

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 Schools 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.

(a) Schools may not permit its students to perform any laboratory services on the public under any circumstances 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 included 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) School shall require that patron not be released from a chair after being served by a student until all the work performed has been thoroughly inspected and approved by an instructor.

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

- (a) A student is a person enrolled in a school of barbering or barber instructor training.
- (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 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 (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, 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;
- (v) And one 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, no later than June 30 of each year. Failure to renew the license on or before the expiration date shall result in a late fee. A license that has been expired less than 90 days may

be renewed. An applicant for renewal of a School license that has been expired for more than 90 days may apply for an original 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 and all requirements set forth in Chapter 4 of the Board of Barber Examiners rules and regulations are met. Combined Schools shall adhere to the requirements of both Boards, and in the case of conflicting requirements, the more exacting standard shall be applied.

Chapter 8 COURSE OF STUDY

Section 1. Course of Study for Barber / Barber Stylist Students.

The following minimum curriculum requirements are established for all schools licensed under the act. Schools offering training in clock hours must meet the following minimum hours in each unit of study. Schools offering training in credit hours must offer an equivalent training program as prescribed by the schools accrediting agency clock hour/credit hour conversion formula. In absence of such formula the state board will prescribe the credit hour/clock hour conversion formula. Schools may offer all or part of the courses set forth herein provided appropriate facility requirements are met and Instructors have appropriate practitioner training to teach the subjects offered. This does not preclude schools from offering non-related courses or advanced courses, which are not prescribed in these rules. Courses are automatically approved if the course units are between one hundred percent and one hundred twenty percent of the minimum. Schools desiring to offer instruction that exceeds one hundred twenty percent of the minimum (i.e. a course that is over twenty five percent of the Board's published minimum requirements) must submit to the board the following:

- (a) A course outline indicating all course hours or credits offered;
- (b) A class scheduled for the entire course indicating how and when each unit of instruction is offered;
- (c) Justification of why the course should be approved at the extended length.

Section 2. Barber **Stylist** Course Curriculum – 1250 course hours.

- (a) STERIZATION, SANITATION, BACTERIOLOGY: 100
 - ~~(1)~~ (i) Related Theory, Safety, and Infection Control;
 - ~~(2)~~ (ii) Products, Materials and Implements;
 - ~~(3)~~ (iii) Preparations, Procedures and Practice;
 - ~~(4)~~ (iv) Public Sanitation;
 - ~~(5)~~ (v) Methods of Disinfection and Sterilization;
 - ~~(6)~~ (vi) Chemical Agents;
 - ~~(7)~~ (vii) Types and classifications of Bacteria;
 - ~~(8)~~ (viii) Bacterial Growth; and
 - ~~(9)~~ (ix) Infections

- (b) SHAMPOO, RINSES, SCALP TREATMENTS: 100
 - ~~(1)~~ (i) Related Theory, Safety, and Infection Control;
 - ~~(2)~~ (ii) Anatomy;

- ~~(3)~~ (iii) Physiology;
- ~~(4)~~ (iv) Preparations;
- ~~(5)~~ (v) Procedures and Practice;
- ~~(6)~~ (vi) Products, Materials and Implements;
- ~~(7)~~ (vii) Hair Analysis;
- ~~(8)~~ (viii) Disorders of the hair and Scalp;
- ~~(9)~~ (ix) Hair and Scalp Treatments;
- ~~(10)~~ (x) Related Chemistry; and
- ~~(11)~~ (xi) Client Record Keeping.

(c) HAIR CUTTING: 450

- ~~(1)~~ (i) Related Theory, Safety, and Infection Control;
- ~~(2)~~ (ii) Anatomy;
- ~~(3)~~ (iii) Physiology;
- ~~(4)~~ (iv) Procedures and Practice;
- ~~(5)~~ (v) Preparations, Procedures, and Practice;
- ~~(6)~~ (vi) Use of Shears, Razor and Clippers;
- ~~(7)~~ (vii) Products, Materials and Implements;
- ~~(8)~~ (viii) Client Consultation and Recommendations; and
- ~~(9)~~ (ix) Client Record Keeping.

