



4 A.A.C. 10

Supp. 24-1

TITLE 4. PROFESSIONS AND OCCUPATIONS CHAPTER 10. BARBERING AND COSMETOLOGY BOARD

The table of contents on page one contains links to the referenced page numbers in this Chapter.
Refer to the notes at the end of a Section to learn about the history of a rule as it was published in the *Arizona Administrative Register*.

This Chapter contains rules that were filed to be codified in the *Arizona Administrative Code* between the dates of
January 1, 2024 through March 31, 2024

This Chapter contain rules that were codified in supplement 24-1 to include making new Parts and repealing Articles and Sections.
Refer to Article introductions and Section historical notes to review changes to the rules.

Questions about these rules? Contact:

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Address: 1740 W. Adams St., Ste. 4400
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The release of this Chapter in Supp. 24-1 replaces Supp. 22-2, 1-32 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 Therefore, all superseded material should be retained in a separate binder and archived for future reference.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. § 41-5505.

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

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Rhonda Paschal, rules managing editor, assisted with the editing of this Chapter.

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Administrative Rules Division
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TITLE 4. PROFESSIONS AND OCCUPATIONS

CHAPTER 10. BARBERING AND COSMETOLOGY BOARD

Authority: Laws 2021, Ch. 334 and A.R.S. § 32-304

Supp. 24-1

Editor's Note: The Board of Cosmetology was merged with the Board of Barbers; the name of this Chapter was changed to the Barbering and Cosmetology Board under Laws 2021, Ch. 334. The Board of Barbers rules codified under 4 A.A.C. 5, were recodified to Articles 5, 6, 7, 8, and 9 under Laws 2021, Ch. 334 and A.R.S. § 32-304, at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2).

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.

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Table listing sections R4-10-101 through R4-10-115 and Table 1 with their respective page numbers.

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10-34 repealed; and Sections R4-10-201 through R4-10-R4-10-209 adopted effective April 9, 1996 (Supp. 96-2).

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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).

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ARTICLE 1. GENERAL PROVISIONS

R4-10-101. Definitions

The definitions in A.R.S. §§ 32-301, 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 or registration by the Board:
 - a. If a corporation, one officer as the applicant and a list of all officers of the corporation; or
 - b. If a partnership, one partner as the applicant and a list of all other partners; or
 - c. If a limited liability company, the designated corporate contact person, or if no contact person is designated, one member as the applicant and a list of all other members.
4. "Application packet" means the forms and documents the Board requires an applicant to submit.
5. "Approved by the Board," as used in A.R.S. §§ 32-302 and 32-501, means a cosmetologist, aesthetician, barber, hair stylist, or nail technician has a current license issued by the Board and no record of disciplinary action.
6. "Bracing" means to use a support that helps to steady or strengthen while performing a procedure.
7. "Barber pole" means a stationary or revolving sign composed of a vertical cylinder or pole with alternating, diagonal, stripes of any combination including red, white, and blue or a likeness of the sign.
8. "Certificate of hours" means a document issued by a licensed school to a student that states the total number of hours or credits completed at the school by the student who is transferring or withdrawing.
9. "Certification of licensure" means the status of the license, signed by the authorized individual of the agency authorized to issue cosmetology, hairstyling, nail technician, aesthetics, barbering, or instructor licenses in the jurisdiction in which the applicant received a license.
10. "Change of ownership," as used in A.R.S. §§ 32-328, 32-545, and 32-552, means a change of 10 percent or more of the owners holding a license to operate an establishment or school.
11. "Classroom" means an area in which instruction or demonstration is provided.
12. "Clinic" means the area where a student practices cosmetology, hairstyling, nail technology, aesthetics, or barbering on the general public for a fee.
13. "Course" means an organized subject matter in which instruction is offered within a given period of time and for which credit toward graduation is given.
14. "Credit" means one earned academic unit of study based on completing the required number of class sessions per calendar week in a course at a community college, an accredited college or university, or a high school.
15. "Crossover hours" means hours of training obtained by a licensed aesthetician, cosmetologist, hair stylist, nail technician, or barber that a school licensee accepts as hours of training required to complete a course of training in a different discipline.
16. "Days" means business days.
17. "Direct supervision" means a licensee is physically present and observing the work of a supervisee.
18. "Discipline" means the fields of study or service regulated by the Board including cosmetology, hairstyling, aesthetics, nail technology, eyelash technology, and barbering.
19. "Disinfect" means the use of chemicals to kill most microbial life that can lead to infection in humans.
20. "EPA" means the U.S. Environmental Protection Agency.
21. "Establishment" means a business for which the Board has issued a license to a person under A.R.S. §§ 32-326 or 32-541, as applicable.
22. "Establishment suite" means multiple individually operated and licensed establishments that share a physical address except for suite number.
23. "Graduation" or "graduated from a school" means completion of the criteria established by a licensed cosmetology, hairstyling, aesthetics, nail technology, or barbering school for the course in which the applicant was enrolled including completion of the required curriculum hours.
24. "High school diploma or 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.
25. "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, aesthetics, or barbering 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.
26. "Manager" means an individual who is responsible for ensuring an establishment for which the Board has issued a license to operate complies with A.R.S. Title 32, Chapters 3 and 5, as applicable, and this Chapter.
27. "Mentor," as defined at A.R.S. §§ 32-301 and 32-501, means an aesthetician, barber, cosmetologist, hair stylist, or nail technician who is approved by the Board to train an individual in an apprenticeship program that is approved by the Department of Economic Security and occurs at a licensed establishment.
28. "Model" means an individual or mannequin on which an applicant performs demonstrations for the practical section of a licensing examination.
29. "Practice" means engaging in one of the disciplines regulated by the Board or engaging as an instructor of one of the disciplines in accordance with the license or registration issued by the Board and Title 32, Chapters 3 and 5, as applicable, and this Chapter.

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30. "Owner" means a person that has controlling interest in an establishment or school or the owner's designee.
31. "Reciprocity" means the procedure for granting an Arizona license to an applicant who is currently licensed in another state of the United States or a foreign country.
32. "School" means an educational facility for which the Board has issued a license to a person under A.R.S. §§ 32-325 or 32-551, as applicable.
33. "Student instructor" means an individual who is licensed by the Board in a discipline and training to be an instructor in that discipline.
34. "Substantive review" means the Board's process for determining whether an applicant for licensure, registration, or other approval meets the requirements for the license, registration, or other approval for which application is made including, if applicable, taking and passing an examination required by the Board.
35. "Two years of high school or its equivalent" means one of the following:
- Ten high school credits attained by an individual;
 - If the individual is homeschooled, a copy of the Affidavit of Intent filed with the county school superintendent and proof the individual is at least 16 years old;
 - Proof of being at least 18 years old; or
 - Obtaining a passing score on a high school equivalency general educational development (GED) test or its equivalent as required by the Department of Education.
36. "Transfer hours" means hours of study a student completed at one school that a school licensee accepts to meet the requirements at a second school.
37. "Virtual learning" means the use of technology to teach students who may or may not be physically present in a classroom.
38. "Workstation" means a specific location within an establishment, mobile unit, offsite training facility, or school where services are performed not including hair-cleaning activity.
4. Personal reciprocity or universal recognition license: \$60.00
5. Establishment initial license: \$110.00
6. Establishment renewal: \$50.00
7. Establishment delinquent renewal: \$80.00
8. School license: \$600.00
9. School renewal: \$250.00
10. Delinquent school renewal: \$350.00
- B.** Barbering. Under the specific authority provided by A.R.S. § 32-328, and subject to R4-10-103, the Board establishes and shall collect the following fees:
- Barber
 - License by reciprocity or universal recognition: \$175
 - Initial license: \$40
 - Renewal valid for two years: \$80
 - Instructor
 - Initial license: \$50
 - License by reciprocity or universal recognition: \$175
 - Renewal valid for two years: \$60
 - Establishment
 - Application and initial inspection: \$150
 - Change of location or ownership: \$85
 - Renewal: \$50 annually
 - Late-renewal fee for any license issued under subsections (B)(1) through (3)
 - First time in a five-year period: \$25 plus the renewal fee
 - Second time in a five-year period: \$50 plus the renewal fee
 - Third time in a five-year period: \$75 plus the renewal fee
 - School
 - Application and initial inspection: \$1,000
 - Change of location or ownership: \$500
 - Renewal: \$400 annually
 - Late-renewal fee:
 - First time in five-year period: \$50 plus the renewal fee
 - Second time in five-year period: \$100 plus the renewal fee
 - Third time in five-year period: \$150 plus the renewal fee
- C.** Eyelash technology. 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:
- Initial personal registration: \$45
 - Personal registration renewal: \$45
 - Delinquent personal registration renewal: \$45 for personal registration renewal as specified under subsection (C)(2) plus \$30 for delinquent renewal for every two years or a portion of two years that the registration is inactive to a maximum of five years
 - Approval of an eyelash technician training program \$250
- D.** 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.
- E.** The Board shall collect the following charges for the services provided:
- Board administered educational classes: \$25.00
 - Certification of licensure or hours: \$30.00

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Amended 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 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). Amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-102. Fees and Charges

- A.** Cosmetology, aesthetics, hairstyling, and nail technology. 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:
- Initial personal license: \$60.00
 - Personal licensing renewal: \$60.00
 - 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 a portion of two years that the license is inactive to a maximum of five years

