

Chapter 5

Schools

Section 1. Applications and License. No person, association, partnership or corporation may operate a barber school without first securing a license from the Board. Applications shall be made on the prescribed form and be accompanied by the appropriate fee. The completed application shall include or be accompanied by the following information:

- (a) The name of the school, the owner and proprietor, the street address and a description of the exact location of the school.
- (b) A detailed floor plan of the school building showing a minimum of 1,500 square feet of floor space; the location of separate restrooms for male and female students; the location of at least one classroom which is separated from the clinic area by walls or partitions; the shampoo area; dispensary; entrances and exits; carpeted areas of floor and location of all equipment required.
- (c) Proof of ownership of the premises or of a lease agreement covering the premises of the school.
- (d) Copies of the school's information brochure, schools rules and regulations and policies, and the financial agreements required of students.
- (e) A statement that management personnel are knowledgeable about applicable federal, state and local laws and regulations which may apply to the school.
- (f) The names, addresses and license numbers of all instructors.
- (g) School shall not open until the Board inspection and approval of school.

Section 2. Consideration of Application. Applications for school licenses are considered by the Board at regularly scheduled meetings. The School shall not open until the Board inspection and approval of the School has been made by the Board. Applicants are notified of the Board's action by letter.

Section 3. General Requirements.

- (a) Schools may not permit its students to perform any laboratory services on the public under any circumstance until the student has accrued fifteen percent of the total hours required within the course.

(b) Schools shall display in a conspicuous place within the reception or clinic area of the schools a sign which indicates that all services are performed by supervised students.

(c) Schools shall not pay compensation to any of its students, either directly or indirectly.

(d) Instructors or student instructors shall not be permitted to perform services on the public other than that part of the practical work which pertains directly to the teaching demonstration of subjects include in the curriculum.

(e) Schools shall provide both theory instruction and practical skills training in all subjects applicable to the course of study according to the curriculum prescribed by the Board.

(f) Schools must at all times be under immediate supervision of a licensed instructor.

(g) Schools shall require that patrons not be released from a chair after being served by a student until all the work performed has been thoroughly inspected and approved by the instructor.

Section 4. Definitions. The following shall apply through these rules.

(a) A student is a person enrolled in a school of barbering or barber instructor program.

(b) Clinic area or "floor" is the part of the school where students with more than the basic training requirements and instruction are permitted to provide services for patrons or clients.

(c) A patron or client is a customer in a school or elsewhere who comes primarily for his own benefit. He remains a patron or client even when a customary fee for services is waived.

(d) Models are volunteers who may be utilized in class for the demonstration and practice of various procedures. Models do not pay for services rendered and come to the school primarily to aid the school and the student. Students with less than the basic training requirements and instruction may practice on models only when under the direct supervision of an instructor.

(e) A class consists of lectures, demonstrations and discussion designed to provide students with a basic understanding of the principals necessary in the practice of barbering.

(f) An instructor means a person licensed to teach barbering.

Section 5. Facility and Equipment Requirements. All schools must comply with the Sanitary and Safety rules for establishments outlined in Chapter 2 of these rules and provide for:

(a) A clean, well maintained facility;

(b) A reception area for clients and patrons;

(c) An area designed for theory instruction equipped with enough tables or desks and chairs to meet the instructional needs of assigned or scheduled students;

(d) A designated clinic or laboratory area for supervised practical skills training;

(e) One (1) barber chair with a headrest for each three (3) students having the capability of being elevated, lowered and reclined;

(f) One (1) workstation for each three (3) students with cabinet or drawer for tools and mirror large enough for student to see his or her work at all times;

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

(h) One (1) latherizer for each three (3) students;

(i) Wet and dry disinfectant containers;

(j) One (1) classroom size chalkboard, whiteboard or screen;

(k) One (1) chart showing structures of the hair and skin;

(l) One (1) anatomical chart showing nervous, skeletal, circulatory and muscular systems of the body;

(m) One (1) English dictionary and one (1) medical dictionary;

(n) An instructor training manual and curriculum lesson plans for student instructor training course;

(o) Course outline and curriculum lesson plans for barbering and barber instructor;

(p) Two (2) copies of the brochure containing Wyoming barber laws, rules and regulations of the Board to be kept in the school's library;

(q) A copy of the brochure containing Wyoming barber laws shall be provided for each student enrolled and shall become the student's personal copy;

(r) A seal bearing the name of the school and which shall be impressed on all official documents such as diplomas;

(s) Diplomas, to be received by students upon their completion of the prescribed course of study; bearing the name of the school, school seal, date of completion, student's name, and instructor signature(s);

(t) A locking file cabinet for safeguarding of student files and records;

(u) A conspicuous sign at the entrance bearing the words "Barber School"; a sign with the words "student work only" must be posted in plain sight in the clinic area; and

(v) One (1) fire extinguisher must be on location or the school must meet all fire safety requirements set forth by the local fire department.

Section 6. Advertising. All advertising of a school shall clearly denote that the establishment is a school of barbering and that all services are provided only by students.

Section 7. School Closing. If a school ceases its operation or is sold as a school to another party, the Board shall be immediately notified and all records of instruction for all students attending the school at or before the time of its closing or sale must be filed with the Board within ten days.

Section 8. School License Renewal. Each school license shall be renewed on a yearly basis on or before June 30th of each year. Failure to renew the license on or before July 31st of each year shall result in a late fee. A license that has been expired less than ninety (90) days may be renewed. An applicant for renewal of a School license that has been

expired for more than ninety (90) days must re-apply for the license under the current requirements and fees.

Section 9. Combined Cosmetology/Barber School. A Barber school may be established in the same location as a Cosmetology School licensed under W.S. 33-12-119 through 33-12-140 Combined Schools shall adhere to the requirements of both Boards, and in case of conflicting requirements, the more exacting standard shall be applied.

Section 10. No school license may be transferred. When a school is sold the party holding the license must notify the Board office of the sale and the new owner (s) must obtain a new school license as outlined in this chapter.

Section 11. Special inspections are required for a new schools, or schools changing location. They will be charged a fee as set forth in Chapter three (3) of the Rules and Regulation.

Section 12. All areas licensed and regulated by the Board shall be open to inspections by authorized representatives of the Board anytime during normal business hours.

Section 13. In the event a barber school is found by the inspecting member of the State Board of Barber Examiners or their designee to be in violation of these rules and in the opinion of the inspector, constitutes a health hazard, the Local or State Department of Health shall be notified. If the findings indicate that practices or physical condition of the school constitutes a health hazard, the Board shall institute immediate action to close the school until corrections have been accomplished.