(d) CHEMICAL RE-ARRANGING – PERMS AND RELAXERS: 150

- ~~(1)~~ (i) Related Theory, Safety, and Infection Control;
- ~~(2)~~ (ii) Anatomy;
- ~~(3)~~ (iii) Physiology;
- ~~(4)~~ (iv) Preparations, Procedures and Practice;
- ~~(5)~~ (v) Products, Materials and Implements;
- ~~(6)~~ (vi) Hair Analysis and client consultation;
- ~~(7)~~ (vii) Related chemistry; and
- ~~(8)~~ (viii) Client Record Keeping.

(e) HAIR COLORING – BLEACHING: 100

- ~~(1)~~ (i) Related Theory, Safety, and Infection Control;
- ~~(2)~~ (ii) Anatomy;
- ~~(3)~~ (iii) Physiology;
- ~~(4)~~ (iv) Preparations, Procedures and Practice;
- ~~(5)~~ (v) Products, Materials and Implements;
- ~~(6)~~ (vi) Hair Analysis and Client Consultation;

- ~~(7)~~ (vii) Related Chemistry;
- ~~(8)~~ (viii) Temporary, Semi-Permanent, Demi-Permanent and Permanent Applications;
- ~~(9)~~ (ix) Bleaching, Tinting, Toning, Frosting, Special Effects and Corrective Color;
- ~~(10)~~ (x) Client Consultation and Recommendations; and
- ~~(11)~~ (xi) Client Record Keeping.

(f) HAIRSTYLING: 50

- ~~(1)~~ (i) Related Theory, Safety, and Infection Control;
- ~~(2)~~ (ii) Blow Dry Styling;
- ~~(3)~~ (iii) Thermal Curling; and
- ~~(4)~~ (iv) Hairpieces.

(g) SHAVING AND BEARD TRIMMING: 150

- ~~(1)~~ (i) Related Theory, Safety, and Infection Control;
- ~~(2)~~ (ii) Anatomy;
- ~~(3)~~ (iii) Physiology;
- ~~(4)~~ (iv) Honing and Stropping;
- ~~(5)~~ (v) Use of Clippers and Shears on Beard;
- ~~(6)~~ (vi) Shaving Face and Neck;
- ~~(7)~~ (vii) Client Consultation; and
- ~~(8)~~ (viii) Client Record Keeping.

(h) FACIAL: 50

- ~~(1)~~ (i) Related Theory, Safety, and Infection Control;
- ~~(2)~~ (ii) Anatomy;
- ~~(3)~~ (iii) Physiology;
- ~~(4)~~ (iv) Preparations, Procedures, and Practice;
- ~~(5)~~ (v) Products, Materials and Implements
- ~~(6)~~ (vi) Theory of Massage and Facial Treatments;
- ~~(7)~~ (vii) Use of Electrical Appliances, Currents and Specialized Machines for Treatments;
- ~~(8)~~ (viii) Client Consultation and Recommendations; and
- ~~(9)~~ (ix) Client Record Keeping

(i) SHOP MANAGEMENT AND BUSINESS METHODS: 50

- ~~(1)~~ (i) Related Theory, Safety, and Infection Control;
- ~~(2)~~ (ii) Opening A shop and Business Plan;
- ~~(3)~~ (iii) Written Agreements;

- ~~(4)~~ (iv) Regulations and Laws;
- ~~(5)~~ (v) Shop Operations, Policies, Practices, Personnel, Compensations, Payroll Deductions;
- ~~(6)~~ (vi) Use of Telephone, Advertising, Retail and Salesmanship, Client Communications, Public Relations, Insurance;

(j) MISCELLANEOUS: 50

- ~~(1)~~ (i) To be applied by the Instructor to Strengthen student performance in curriculum related areas, or
- ~~(2)~~ (ii) For supervised field trips and other course related training.

Section 3. Barber ~~Stylist~~ Course Curriculum (No Chemicals)-1000 course hours.

(a) STERIZATION, SANITATION, BACTERIOLOGY: 100

- ~~(1)~~ (i) Related Theory, Safety, and Infection Control;
- ~~(2)~~ (ii) Products, Materials, and Implements;
- ~~(3)~~ (iii) Preparations, Procedures and Practice;
- ~~(4)~~ (iv) Public Sanitation;
- ~~(5)~~ (v) Methods of Disinfection and Sterilization;
- ~~(6)~~ (vi) Chemical Agents;
- ~~(7)~~ (vii) Types and classifications of Bacteria;
- ~~(8)~~ (viii) Bacterial Growth; and
- ~~(9)~~ (ix) Infections.