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3. Service charge for use of a credit or debit card: \$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 mailing addresses: a maximum of 25¢ per name
 7. Issuing an updated license following receipt of a notice of establishment-suite change: \$20
- F.** 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.
- G.** The Board shall consider a fee payment timely only if the fee is received in the correct amount, in the form specified in R4-10-103(B), and:
1. The Board receives the fee on or before the date due, or
 2. The fee is postmarked or electronically submitted on or before the date due.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 9 A.A.R. 1050, effective May 6, 2003 (Supp. 03-1). Amended by final rulemaking at 21 A.A.R. 3441, effective January 30, 2016 (Supp. 15-4). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). Amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-103. Payment of Fees

- A.** A fee is not considered paid until the Board receives the amount required in the form specified in subsection (B). The Board shall not provide services, administer examinations, or issue licenses or registrations until it receives the required fee.
- B.** Form of payment. The Board shall accept:
1. A credit card, money order, or cashier's check as payment of licensing fees for an establishment or school;
 2. A credit card, cashier's check, business check, or money order as payment of a civil penalty; and
 3. A credit or debit card as payment of all other fees and service charges.
- C.** If payment for a renewal is returned because it is dishonored, the renewal application is incomplete and any license or registration renewal issued is void effective the date the Board provides written notice to the licensee or registrant that the license or registration is void.
- D.** An applicant, licensee, or registrant whose fee payment to the Board is dishonored is not entitled to a further service, license, or registration 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 (F); and
 3. If applicable, the delinquent fee for each year or part of a year the license or registration was inactive or expired.
- E.** Fees are nonrefundable except if A.R.S. § 41-1077 applies.
- F.** The Board shall not refund fees tendered for fewer than \$5.00 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. §§ 32-328 or 32-507, as applicable.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 9 A.A.R. 1050, effective May 6,

2003 (Supp. 03-1). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). Amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-104. Renumbered**Historical Note**

Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-104 renumbered to R4-10-108; new Section adopted by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2). Amended by final rulemaking 11 A.A.R. 4239, effective December 5, 2005 (Supp. 05-4). Amended by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). Section R4-10-104 renumbered to R4-10-202, by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-105. Renumbered**Historical Note**

Section R4-10-105 renumbered from former Section R4-10-27 and amended effective April 9, 1996 (Supp. 96-2). Former Section R4-10-105 renumbered to R4-10-109; new Section adopted 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 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). Section R4-10-105 renumbered to R4-10-201, by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-106. Time Frames

- A.** The overall, administrative completeness, and substantive review time frames described in A.R.S. § 41-1072 for each type of license, registration, or approval granted by the Board are listed in Tables A1 and B1, as applicable. 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 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 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, registration, or approval 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 date of notice of administrative completeness.

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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 may request evidence of passing the required examination. The time frame for the Board to complete the substantive review is suspended from the date of the comprehensive written request for additional information or documentation until the Board receives the additional information or documentation.
 3. If an applicant does not meet the requirements of A.R.S. Title 32, Chapter 3 or 5, as applicable, and this Chapter, the Board shall send a written notice denying a license, registration, or approval 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 90 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, nail technician, barber, or eyelash technician until the individual receives and posts the license or registration issued by the Board at the individual's place of employment.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Section repealed; new Section adopted 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). Amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-107. Renumbered**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, 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 21 A.A.R. 3441, effective January 30, 2016 (Supp. 15-4). Amended by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). Section R4-10-107 renumbered to R4-10-203, by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-108. Repealed**Historical Note**

Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-108 renumbered to R4-10-111; new Section R4-10-108 renumbered from Section R4-10-104 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 22 A.A.R. 3329, effective November 4, 2016 (Supp. 16-4). Amended by final

rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4). Amended by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-109. Repealed**Historical Note**

Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-109 renumbered to 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. Renumbered**Historical Note**

Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-110 renumbered to Section R4-10-113; new Section R4-10-110 renumbered from Section R4-10-107 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 21 A.A.R. 3441, effective January 30, 2016 (Supp. 15-4). Amended by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). Section R4-10-110 renumbered to R4-10-204, by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-111. Display of Licenses, Registrations, and Signs

- A.** An establishment or school licensee shall ensure the name on the establishment's or school's sign, advertising, and publications is the same as the name on the license to operate the establishment or school issued by the Board. The establishment's or school's sign shall be prominently posted in view of the public.
- B.** A school licensee shall:
1. Display the licenses of the school licensee and all instructors near the school entrance, visible to the public; and
 2. Ensure that if "accredited," "approved," or a similar term appears in the school catalog, publication, or advertisement, the name of the accrediting or approving organization is provided.
- C.** An establishment licensee shall:
1. Prominently post the license of the establishment licensee in view of the public, and
 2. Ensure that the personal license or registration of each licensee or registrant performing services in the establishment is posted at the licensee's or registrant's workstation.
- D.** A licensee or registrant performing mobile services shall prominently display, in view of the public and in the area where mobile services are provided:
1. A duplicate of the licensee's or registrant's personal license or registration, and
 2. A duplicate of the Board-issued license to operate an establishment.
- E.** A copy of R4-10-112 shall be prominently posted in each establishment and school.

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- F. If applicable, an establishment licensee shall prominently post a sign, in view of the public, that reads: "These services are not regulated by the Arizona Barbering and Cosmetology Board" and include a list of services provided but not regulated.
- G. Display of barber pole.
- Under A.R.S. § 32-355(A)(4), it is unlawful to display a sign or advertise as being engaged in the practice or business of barbering without being licensed under A.R.S. Title 32, Chapter 3, and this Chapter.
 - The Board has trademarked through the Office of the Secretary of State the barber pole as a sign of the barbering business.
 - A business shall not display a barber pole unless a barber licensed under A.R.S. Title 32, Chapter 3, and this Chapter is available to provide barbering services during the business hours the barber pole is displayed.

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 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). Amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-112. Infection Control and Safety Standards

- A. The holder of an establishment or school license issued under A.R.S. Title 32, Chapter 3 or 5, and this Chapter, shall ensure the establishment or school has and maintains the following minimum equipment and supplies:
- Non-leaking, solid-side waste receptacles with liners, which are emptied, cleaned, and disinfected daily;
 - Ventilated, covered, containers for soiled linens including towels and capes;
 - Covered, clean containers or cabinets to hold clean linens including towels and capes;
 - Covered, wet disinfectant container that:
 - Is set up with disinfectant solution at all times the establishment or school is open, and
 - Is changed as determined by the manufacturer's instructions or when visibly cloudy or contaminated; and
 - An 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, registrant, or student shall disinfect non-electrical equipment by:
- Cleaning with soap or detergent and warm water, rinsing with clean water, and patting dry; and
 - 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, registrant, or student shall:
- 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
 - 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, registrant, or student shall disinfect electrical equipment by:
- Removing all foreign matter from the equipment;
 - 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;
 - Storing the disinfected electrical equipment in a clean place separated from cords for the electrical equipment; and
 - If the electrical equipment has removable parts, disinfecting the removed parts as described in subsection (B).
- E. Tools, instruments, and supplies. A licensee, registrant, or student shall:
- 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;
 - Not store or carry disinfected tools and instruments in a leather or cloth pouch or pocket;
 - Dispose of a sharp tool or instrument by sealing the tool or instrument in a rigid, puncture-proof container and disposing in a manner that keeps licensees, registrants, students, clients, and sanitation workers safe;
 - Not place clips or other tools and instruments in the mouth, pocket, or other holder that cannot be cleaned and disinfected;
 - Sharpen pencil cosmetics before each use and clean and disinfect the sharpener after each use; and
 - A client's personal tools and instruments that are brought into and used in the establishment shall comply with these rules.
- F. If there is exposure to blood or other body fluids during a service, a licensee, registrant, or student shall stop the service and:
- If the wound is on the licensee's, registrant's or student's hand, the licensee, registrant, or student shall:
 - Clean the wound with an antiseptic solution;
 - Cover the wound with a sterile bandage; and
 - Cover the wounded area with a glove or finger cover;
 - Discard all blood-stained tissue or cotton or other blood-contaminated material;
 - 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
 - Disinfect electrical equipment as discussed in subsection (D).
- G. An establishment or school licensee shall ensure all circulating and non-circulating tubs or spas are cleaned as follows:
- After each client or service, complete the following:
 - Drain the tub; and
 - Remove and discard a used tub liner and replace the used tub liner with a new, unused tub liner; or
 - Clean the tub according to manufacturer's instructions, taking special care to remove all film, especially at the water line, rinse the tub and fill with

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- disinfectant listed in subsection (A)(5), and allow the disinfectant to stand or circulate for the time specified in the 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);
 - 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 tub 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, registrant, or student shall:
1. Thoroughly wash his or her hands with soap and warm water or any 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, registrant, 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, registrant, 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, registrant, 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 when performing a service around a client's eyes, ears, lips, fingers, and toes; and
 4. When applicable, 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 and storage of products including liquids, creams, oils, gels, antiseptics, clay, ointments, waxes, powders, cosmetics, chemicals, and disinfectants.** 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 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 products containing hazardous substances banned by the U.S. Food and Drug Administration (FDA) for use in products on clients, 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 an establishment:
 - a. A device, 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 or registrant 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:

