. How to obtain a copy of the student’s transcript and certification of hours completed,
4. How to obtain possession of the training kit provided under R4-10-805(C) and other personal possessions, and
5. How to access the student’s records in the future.

D. The holder of the license to operate a school that is closing shall obtain a signed statement from each currently enrolled student verifying that the license holder complied with subsection (C).

E. Disposition of student records. The holder of the license to operate a school that is closing shall:
1. Ensure that all student records are updated as required under R4-10-805(C) through the last day on which instruction was provided;
2. Forward all records for currently enrolled students to the Board within 10 days after the school closes; and
3. Forward to the Board a copy of all the signed statements required under subsection (D).

Historical Note
New Section R4-10-809 recodified from A.A.C. R4-5-409, with Section citations amended at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

R4-10-810. Reserved

Historical Note
Section reserved when Article 8 was recodified from 4 A.A.C. 8, on April 27, 2022 (Supp. 22-2).

R4-10-811. Offsite Training Facility
A. The holder of a license to operate a school may operate an offsite training facility in a shop that complies with the provisions of A.R.S. § 32-325(C) and R4-10-804(A)(11), R4-10-805(B), (E), and (F), and R4-10-806(B), (C), (D), (G), and (H).

B. In addition to subsection (A), a license holder operating an offsite training facility shall comply with the following:
1. R4-10-804(A)(1), (3), (6), (7), (8), and (9) if only practical instruction is provided at the facility; or
2. Requirements of subsection (B)(1) and R4-10-804(A)(2) and (A)(5) if classroom instruction is provided at the facility.

C. In addition to the requirements of subsections (A) and (B), a license holder operating an offsite training facility shall:
1. Clearly indicate to the public the specific portion of the shop designated as an offsite training facility,
2. Post a sign indicating that barbering services at the offsite training facility are provided by students,
3. Require a student to give oral notice of status as a student to each patron, and
4. Restrict student barbering to the portion of the shop designated as an offsite training facility.

Historical Note
New Section R4-10-811 recodified from A.A.C. R4-5-411, with Section citations amended at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

ARTICLE 9. HEARINGS

R4-10-901. Hearing Procedures
For purposes of A.R.S. § 32-334(D), the Board shall conduct all formal hearings according to A.R.S. Title 41, Chapter 6, Article 10.

Historical Note
New Section R4-10-901 recodified from A.A.C. R4-5-501, at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

R4-10-902. Rehearing and Review of Decision
A. The Board shall provide for a rehearing and review of a decision under A.R.S. Title 41, Chapter 6, Article 10.

B. Except as provided in subsection (I), a party is required to file a motion for rehearing or review of a Board decision to exhaust the party’s administrative remedies.

C. A party may amend a motion for rehearing or review at any time before the Board rules on the motion.

D. The Board may grant a rehearing or review for any of the following reasons materially affecting a party’s rights:
1. Irregularity in the proceedings of the Board, or any order or abuse of discretion, that deprived the moving party of a fair hearing;
2. Misconduct of the Board, its staff, an administrative law judge, or the prevailing party;
3. Accident or surprise that could not have been prevented by ordinary prudence;
4. Newly discovered material evidence that could not, with reasonable diligence, have been discovered and produced at the hearing;
5. Excessive penalty;
6. Error in the admission or rejection of evidence or other errors of law occurring at the hearing or during the progress of the proceedings;
7. The Board’s decision is a result of passion or prejudice; or
8. The findings of fact or decision is not justified by the evidence or is contrary to law.

E. The Board may affirm or modify a decision or grant a rehearing to all or any of the parties on all or part of the issues for any of the reasons in subsection (D). An order modifying a decision or granting a rehearing shall specify with particularity the grounds for the order.
F. If a motion for rehearing or review is based upon an affidavit, the affidavit shall be served with the motion. An opposing party may, within 15 days after service, serve opposing affidavits. The Board may extend this period for a maximum of 20 days if the parties agree.

G. Not later than 30 days after the date of a decision, after giving parties notice and an opportunity to be heard, the Board may grant a rehearing or review on its own initiative for any reason for which it might have granted relief on motion of a party. The Board may grant a motion for rehearing or review, timely served, for a reason not stated in the motion.

H. If a rehearing is granted, the Board shall hold the rehearing within 60 days after the issue date on the order granting the rehearing.

I. If the Board makes a specific finding that a particular administrative decision needs to be effective immediately to preserve the public peace, health, or safety and that a review or rehearing of the decision is impracticable, unnecessary, or contrary to the public interest, the Board shall issue the decision as a final administrative decision without an opportunity for rehearing or review.

Historical Note
New Section R4-10-902 recodified from A.A.C. R4-5-502, at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).