(b) SHAMPOO, RINSES, SCALP TREATMENTS: 100

- ~~(1)~~ (i) Related Theory, Safety and Infection Control;
- ~~(2)~~ (ii) Anatomy;
- ~~(3)~~ (iii) Physiology;
- ~~(4)~~ (iv) Preparations;
- ~~(5)~~ (v) Procedures and Practice;
- ~~(6)~~ (vi) Products, Materials and Implements;
- ~~(7)~~ (vii) Hair Analysis;
- ~~(8)~~ (viii) Disorders of the Hair and Scalp;
- ~~(9)~~ (ix) Hair and Scalp Treatments;
- ~~(10)~~ (x) Related Chemistry; and
- ~~(11)~~ (xi) Client Record Keeping.

(c) HAIR CUTTING: 450

- ~~(1)~~ (i) Related Theory, Safety, and Infection Control;

- ~~(2)~~ (ii) Anatomy;
- ~~(3)~~ (iii) Physiology;
- ~~(4)~~ (iv) Procedures and Practice;
- ~~(5)~~ (v) Preparations, Procedures, and Practice;
- ~~(6)~~ (vi) Use of Shears, Razor and Clippers;
- ~~(7)~~ (vii) Products, Materials and Implements;
- ~~(8)~~ (viii) Client Consultation and Recommendations; and
- ~~(9)~~ (ix) Client Record Keeping.

(d) HAIRSTYLING: 50

- ~~(1)~~ (i) Related Theory, Safety, and Infection Control;
- ~~(2)~~ (ii) Blow Dry Styling;
- ~~(3)~~ (iii) Thermal Curling; and
- ~~(4)~~ (iv) Hairpieces.

(e) SHAVING AND BEARD TRIMMING: 150

- ~~(1)~~ (i) Related Theory, Safety, and Infection Control;
- ~~(2)~~ (ii) Anatomy
- ~~(3)~~ (iii) Physiology;
- ~~(4)~~ (iv) Honing and Stropping;
- ~~(5)~~ (v) Use of Clippers and Shears on Beard;
- ~~(6)~~ (vi) Client Consultation; and
- ~~(7)~~ (vii) Client Record Keeping.

(f) FACIAL: 50

- ~~(1)~~ (i) Related Theory, Safety and Infection Control;
- ~~(2)~~ (ii) Anatomy;
- ~~(3)~~ (iii) Physiology;
- ~~(4)~~ (iv) Preparations, Procedures, and Practice;
- ~~(5)~~ (v) Products, Materials and Implements;
- ~~(6)~~ (vi) Theory of Massage and Facial Treatments;
- ~~(7)~~ (vii) Use of Electrical Appliances, Currents and Specialized Machines for Treatments;
- ~~(8)~~ (viii) Client Consultation and Recommendations; and
- ~~(9)~~ (ix) Client Record Keeping.

(g) SHOP MANAGEMENT AND BUSINESS METHODS: 50

- ~~(1)~~ (i) Related Theory, Safety, And Infection Control;

- ~~(2)~~ (ii) Opening A Shop and Business Plan;
- ~~(3)~~ (iii) Written Agreements;
- ~~(4)~~ (iv) Regulations and Laws;
- ~~(5)~~ (v) Shop Operations, Policies, Practices, Personnel, Compensation, Payroll Decoctions;
- ~~(6)~~ (vi) Use of Telephone, Advertising, Retail and Salesmanship, Client communications, Public Relations, Insurance; and

(h) MISCELLANEOUS: 50

- ~~(1)~~ (i) To be applied by the Instructor to strengthen student performance in curriculum related areas, or
- ~~(2)~~ (ii) For supervised field trips and other course related training;

Section 4. Course of Study for Student Instructor. Any course offered to student instructors shall consist of at least five hundred (500) hours of instruction and shall have a curriculum which provides for the following:

- (a) An introduction to teaching
- (b) Ethics and personality development;
- (c) Preparations of lesson plans;
- (d) The use of audio and visual teaching aids;
- (e) Test construction and analysis;
- (f) Record keeping for schools and students;
- (g) Theory class lectures;
- (h) Performance class demonstrations;
- (i) Laws and rules governing barbering;
- (j) Student supervision, not to exceed Two Hundred Fifty (250) hours supervising students in the clinic area.