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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.** Lash use and storage. A cosmetology or aesthetics licensee or registrant shall:
1. Have at the lashing workstation a covered, wet disinfectant container large enough to submerge tools completely;
 2. Clean hands between clients;
 3. Perform all lash services using clean or clean-gloved hands;
 4. Store lashes in the original tray or jar in a covered container that is free from debris or contaminants;
 5. Dispense lashes from the original tray or jar using only a disinfected tool;
 6. Not return a lash to the original tray or jar after the lash is dispensed from the original tray or jar;
 7. Spray and wipe the lash workstation with an EPA-registered disinfectant after each client;
 8. Disinfect all cutting implements after use and store the disinfected cutting implements in a covered container that is free from debris or contaminants;
 9. Keep tape dispensers inside a labeled, clean, closed drawer; and
 10. Disinfect lash tweezers, adhesive stones, lash tiles, lash pallets, lash cases, and other items between clients.
- S.** 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).
- T.** An establishment licensee, including the licensee of an establishment 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 in a residence, the entrance may be through living quarters;
 2. Except for an establishment 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 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 natural or mechanical ventilation and an 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.
- U.** 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. No animals except 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). Amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-113. Establishment and School Management

- A.** An establishment or school licensee shall ensure:
1. Licenses, notices, and the Board's most recent inspection sheet are prominently displayed in view of the public;
 2. All licensees or registrants in the establishment, school, or a mobile service area have current licenses or registrations;
 3. Infection control and safety standards are maintained; and
 4. If the establishment or school closes, the licensee or authorized representative notifies the Board within 10 days by completing a form that is available on the Board's website.
- B.** The Board shall hold the establishment or school licensee responsible for all violations of requirements in subsection (A) that occur within the establishment or school.
- C.** If an establishment licensee rents or leases space within the establishment to a person who obtains a separate license to operate an establishment, the Board shall hold the second licensee responsible for all violations of requirements in subsection (A) that occur within the portion of the establishment 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). Amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-114. Board Inspection

- A.** A licensee or manager of an establishment or school shall permit a Board inspector or representative to inspect the premises of the establishment or school regardless of whether the establishment or school has been identified in a complaint.
- B.** A Board inspector or representative may inspect:
1. The premises of a location alleged to be operating as an establishment or school without a license from the Board;
 2. The premises of each establishment at least once during every two years; and
 3. An establishment or school at any time allowed under A.R.S. §§ 32-304(B), 32-325, 32-542, and 32-562.

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- C. Inspection procedure. According to the requirements of A.R.S. Title 32, Chapters 3 and 5, and this Chapter, the Board inspector or representative shall document that:
1. The establishment or school complies with R4-10-111(C) through (G);
 2. All required equipment and implements necessary to provide services are present, clean, in good working order, and in appropriate quantity to the number of establishment employees;
 3. All procedures, including those in R4-10-112, are followed by establishment and school employees; and
 4. All applicable statutes and rules are followed.
- D. Inspection findings. The Board inspector or representative shall provide a copy of a completed inspection report to the licensee or manager of the establishment or school and the Board.
- E. Disciplinary action. The Board shall follow disciplinary procedures established under A.R.S. §§ 32-352 through 32-356 or 32-571 through 32-576 for any inspection finding indicating a violation of any provision of A.R.S. Title 32, Chapters 3 or 5, or this Chapter.

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). Amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

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.
- 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 or registrant:
1. Is not a party to:
 - a. A Board administrative action, decision, or proceeding; or
 - 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). Amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

Table 1. Renumbered**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). Table 1 renumbered to Part A., Table A1 and Part B., Table B2 by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

PART A. BARBERING**R4-10-A101. Definitions**

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The following definitions apply to this Chapter unless the context otherwise requires:

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

“Domestic administration,” as used in A.R.S. § 32-321, means a licensee performs barbering on the licensee or another person to whom the licensee is related by blood, marriage, or state action.

“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 issued under A.R.S. § 32-322, and engaged in barbering at least 1,500 hours.

“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.

Historical Note

New Section R4-10-A101, made under Article 1, Part A renumbered from R4-10-501 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

Table A1. Time Frames (in days)

License	Authority	Overall Time Frame	Administrative Time Frame	Time to Respond	Substantive Time Frame	Time to Respond
Barber	A.R.S. §§ 32-322; 32-327	28	21	90	7	30
License by reciprocity or universal recognition	A.R.S. §§ 32-328; 32-4302	28	21	90	7	30
Instructor	A.R.S. §§ 32-323; 32-327	28	21	90	7	30
School	A.R.S. §§ 32-325; 32-327	90	30	30	60	60
Establishment	A.R.S. §§ 32-326; 32-327	90	30	30	60	60

Historical Note

New Table A1, made under Article 1, Part A renumbered from Table 1 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

PART B. COSMETOLOGY

Table B1. Time Frames (in days)

Type of Approval	Statutory Authority	Overall Time Frame	Administrative Completeness Time Frame	Substantive Review Time Frame
License by Examination	A.R.S. §§ 32-510, 32-511, 32-512, 32-512.01, 32-531	90	60	30
Registration as Eyelash Technician	A.R.S. § 32-519	45	15	30
License by Reciprocity or Universal Recognition	A.R.S. §§ 32-513, 32-532, 32-4302	60	30	30
School License	A.R.S. § 32-551	90	30	60
Approval of an Eyelash Technician Training Program	A.R.S. § 32-519	60	20	40
License or Registration Renewal	A.R.S. §§ 32-517, 32-519, 32-535, 32-544, 32-564	75	45	30
Establishment License	A.R.S. §§ 32-541, 32-542	90	30	60
License Reactivation	A.R.S. § 32-518	30	15	15

Historical Note

New Table B1, made under Article 1, Part B renumbered from Table 1 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

ARTICLE 2. PERSONAL LICENSURE OR REGISTRATION

Editor’s Note: Article 2, Schools renumbered to Article 3 by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

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.

tion on the old numbered Sections.

R4-10-201. Application for License by Reciprocity; Application for License by Universal Recognition

A. An applicant for an aesthetics, cosmetology, hairstyling, nail technology, barber, 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 form available on the Board’s website that contains:
 - a. The applicant’s name, full mailing, physical, and email addresses, telephone number, Social Security number, and birth date;

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- b. If previously licensed by the Board, the type of license, license number, license expiration date, and name used on the license;
- c. A statement of whether the applicant has ever had an aesthetics, cosmetology, hairstyling, nail technology, barber, or instructor license suspended or revoked in any state of the United States or foreign country; and
- d. The applicant's signature and verification the information provided is true and correct;
2. A passport-style photo of the applicant;
3. A list of states in the United States or foreign countries in which the applicant is or was previously licensed or authorized to practice barbering, hairstyling, nail technology, aesthetics, or cosmetology and satisfactory evidence of an active license or authorization in good standing; and
4. 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 the requirements in subsection (A), under A.R.S. § 32-322, an applicant for a barber or barber instructor license by reciprocity shall:
1. If licensed in another state of the United States, submit evidence of compliance with A.R.S. § 32-322(C); or
2. If licensed or otherwise authorized to practice barbering by a foreign country, submit evidence of compliance with A.R.S. § 32-322(D).
- C.** In addition to the requirements in subsection (A), under A.R.S. § 32-532, an applicant for a cosmetology, aesthetics, nail technology, or hairstyling instructor license by reciprocity shall submit evidence of the experience required under A.R.S. § 32-532(2).
- D.** An applicant for an aesthetics, cosmetology, hairstyling, nail technology, barber, or instructor license who meets the requirements specified at A.R.S. § 32-4302 is eligible for licensure by universal recognition. To apply for licensure by universal recognition, an applicant shall submit the applicable fee required in R4-10-102 and all of the following to the Board:
1. An application form available on the Board's website that contains:
- a. The applicant's name, full mailing, physical, and email addresses, telephone number, Social Security number, and birth date; and
- b. The applicant's signature and verification the information provided is true and correct;
2. A passport-style photo of the applicant;
3. A list of all states in which the applicant is currently and has been licensed for at least one year and certification from the licensing states that the applicant's license is in good standing; and
4. Proof of Arizona residency.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Section repealed; new Section adopted 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). R4-10-201 renumbered to R4-10-302; new Section R4-10-201 renumbered from R4-10-105 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-202. Application for a Cosmetology, Aesthetics,**Hairstyling, Nail Technology, or Barber License by Examination**

- A.** An applicant for an aesthetics, cosmetology, hairstyling, nail technology, or barber license by examination shall submit to the Board:
1. The fee required for an initial personal license in R4-10-102;
2. A passport-style photo of the applicant; and
3. An application form available on the Board's website that contains:
- a. The applicant's name, full mailing and physical addresses, email address, telephone number, Social Security number, and birth date;
- b. The name and address of each licensed school attended by the applicant;
- c. The name of course completed, the name of the school where completed, and the starting date and date of graduation;
- d. If previously licensed by the Board, type of license, license number, license expiration date, and the name used on the license;
- e. A statement of whether the applicant has ever had an aesthetics, cosmetology, hairstyling, nail technology, or barber license suspended or revoked in any state of the United States or foreign country; and
- f. The applicant's signature verifying the information provided is true and correct; and
4. 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, nail technology, or barber license by examination shall:
1. Comply with A.R.S. § 32-322, 32-510, 32-511, 32-512, or 32-512.01 by submitting documentation of two years of high school or its equivalent;
2. Comply with A.R.S. § 32-322, 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 copy of the certificate of graduation required under R4-10-305(E);
- b. If the applicant attended more than one school in Arizona, a copy of a certificate of hours from each school attended, as required under R4-10-305(E);
- c. If the applicant completed an apprenticeship program described under A.R.S. § 32-322, 32-510(A)(2)(c), 32-511(A)(3)(c), 32-512(A)(3)(c), or 32-512.01(A)(3)(c), a notice of completion from the Department of Economic Security;
- d. If the applicant graduated from a course presented by a school in another state or country, evidence the school's requirements at the time the applicant graduated were substantially the same as those required by the Board; and
- e. Comply with R4-10-102 regarding examination fees.

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). Section R4-10-202 renumbered to R4-10-304.1; new Section R4-10-202 renumbered from R4-10-104 and amended by final rulemaking at 30

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A.A.R. 527 (March 29, 2024), effective May 6, 2024
(Supp. 24-1).

R4-10-203. Personal License or Registration Renewal

An aesthetician, cosmetologist, hairstylist, nail technician, barber, or instructor licensee or an eyelash technician registrant shall electronically submit an application for renewal to the Board on or before the licensee's or registrant's birthday every two years. A renewal application consists of:

1. A form provided by the Board that contains the licensee's or registrant's name, address, email address, Social Security number, and signature;
2. If the documentation submitted at the time of initial licensure or registration 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 or registrant's presence in the United States continues to be authorized under federal law;
3. A statement of whether the licensee or registrant has changed the licensee's or registrant's name since the previous application and, if the name has changed, a copy of a legal document, such as a marriage license, divorce decree, or driver license showing the name change; and
4. The fee required in R4-10-102.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 12 A.A.R. 807, effective April 8, 2006 (Supp. 06-1). Amended by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). Section R4-10-203 renumbered to R4-10-306; new Section R4-10-203 renumbered from R4-10-107 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-204. Reactivating an Inactive or Expired License or Registration

- A. A cosmetology, hairstyling, nail technology, aesthetics, barbering, or instructor license or eyelash technician registration that has been inactive or expired for fewer than two years may be reactivated by paying the delinquent renewal fee.
- B. A cosmetology, hairstyling, nail technology, aesthetics, barbering, or instructor license or eyelash technician registration that has been inactive or expired for more than two years, but fewer than five years, may be reactivated by the inactive or expired licensee or registrant paying the delinquent renewal fee, as described in R4-10-102, 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, barbering, or instructor license or eyelash technician registration has been inactive or expired for more than five years, the inactive or expired licensee or registrant shall pay five years of delinquent renewal fees and comply with all application requirements in R4-10-202, R4-10-A202, R4-10-B201, or R4-10-B202 as applicable, before practicing or teaching barbering, cosmetology, aesthetics, hairstyling, nail technology, or eyelash technology in Arizona.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 12 A.A.R. 807, effective April 8, 2006 (Supp. 06-1). Amended by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4).

Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). Section R4-10-204 renumbered to R4-10-305; new Section R4-10-204 renumbered from R4-10-110 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-205. Renumbered**Historical Note**

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 12 A.A.R. 807, effective April 8, 2006 (Supp. 06-1). Amended by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). Section R4-10-205 renumbered to R4-10-B301 by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-206. Renumbered**Historical Note**

Adopted effective April 9, 1996 (Supp. 96-2). Amended by final rulemaking at 12 A.A.R. 807, effective April 8, 2006 (Supp. 06-1). Amended by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). Section R4-10-206 renumbered to R4-10-B302 by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-206.1. Renumbered**Historical Note**

New Section made by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). Section R4-10-206.1 renumbered to R4-10-B303 by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-207. Renumbered**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). Section R4-10-207 renumbered to R4-10-B304 by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-208. Renumbered**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 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). Section R4-10-208 renumbered to R4-10-308 by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-209. Renumbered

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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). Section R4-10-209 renumbered to R4-10-310 by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-210. Renumbered**Historical Note**

New Section made by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). Section R4-10-210 renumbered to R4-10-301 by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

PART A. BARBERING

R4-10-A201. Examinations

Required examinations.

1. Except for an applicant for licensure by reciprocity or universal recognition, an applicant for a barber or instructor license shall pass an examination covering the topics listed in A.R.S. § 32-324(A); 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 and universal recognition possess necessary qualifications by requiring:
 - a. All applicants for licensure by reciprocity or universal recognition to pass an examination regarding A.R.S. Title 32, Chapter 3 and this Chapter; and
 - b. Applicants for licensure by reciprocity or universal recognition as an instructor to pass an examination regarding procedures the Board uses to measure the practical skills of barbering students.

Historical Note

New Section R4-10-A201 made under Article 2, Part A renumbered from R4-10-601 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-A202. Application for a Barber Instructor License by Examination

- A. An applicant for licensure by examination as an instructor shall attach the following to the application form required under subsection (B):
 1. Proof the applicant is at least 19 years old;
 2. Proof the applicant has a high school diploma or its equivalent;
 3. Proof the applicant has practiced barbering for at least one year. The proof shall contain the notarized signature of the barber or barbers where the work was performed;
 4. Documentation specified under A.R.S. § 41-1080(A) that the applicant's presence in the U.S. is authorized under federal law;
 5. A photograph of the applicant that is passport style and suitable for use on an identification card; and
 6. The applicable fee specified in R4-10-102. Unless exempt under A.R.S. § 32-323(C), the applicant shall also pay the examination fee as directed under R4-10-102.
- B. An applicant for licensure as an instructor by examination shall submit an application form, which is available on the Board's website, and provide the following information:
 1. Full name;
 2. Other names, if any, by which the applicant has been known;

3. Full mailing and physical addresses and email address;
4. Telephone number;
5. Social Security number;
6. Birth date;
7. Current Arizona barber license number;
8. If the applicant attended an Arizona school for training as a barber instructor, a copy of the certificate of graduation required under R4-10-305(E).
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 signature and verification that the information provided is true and correct.

Historical Note

New Section R4-10-A202 made under Article 2, Part A renumbered from R4-10-603 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

PART B. COSMETOLOGY

R4-10-B201. Application for an Instructor License by Examination

- A. An applicant for instructor license by examination shall submit to the Board:
 1. The fee required for an initial personal license in R4-10-102;
 2. A passport-style photo of the applicant; and
 3. An application form available on the Board's website that contains:
 - a. The applicant's name, full mailing and physical addresses, email address, telephone number, Social Security number, and birth date;
 - b. The name and address of each licensed school attended by the applicant;
 - c. The name of course completed, the name of the school where completed, and the starting date and date of graduation;
 - d. If previously licensed by the Board, type of license, license number, license expiration date, and the name used on the license;
 - e. A statement of whether the applicant has ever had an instructor license suspended or revoked in any state of the United States or foreign country; and
 - f. The applicant's signature verifying the information provided is true and correct; and
 4. 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 instructor license by examination shall:
 1. Comply with A.R.S. § 32-531 by submitting the following:
 - a. Documentation, as specified in subsection (B)(3), of required work experience;

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- b. Proof of current licensure in the discipline in which work experience was gained;
 - c. Proof of licensure during the period work experience was gained; and
 - d. Proof of being at least 18 years old; or
 - e. Proof of graduation from high school or its equivalent.
2. Comply with A.R.S. § 32-531(3) by submitting a copy of one of the following documents:
 - a. If the applicant graduated from a course presented by a school licensed by the Board, a copy of the certificate of graduation required under R4-10-305(E);
 - b. If the applicant attended more than one school in Arizona, a copy of a certificate of hours from each school attended, as required under R4-10-305(E);
 - c. If the applicant completed an apprenticeship program as described under A.R.S. §§ 32-510(A)(2)(c), 32-511(A)(3)(c), 32-512(A)(3)(c), or 32-512.01(A)(3)(c), a notice of completion from the Department of Economic Security;
 - d. If the applicant graduated from a course presented by a school in another state or country, evidence the school's requirements at the time the applicant graduated were substantially the same as those required by the Board; and
 3. Submit documentation of the work experience required by A.R.S. § 32-531, which shall be signed by an owner or manager of an establishment, an individual, or a supplier of cosmetology products with knowledge based on actual observation of the applicant's licensed experience in the discipline for which the applicant seeks an instructor license. The person providing the documentation verifying the applicant's experience shall also indicate the following:
 - a. Discipline in which applicant gained the experience;
 - b. Starting and ending dates of applicant's experience in the discipline;
 - c. Name of licensed establishment and address where applicant gained experience in the discipline; 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.
- i. If the applicant was licensed by the Board as a cosmetologist or aesthetician before October 30, 2023, the license number; or
 - ii. A copy of the provisional registration required under A.R.S. § 32-519(A)(3) verifying successful completion of a Board-approved eyelash technician training program;
- c. For an individual not previously licensed by the Board, one of the following:
 - i. A copy of any eyelash extension training certificate of completion received before October 30, 2023; or
 - ii. A copy of the provisional registration required under A.R.S. § 32-519(A)(3) verifying successful completion of a Board-approved eyelash technician training program;
 - 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. The applicant's signature verifying the information provided is true and correct;
4. Documentation of two years of high school or its equivalent as defined at R4-10-101; and
 5. Documentation specified under A.R.S. § 41-1080 indicating the applicant's presence in the United States is authorized under federal law.

Historical Note

New Section R4-10-B202, under Article 2, Part B made by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

ARTICLE 3. SCHOOLS; EYELASH TECHNOLOGY TRAINING PROGRAM

Editor's Note: Article 3, heading repealed; new Article 3 heading renumbered from Article 2 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-301. License to Operate a School

- A. A license to operate a school is not transferrable.
- B. To continue to operate a school, a school licensee shall apply for a new license and pay the fee specified under R4-10-102 when:
 1. The physical address of the school changes;
 2. The name of the school changes; or
 3. There is a change of ownership of the school.
- C. The school licensee shall submit the application and fee required under subsection (B) within 10 days after a change specified under subsection (B) occurs.
- D. The school licensee shall ensure a Board-issued license to operate the school, indicating the correct name, physical location, and ownership of the school, is posted in the school before the school is opened for business.

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 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). Section R4-10-301 repealed; new Section R4-10-301 renumbered from R4-10-210 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

Historical Note
New Section R4-10-B201, under Article 2, Part B made by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-B202. Application for an Eyelash Technician Registration

An applicant for an eyelash technician registration shall submit to the Board:

1. The fee for an initial personal registration required in R4-10-102;
2. A passport-style photo of the applicant;
3. An application, on a form available on the Board's website, that provides:
 - a. The applicant's name, full mailing and physical addresses, email address, telephone number, Social Security number, and birth date;
 - b. For a licensed cosmetologist or aesthetician, one of the following:

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R4-10-302. Application for a License to Operate a Barber, Cosmetology, Aesthetician, Hairstyling, or Nail Technology School

- A. An applicant for a license to operate a barber, cosmetology, aesthetician, hairstyling, or nail technology school shall submit:
1. An application, on a form available on the Board's website, which is signed by the applicant and provides the following information:
 - a. The applicant's name, full mailing, physical, and email addresses, 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. Documentation specified under A.R.S. § 41-1080(A) that the presence in the U.S. of all individuals owning at least 10 percent of the applicant is authorized under federal law;
 - g. The name and Board-issued license number of the instructor in charge of the school;
 - h. If a change of ownership, the date the applicant will be assuming ownership;
 - i. If a change of location, both the old and new physical addresses of the school;
 - j. If a new school, the scheduled date for opening the school; and
 - k. A statement by the applicant verifying the information provided is true and correct;
 2. A Certificate of Good Standing from the Arizona Corporation Commission, if applicable.
 3. A signed statement that the school has the equipment required by statute and rule;
 4. An unexecuted student-school contract form, as required under R4-10-305;
 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, email address, and telephone number of a bonding company, as required under A.R.S. § 32-325(C) or 32-551, as applicable, 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; and

10. The fee required in R4-10-102.

- B. Demonstrate compliance with A.R.S. Title 32, Chapter 3 or 5, as applicable, and this Chapter through a school inspection conducted by the Board. The Board shall schedule the inspection only after the applicant has submitted a complete application. The applicant shall not open a school until the inspection is completed and the Board determines the school complies with all requirements.

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 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). R4-10-302 renumbered to R4-10-307; new Section R4-10-302 renumbered from R4-10-201 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-303. Application to Renew a License to Operate a School

A school licensee shall annually submit to the Board an electronic application for renewal on or before the license renewal date.

1. A renewal application consists of:
 - a. A form provided by the Board that contains:
 - i. The school'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;
 2. 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;
3. A subject description for each new course, if applicable;
4. The name, full mailing and physical addresses, and email address of a new statutory agent if the statutory agent will change beginning with the new license year;
5. The name and license number of the instructor in charge of the school;
6. The name, full mailing address, email address, and telephone number of the bonding company, the bond number, expiration date of the bond, and a copy of the bond required under A.R.S. § 32-325 or 32-551;
7. If the documentation submitted at the time of initial licensure was not a non-expiring work authorization, documentation specified under A.R.S. § 41-1080 that the school licensee's presence in the United States continues to be authorized under federal law; and
8. The fee required in R4-10-102.

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 14 A.A.R. 2083, effective July 5, 2008 (Supp. 08-2). Amended by final rulemaking at 26 A.A.R. 3123, effective

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tive January 31, 2021 (Supp. 20-4). Section repealed; new Section R4-10-303 made by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-304. Notification of Changes

- A.** A school licensee shall send written notice and updated information to the Board within 10 days if the school licensee:
1. Amends the school catalog or school policies,
 2. Stops offering a course or offers a new course,
 3. Appoints a new statutory agent,
 4. Changes the number of instructional hours devoted to a course,
 5. Changes the hours during which instruction is provided,
 6. Changes the school supervisor,
 7. Enters a new contract regarding management of the school, or
 8. Establishes an offsite training facility in an establishment.
- B.** A change listed under R4-10-301 requires the school licensee to apply for a new license.

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 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). Section repealed; new Section R4-10-304 renumbered from R4-10-802 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-304.1 School Closure

- A.** The Board shall 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 the notice 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 at the time of closure.
 3. The licensee of a closed school shall provide students with written information regarding how to make a claim against the bond required under A.R.S. § 32-325(C)(6) or 32-551(A)(2), as applicable.
 4. The licensee of a closed school shall electronically deliver or otherwise send the following student records to the Board within 10 business days after the school closes:
 - a. 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. 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 school, the licensee of the closed school shall transfer the student's file to that school; and
 - c. A written statement signed by each enrolled student verifying the school licensee's compliance with all provisions of this Section that apply 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, or the licensee of the school at the time of closure.

Historical Note

New Section made by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). Section repealed; new Section R4-10-304.1 renumbered from R4-10-202 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-305. School Records; Student Certificates

- 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 withdraws or transfers from one school to another, the school from which the student is transferring or withdrawing:
1. Keeps a copy of the student's transcript,
 2. Forwards one copy of the student's certificate of hours, required under subsection (E), 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 transfer hours the school licensee accepts from another licensed school in Arizona or 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 being at least 16 years old and two years of high school or its equivalent for a student enrolled in an aesthetics, cosmetology, hairstyling, nail technology, or barbering course or proof of high school diploma or its equivalent or 18 years of age for a student enrolled in an aesthetics, cosmetology, hairstyling, or nail technology instructor course or 19 years of age for a student enrolled in a barbering instructor course;
 - d. Proof of licensed work experience for a student instructor:
 - i. Under A.R.S. § 32-531, one year for aesthetics, cosmetology, hairstyling, or nail technology; and
 - ii. Under A.R.S. § 32-323, two years for barbering;
 - 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
 - f. A record of transfer and crossover hours, if applicable; and
 4. Complete and accurate academic transcripts and attendance and hour records or time cards.

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- D.** A school licensee shall keep a complete and accurate monthly report, containing the following information:
1. Only for each student enrolled since the prior monthly report:
 - a. Name;
 - b. Enrollment date;
 - c. Mailing, physical, and email addresses;
 - d. Telephone number;
 - e. Transfer hours accepted, if applicable;
 - f. Crossover hours accepted, if applicable; and
 - g. Birth date.
 2. The discipline in which each student is enrolled;
 3. The name and license number of the instructor in charge of the school and name of the custodian of records;
 4. The name and license number 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. The school licensee's certification of the students who meet graduation requirements, including the day, month, and year of graduation; and
 10. 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 provide the following certificates to each student:
1. Certificate of graduation. When a student successfully completes the course of study offered by the school licensee, the school licensee shall provide the student with a certificate of graduation that includes the following information:
 - a. Name of the school;
 - b. License number of the school licensee;
 - c. Name of the graduating student;
 - d. Discipline in which the student completed the course of study;
 - e. Hours of study completed at the school;
 - f. Transfer hours accepted by the school licensee;
 - g. Crossover hours accepted by the school licensee;
 - h. Grand total of the hours under subsections (E)(1)(e) through (g);
 - i. The dates on which the student started and ended the course of study at the school; and
 - j. Dated signature of the school licensee or authorized representative.
 2. Certificate of hours. When a student withdraws or transfers from one school to another, the school licensee shall provide the student with a certificate of hours that includes the following information:
 - a. Name of the school;
 - b. License number of the school licensee;
 - c. Name of the withdrawing or transferring student;
 - d. Discipline in which the student was enrolled;
 - e. Hours of study completed at the school;
 - f. The date on which the student started the course of study at the school and the date on which the student withdrew or transferred; and
 - g. Dated signature of the school licensee or authorized representative.
- F.** 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.
- G.** A school licensee is not required to maintain a student file for licensed individuals.
- 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). Section repealed; new Section R4-10-305 renumbered from R4-10-204 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).
- R4-10-306. General Barber, Cosmetology, Aesthetics, Hairstyling, or Nail Technology School Requirements**
- A.** The licensee of a barber, 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. An area of instruction for students;
 2. Sufficient instructional fixtures and facilities for instructor and student use;
 3. A board on which to write or post materials during instruction;
 4. A secured area for personal items of students and instructors;
 5. A sink area for every 50 students in attendance for preparing, mixing, and dispensing supplies and chemicals, and for disinfecting small tools or instruments;
 6. At least one restroom that meets the requirements of R4-10-112; and
 7. 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 establishment 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. Current aesthetics, barbering, cosmetology, hairstyling, or nail technology instruction manuals or textbooks, as applicable to the disciplines taught at the school; and
 5. Current Board statutes and rules.
- D.** The school licensee may allow a student to satisfy theory curriculum requirements by participating in virtual learning.
- E.** The school licensee shall maintain at the school a complete file on all current curriculum requirements.

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- F. The school licensee shall not pay an enrolled student for time while the student is taking courses or receiving credit. Under A.R.S. § 32-557(C), an employee who is enrolled in a school for the purpose of becoming an instructor may be paid for work done as an employee.
- G. The school licensee may offer a postgraduate or advanced continuing education barber, 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.
- H. The school licensee shall not allow enrolled students to perform services on a person without a licensed instructor present.
- I. A school licensee may enroll an individual licensed by the Board in the school for a refresher course as a current student.
- J. A school licensee shall establish a periodic grading schedule and ensure student transcripts are kept current.
- K. A school licensee shall ensure each student is evaluated for progress and suggestions are provided to the student for remediating deficiencies.
- L. 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.
- M. A school licensee shall ensure safety and infection control measures relating to each subject are taught in conjunction with that subject.
- N. A school licensee shall not solicit students for enrollment at other school sites.
- O. A school licensee shall ensure that while teaching, instructors wear a tag indicating the instructor's name and disciplines taught.
- P. 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 barbering, 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 specified hours applicable to the student:
 - a. 120 hours of aesthetics training;
 - b. 300 hours of barbering, cosmetology, or hairstyling training; or
 - c. 80 hours of nail technology training;
 4. The school licensee does not receive remuneration for clinical services a student performs for the public until the student has completed the applicable hours specified in subsection (P)(3);
 5. A student is not prevented or discouraged from making a complaint to the Board;
 6. A student is not dismissed from a scheduled theory instruction or written or practical examination to perform clinical services for the public;
 7. While in school, each student wears a tag indicating the student's name and the course in which the student is enrolled; and
- Q. The school licensee shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled student:
 1. One disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112; and
 2. One container for contaminated tools and instruments as specified under R4-10-112.
- 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 14 A.A.R. 2083, effective July 5, 2008 (Supp. 08-2). Amended by final rulemaking at 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). Section R4-10-306 renumbered to R4-10-309; new Section R4-10-306 renumbered from R4-10-203 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).
- R4-10-307. Instructor 350-hour Curriculum Requirements**
- A. A school licensee shall ensure each student in a barber, aesthetics, cosmetology, hairstyling, or nail technology instructor course completes 350 curriculum hours that include the following:
 1. Orientation and review of Board 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(24)(c) and (d). Hours obtained under this subsection are subject to the following limits:
 1. No more than nine credit hours for barbering, cosmetology, hairstyling, nail technology, or aesthetics; and
 2. Each credit hour equals no more than 30 of the curriculum 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 80 hours of instructor training.
- F. Under A.R.S. § 32-557, a student enrolled in a school for the purpose of becoming an instructor may be a paid employee of the school.
- Historical Note**
New Section R4-10-307 renumbered from R4-10-302 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).
- R4-10-308. Combined School Requirements**

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- A.** A school licensee shall ensure the following hours are taught to a student enrolled in the specific curriculum before allowing the student to graduate:
1. Aesthetics course – 600 hours,
 2. Aesthetics instructor course – 350 hours,
 3. Cosmetology course – 1500 hours,
 4. Cosmetology instructor course – 350 hours,
 5. Hairstyling course – 1000 hours,
 6. Hairstyling instructor course – 350 hours,
 7. Nail technology course – 600 hours,
 8. Nail technology instructor course – 350 hours,
 9. Barbering course – 1200 hours, and
 10. Barbering instructor course – 350 hours.
- B.** A school licensee that provides training in all of the above courses shall have the minimum records, facilities, equipment, supplies, and materials required under:
1. R4-10-305,
 2. R4-10-306,
 3. R4-10-B301 except subsection (A)(1) is one workstation for each two aesthetics students in attendance,
 4. R4-10-B302,
 5. R4-10-B303, and
 6. R4-10-B304 except subsection (A)(1) is one workstation for each two nail technology students in attendance.
- C.** A school licensee that provides the curriculum specified in subsections (A)(3) through (A)(8) only shall have the minimum records, facilities, equipment, supplies, and materials required under:
1. R4-10-305,
 2. R4-10-306,
 3. R4-10-B302,
 4. R4-10-B303, and
 5. R4-10-B304 except subsection (A)(1) is one workstation for each two nail technology students in attendance.
- D.** A school licensee that provides the curriculum specified in subsections (A)(1) through (A)(6) only shall have the minimum records, facilities, equipment, supplies, and materials required under:
1. R4-10-305,
 2. R4-10-306,
 3. R4-10-B301 except subsection (A)(1) is one workstation for each two aesthetics students in attendance,
 4. R4-10-B302, and
 5. R4-10-B303.
- E.** A school licensee that provides the curriculum specified in subsections (A)(1), (A)(2), (A)(7) and (A)(8) only shall have the minimum records, facilities, equipment, supplies, and material required under:
1. R4-10-305,
 2. R4-10-306,
 3. R4-10-B301, and
 4. R4-10-B304.
- F.** A school licensee that provides the curriculum specified in subsections (A)(9) and (A)(10) only shall have the minimum records, facilities, equipment, supplies, and material required under:
1. R4-10-305, and
 2. R4-10-306.
- A.** A school licensee shall ensure hours of training received in a barbering, 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 a barber, aesthetician, cosmetologist, hairstylist, or nail technician license. Hours received in an instructor course may apply toward hours required to reactivate a barber, aesthetics, cosmetology, hairstyling, or nail technology license if the instructor hours are received after inactive status occurs.
- C.** 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.
- D.** A school licensee shall ensure that infection control, disinfection procedures, and safety issues are taught with every subject and every procedure.
- E.** Alternative learning hours are hours a school licensee may authorize to enable a student to pursue knowledge of barbering, cosmetology, aesthetics, hairstyling, or nail technology in an alternative format or at a location other than an establishment. 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 R4-10-305(C) is maintained.
- F.** A school licensee that authorizes alternative learning hours under subsection (E) shall include details of the alternative learning format or location in the school policies and procedures in the school catalog.
- G.** 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 R4-10-305(C) is maintained.
- H.** If a school is physically closed while alternative learning hours or a field trip is provided, the school licensee shall ensure a notice visible to the public and students is posted.
- I.** 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 R4-10-307.

Historical Note

New Section R4-10-309 renumbered from R4-10-306 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-310. 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 students:
1. Presents the demonstration only when a licensed instructor is present and observing the demonstration; and
 2. Confines the demonstration to an explanation of the products, procedures, and appliances being promoted.

Historical Note

Historical Note
New Section R4-10-308 renumbered from R4-10-208 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-309. Curricula Hours

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New Section R4-10-310 renumbered from R4-10-209 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

PART A. BARBERING

R4-10-A301. Barbering School Operations

- A. A barbering school licensee shall file the school's operating schedule with the Board at the time of the initial inspection.
- B. The barbering school licensee shall ensure all equipment provided under this Chapter is establishment quality 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 barbering school licensee 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. As provided under R4-10-307(D), a student instructor shall not teach students until the student instructor has received 80 hours of training in methods of teaching.
- E. The barbering school licensee shall ensure a student wears a name tag that includes the student's name and status as a student whenever the student is at the barbering school.

Historical Note

New Section R4-10-A301 made under Article 3, Part 1 renumbered from R4-10-805 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-A302. Barbering School 1200-hour Curriculum Requirements

In addition to complying with the minimum requirements under A.R.S. § 32-325, the barbering school licensee shall include instruction in the following:

1. Professional ethics,
2. Establishment management, and
3. Regulatory provisions prescribed under A.R.S. Title 32, Chapter 3, and this Chapter.

Historical Note

New Section R4-10-A302 made under Article 3, Part 1 renumbered from R4-10-807 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-A303. Offsite Training Facility

- A. A barbering school licensee may operate an offsite training facility in an establishment that complies with the provisions of Article 4, Part A of this Chapter, and portions of R4-10-306 applicable to the instruction provided at the offsite training facility, R4-10-A302(D), and R4-10-A303(B).
- B. In addition to the requirements of subsection (A), a barbering school licensee operating an offsite training facility shall:

1. Clearly indicate to the public the specific portion of the establishment 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 client,
4. Restrict student barbering to the portion of the establishment designated as an offsite training facility,
5. Ensure a student receives no more than 50 percent of the student's training at the offsite training facility.

Historical Note

New Section R4-10-A303 made under Article 3, Part 1 renumbered from R4-10-811 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

PART B. COSMETOLOGY

R4-10-B301. Aesthetic School and 600-hour Curriculum Requirements

- A. School requirements. 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 R4-10-305 and R4-10-306:
 1. A workstation for each student in attendance to perform aesthetics services for 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. Curriculum requirements. The licensee shall ensure students in an aesthetics course are provided the following 600-hour curriculum:
 1. Theory of aesthetics, infection control, anatomy, physiology and histology of the body, diseases and disorders, and Board statutes and rules; and
 2. Clinical and classroom aesthetics including theory involving all skin types:
 - a. Principles and practices of infection control and safety;
 - b. Recognition of diseases and the treatment of disorders of the skin;
 - c. Interpersonal skills and professional ethics;
 - d. Clinical and classroom practice that includes face and body;
 - e. Morphology and treatment of skin, including face and body, by hand and machine;

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- f. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
- g. Aesthetics machines, tools, and instruments and their uses;
- h. Alternative skin technology;
- i. Client pre- and post- service consultation, documentation, and analysis;
- j. Spa body modalities;
- k. Exfoliation modalities;
- l. Body and face massage and manipulations;
- m. Body and facial hair removal except by electrolysis;
- n. Introduction to electricity and light therapy for cosmetic purposes including laser/Intense Pulsed Light (IPL) procedures and devices;
- o. Cosmetic enhancement applications; and
- p. Required industry standards and ecology, including monitor duties.

Historical Note

New Section R4-10-B301 made under Article 3, Part 2 renumbered from R4-10-205 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-B302. Cosmetology School and 1500-hour Curriculum Requirements

- A.** School requirements. The licensee of a school that provides cosmetology 1500-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 R4-10-305 and R4-10-306:
1. A workstation for each student in attendance to perform cosmetology services for the public for a fee, each having:
 - a. A mirror for client services;
 - b. A table top or counter;
 - c. An industry standard chair for the service being provided;
 - 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 workstation 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.** Curriculum requirements. The licensee shall ensure students in a cosmetology course are provided the following 1500-hour curriculum:

1. Theory of cosmetology, infection control, anatomy, physiology and histology of the body, diseases and disorders, and Board 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 hair, skin, and nails;
 - 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
 - t. Required industry standards and ecology, including monitor duties.

Historical Note

New Section R4-10-B302 made under Article 3, Part 2 renumbered from R4-10-206 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-B303. Hairstyling School and 1000-hour Curriculum Requirements

- A.** School requirements. 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-B302(A)(1) through (A)(5) are provided in addition to those specified under R4-10-305 and R4-10-306.
- B.** Curriculum requirements. The licensee shall ensure students in a hairstyling course are provided the following 1000-hour curriculum:
1. Theory of hairstyling, infection control, anatomy, diseases and disorders, and Board 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;

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- 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.

Historical Note

New Section R4-10-B303 made under Article 3, Part 2 renumbered from R4-10-206.1 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-B304. Nail Technology School and 600-hour Curriculum Requirements

- A. School requirements. 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 R4-10-305 and R4-10-306:
 1. A workstation to perform nail technology services for the public for a fee for each student in attendance containing:
 - a. A nail technology table;
 - b. Industry standard chairs appropriate for the skills being taught;
 - c. A disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112;
 - d. A container with wet disinfectant as specified under R4-10-112;
 - e. A container for soiled tools and instruments as specified under R4-10-112;
 - f. A waste receptacle as specified under R4-10-112; and
 - g. 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 clinic instruction;
 3. Nail products for acrylics, gels, tips, wraps, and polishing; and
 4. One ultraviolet light.
- B. In addition to the nonreturnable student training kit required under R4-10-306(Q), a school licensee shall ensure the following nonreturnable items are provided to each enrolled nail technology student:
 1. One simulated hand;
 2. Disinfected tools and instruments including pusher, nipper, file or porous emery boards, tweezers, nail brush, and finger bowl;
 3. 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
 4. One electric nail file.

- C. Curriculum requirements. The licensee shall ensure students in a nail technology course are provided the following 600-hour 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 Board 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.

Historical Note

New Section R4-10-B304 made under Article 3, Part 2 renumbered from R4-10-207 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-B305. Distant Classrooms

If an aesthetics, cosmetology, hairstyling, or nail technology school has a distant classroom, the school licensee shall ensure the equipment in the distant classroom is the same as that required under R4-10-305 and R4-10-306; and:

1. Private postsecondary and public educational facilities do not extend beyond Arizona boundaries;
2. A copy of the Board-issued license to operate the school or Board-issued, wallet-size license card to operate the school is posted in each distant classroom;
3. Duplicate instructor licenses are not required in a distant classroom; and
4. No clinic or public services are provided in the distant classroom.

Historical Note

New Section made by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-B306. Approval of an Eyelash Technician Training Program

- A. Board approval of an eyelash technician training program is non-transferable.
- B. To obtain Board approval of an eyelash technician training program, an applicant shall submit the following to the Board:

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1. An application form available on the Board's website that contains:
 - a. The applicant's name, full mailing and physical addresses, email address, federal tax identification number, and telephone number;
 - b. Name of person responsible for the eyelash technician training program if different from the applicant;
 - c. Name of the instructor who will be in charge of the approved training program and evidence the instructor meets the qualifications specified in R4-10-B307(B);
 - d. An outline of the training program including the topics to be addressed, hours devoted to each topic, and evidence the training program will comply with the standards specified in R4-10-B307(C), (D), and (E); and
 - e. A verification signed by the applicant indicating the training program has the equipment and supplies listed in R4-10-B307(A); and
2. A copy of the provisional registration, required under A.R.S. § 32-519, which will be completed and provided to each student to verify the student successfully completed the training program. A completed provisional registration shall include:
 - a. Name of the trainee,
 - b. Name of the approved training program,
 - c. Name of the person responsible for the approved training program,
 - d. Address of the approved training program,
 - e. Name of the instructor in charge of the approved training program,
 - f. Total number of hours of training completed, and
 - g. Dates of training completed.

Historical Note

New Section made by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-B307. Requirements of an Eyelash Technician Training Program

- A. The person responsible for an eyelash technician training program shall ensure the training program:
 1. Complies with R4-10-112;
 2. Has the following minimum equipment and supplies:
 - a. Sufficient instructional fixtures and facilities for instructor and student use;
 - b. Covered, wet disinfectant container;
 - c. EPA-registered disinfectant;
 - d. Sufficient sinks with hot and cold running water;
 - e. Separate receptacles for garbage and soiled linens;
 - f. One chalkboard or whiteboard;
 - g. Functioning time display;
 - h. A wall mirror; and
 - i. Sufficient mannequins;
 3. Furnish establishment-quality equipment, tools, instruments, materials, and supplies for instructional purposes and for students to perform assignments except a student may be required to furnish small tools and instruments; and
 4. Maintain all equipment, tools, instruments, materials, and supplies in good repair.
- B. The person responsible for an eyelash technician training program shall ensure the instructor in charge of the training program is qualified. An instructor in charge is qualified if the instructor in charge:
 1. Is a cosmetologist or aesthetician licensed by the Board before the effective date of this Section or an eyelash technician registered by the Board;
 2. Provides a notarized letter from an individual licensed or registered by the Board who has personal knowledge of the instructor's work and can verify that the instructor has practiced as an eyelash technician for at least 30 hours a week for two years; and
 3. Provides a statement indicating whether the instructor has ever had an aesthetics, cosmetology, hairstyling, nail technology, or instructor license or eyelash technology registration suspended or revoke in any state of the United States or a foreign country.
- C. The person responsible for an eyelash technician training program shall ensure the training program includes the following minimum curriculum:
 1. Ten hours of preclinical theoretical instruction in:
 - a. Eye structure,
 - b. Function and disorders of the eye and orbital areas,
 - c. Eyelash growth cycles,
 - d. Contraindications and allergic reactions,
 - e. Infection control,
 - f. Eye shapes and eyelash evaluation,
 - g. Product ingredients,
 - h. Health and safety, and
 - i. Board statutes and rules; and
 2. Twenty hours of clinical instruction in the practical application of eyelash extensions including:
 - a. Client consultation,
 - b. Design,
 - c. Cleansing the eye area,
 - d. Applying eyelash extensions, and
 - e. Removing eyelash extensions.
- D. As part of the clinical instruction specified under subsection (C)(2), the person responsible for an eyelash technician training program shall ensure each student is required to complete clinical service exercises in:
 1. Applying eyelash extensions,
 2. Removing eyelash extensions, and
 3. Conducting a patch test before eyelash extension service.
- E. The person responsible for an eyelash technician training program shall ensure:
 1. All training is provided by the qualified instructor in charge, and
 2. No training is provided by a guest presenter or on a field trip.

Historical Note

New Section made by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

ARTICLE 4. ESTABLISHMENTS**R4-10-401. Changes Affecting a License to Operate an Establishment**

- A. A license to operate an establishment is not transferrable.
- B. Except as provided in subsection (E), an establishment licensee shall apply for a new license and pay the fee specified under R4-10-102 when:
 1. The physical address of the establishment changes;
 2. The name of the establishment changes;
 3. Ten percent or more of the ownership of the establishment changes; or

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4. If the establishment licensee is a corporation, limited liability company, or partnership, a corporate officer, partner, or statutory agent changes.
- C. The establishment licensee shall submit the application and fee required under subsection (B) within 10 days after a change specified under subsection (B) occurs.
- D. The establishment licensee shall ensure a Board-issued license to operate the establishment, indicating the correct name, physical location, and ownership of the establishment, is posted in the establishment before the establishment is opened for business.
- E. If the only change to the physical address of an establishment is the suite number, the establishment licensee shall apply for an updated license rather than a new license and pay the fee specified at R4-10-102.
 - ii. The name of each business operating at the barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment address; and
 - iii. A statement of whether a barber, cosmetology, aesthetics, hairstyling, or nail license or eyelash technician registration 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; and
 - j. A statement of the kind of establishment to be operated: barber, cosmetology, aesthetics, hairstyling, nail technology, or eyelash technology.
2. A Certificate of Good Standing from the Arizona Corporation Commission, if applicable.
3. The applicant's signature and verification that the information provided is true and correct and the barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment is in compliance with A.R.S. Title 32, Chapters 3 and 5, and this Chapter and has all basic equipment required to be in a barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment.
4. The fee required in R4-10-102.

Historical Note

Adopted effective April 9, 1996 (Supp. 96-2). Section repealed; new Section adopted 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). Section R4-10-401 renumbered to R4-10-402; new Section R4-10-401 renumbered from R4-10-402 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-402. Application for a License to Operate a Barber, Cosmetology, Aesthetics, Hairstyling, Nail, or Eyelash Establishment

An applicant for a license to operate a barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment shall submit:

1. An application on a form available on the Board's website, and provide the following information:
 - a. The applicant's name, full mailing, physical, and email addresses, telephone number, and federal tax identification number;
 - b. If the applicant is a partnership, each partner's name, full mailing and physical addresses, and an indication of whether each is a limited or general partner;
 - c. If the owner is an individual or sole proprietor, the person's Social Security or federal tax identification number;
 - d. If the applicant is a corporation, the state of incorporation and name, title, and mailing address of each officer of the corporation and the statutory agent;
 - e. If the applicant is a limited liability company, name and mailing address of each member, manager, and statutory agent;
 - f. Documentation specified under A.R.S. § 41-1080(A) that the presence in the U.S. of the applicant and anyone owning at least 10 percent of the applicant is authorized under federal law;
 - g. If the location of the barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment is changing, both the old and new physical addresses;
 - h. If a change of ownership is occurring, the date the applicant will assume ownership;
 - i. A history of the barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment including:
 - i. If the location was previously licensed by the Board, the name of the previous barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment;

Historical Note

Former Section R4-10-402 renumbered to R4-10-403; new Section adopted 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). Section R4-10-402 renumbered to R4-10-401; new Section R4-10-402 renumbered from R4-10-401 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-403. Barber, Cosmetology, Aesthetics, Hairstyling, Nail, or Eyelash Establishment Requirements and Minimum Equipment

- A. A barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee shall ensure all services performed at the establishment for the public are consistent with the type of license issued to the licensee. A barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee shall ensure that, except as provided in R4-10-B402, all services are performed for the public by an individual who holds a Board-issued license or registration.
- B. A barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee shall ensure the establishment has enough equipment, materials, supplies, tools, and instruments to control infection and protect the safety of the public and employees.
- C. A barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee shall ensure the establishment has:
 1. A workstation for each licensee or registrant using space within the barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment;
 2. If licensees using space in the establishment are performing barbering, cosmetology, or hairstyling services, at least one shampoo bowl and one hair dryer, which may be a blow dryer; and
 3. If licensees or registrants using space in the establishment are performing aesthetics, nail technology, or eyelash technology services, at least one sink in addition to the restroom.

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- D.** A barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee shall ensure licensed barbers, aestheticians, cosmetologists, hairstylists, nail technicians, and eyelash technicians have enough equipment, materials, supplies, tools, and instruments to provide services, control infection, and disinfect between clients.

Historical Note

Adopted April 9, 1996 (Supp. 96-2). Former Section R4-10-403 renumbered to R4-10-404; new Section R4-10-403 renumbered from Section R4-10-402 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 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). Amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-404. Renewal of an Establishment License

An establishment licensee shall annually submit to the Board an electronic 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 available on the Board's website 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;
 - b. If the documentation submitted at the time of initial licensure was not a non-expiring work authorization, documentation specified under A.R.S. § 41-1080 that the establishment licensee's presence in the United States continues to be authorized under federal law; and
 - c. The fee required in R4-10-102.

Historical Note

Adopted April 9, 1996 (Supp. 96-2). Former Section R4-10-404 renumbered to R4-10-405; new Section R4-10-404 renumbered from Section R4-10-403 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 23 A.A.R. 3028, effective December 31, 2017 (Supp. 17-4). Amended by final rulemaking at 26 A.A.R. 3123, effective January 31, 2021 (Supp. 20-4). R4-10-404 renumbered to R4-10-B401; new Section R4-10-404 made by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-405. Establishment Supervision

- A.** An establishment licensee shall designate an individual licensed under this Chapter as manager to directly supervise the establishment during all hours of operation. If the establishment licensee has a personal license issued under Article 2

of this Chapter, the establishment licensee may directly supervise the establishment.

- B.** The establishment licensee or manager shall ensure:
1. Every individual, whether an employee or independent contractor, who practices barbering, cosmetology, aesthetics, hairstyling, nail technology, or eyelash technology in the establishment has a current license or registration issued by the Board;
 2. Each required license, registration, and the most recent Board inspector's record are printed and displayed in a manner visible to establishment clients; and
 3. Each licensee and registrant complies with all applicable provisions of A.R.S. Title 32, Chapter 3 or 5, and this Chapter.
- C.** The Board shall hold the establishment licensee responsible for any violation of an applicable provision of A.R.S. Title 32, Chapter 3 or 5, or this Chapter.

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). R4-10-405 renumbered to R4-10-B402; new Section R4-10-405 renumbered from R4-10-703 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

PART A. BARBERING**R4-10-A401. Barbering Establishment Mobile Units**

- A.** To operate a mobile unit as a barbering establishment, the owner of the mobile unit shall apply for a license under R4-10-A401.
- B.** The Board shall issue a license to operate a mobile unit as a barbering establishment only if:
1. The mobile unit is self-contained;
 2. The mobile unit meets all requirements for a barbering establishment 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-A401 made under Article 4, Part A renumbered from R4-10-704 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

PART B. COSMETOLOGY**R4-10-B401. Mobile Services**

- A.** If a cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee provides mobile services as an extension of the establishment, the cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee shall advertise the mobile service using the name of the establishment on the Board-issued license. The cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee and manager shall ensure mobile services comply with Board statutes and rules.
1. A cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee providing mobile cosmetology, aesthetics, hairstyling, nail technology, or eyelash technology services shall ensure licenses are posted as required under R4-10-111.

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2. A cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee providing mobile services shall ensure client appointments are made through the cosmetology, aesthetics, hairstyling, nail, or eyelash establishment 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 cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee and manager shall ensure the vehicle has the same equipment as specified under R4-10-B402 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 cosmetology, aesthetics, hairstyling, nail, or eyelash establishment 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 a cosmetology, aesthetics, hairstyling, nail, or eyelash establishment address, the establishment licensee and manager of the mobile facility shall:
1. Comply with all cosmetology, aesthetics, hairstyling, nail, or eyelash establishment requirements, including infection control and equipment requirements, specified in this Chapter;
 2. Maintain a complete and current list of appointment locations at the cosmetology, aesthetics, hairstyling, nail, or eyelash establishment address and ensure the list is displayed as specified in the application for a license to operate a cosmetology, aesthetics, hairstyling, nail, or eyelash establishment and available to an inspector at all times when the retrofitted motor vehicle is open for business; and
 3. Comply with Board statutes and rules.

Historical Note

New Section R4-10-B401 made under Article 4, Part B renumbered from R4-10-404 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-B402. Shampoo Assistants

- A.** A cosmetology or hairstyling establishment 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 cosmetology or hairstyling establishment 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-B402 made under Article 4, Part B renumbered from R4-10-405 and amended by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

ARTICLE 5. REPEALED

R4-10-501. Renumbered

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). Section R4-10-501 renumbered to R4-10-A101 by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-502. Repealed

Historical Note

New Section R4-10-502 recodified from A.A.C. R4-5-102 at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-503. Repealed

Historical Note

New Section R4-10-503 recodified from A.A.C. R4-5-103 at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-504. Repealed

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). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

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. Repealed

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). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-507. Repealed

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). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-508. Repealed

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). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

Table 1. Renumbered

Historical Note

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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). Table 1 renumbered to Table A1 under Article 1, Part A and Table B1 under Article 1, Part B by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-509. Repealed**Historical Note**

New Section R4-10-509 recodified from A.A.C. R4-5-109, 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). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

ARTICLE 6. REPEALED**R4-10-601. Renumbered****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). Section R4-10-601 renumbered to R4-10-A201 by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-602. Repealed**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). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-603. Renumbered**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). R4-10-603 renumbered to R4-10-A202 by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

ARTICLE 7. REPEALED**R4-10-701. Repealed****Historical Note**

New Section R4-10-701 recodified from A.A.C. R4-5-301, with a Section and Article citation amended at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-702. Repealed**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). Repealed by final rulemak-

ing at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-703. Renumbered**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). R4-10-703 renumbered to R4-10-405 by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-704. Renumbered**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). R4-10-704 renumbered to R4-10-A401 by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-705. Repealed**Historical Note**

New Section R4-10-705 recodified from A.A.C. R4-5-305, at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

ARTICLE 8. REPEALED**R4-10-801. Repealed****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). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-802. Renumbered**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). R4-10-802 renumbered to R4-10-304 by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-803. Repealed**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). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-804. Repealed**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 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2). Repealed by final rulemak-

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ing at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-805. Renumbered**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). R4-10-805 renumbered to R4-10-A301 by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

Exhibit 1. Repealed**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). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

Exhibit 2. Repealed**Historical Note**

New Exhibit 2, recodified from 4 A.A.C. 5, Exhibit 2, at 28 A.A.R. 1058 (May 20, 2022), with an immediate effective date of April 27, 2022 (Supp. 22-2). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-806. Repealed**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). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-807. Renumbered**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 immediate effective date of April 27, 2022 (Supp. 22-2). R4-10-807 renumbered to R4-10-A302 by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-808. Repealed**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). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-809. Repealed**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). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

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. Renumbered**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). R4-10-811 renumbered to R4-10-A303 by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

ARTICLE 9. REPEALED**R4-10-901. Repealed****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). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).

R4-10-902. Repealed**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). Repealed by final rulemaking at 30 A.A.R. 527 (March 29, 2024), effective May 6, 2024 (Supp. 24-1).