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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, ~~any two officers~~ one officer as the applicant and a list of all officers of the corporation; or
 - b. If a partnership, ~~any two~~ one partner as the applicant and a list of the all other partners; or
 - c. If a limited liability company, the designated corporate contact person, or if no contact person is designated, ~~any two members~~ one member as the applicant and a list of the all other members ~~limited liability company.~~
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.
- ~~5-6.~~ “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.
- ~~6-8.~~ “~~Certification~~ 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 a the school, including: by the student who is transferring or withdrawing.
 - a. ~~A written statement of the hours or credits a student received in the licensed school, signed by the administrator of the agency authorized to record hours in the jurisdiction in which the applicant received certified or accredited vocational or academic training, affixed with the agency’s official seal; or~~

- ~~b. If a student is transferring from one Arizona school to another under A.R.S. § 32-560, a transfer application that reflects the hours or credits a student received, signed by the administrator of the school where the applicant received certified or accredited training.~~
- ~~7-9.~~ “Certification of licensure” means the status of the license, signed by the administrator 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, affixed with the agency’s official seal.
- ~~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.
- ~~8-11.~~ “Classroom” means an area in which instruction or demonstration is provided regarding theory and practice on models.
- ~~9-12.~~ “Clinic” means the area where a student practices cosmetology, hairstyling, nail technology, or aesthetics, or barbering on the general public for a fee.
- ~~10-13.~~ “Course” means an organized subject matter in which instruction is offered within a given period of time and for which credit toward graduation or certification is given.
- ~~11-14.~~ “Credit” means one earned academic unit of study based on:
- ~~a. Completing a high school’s~~ completing the required number of class sessions per calendar week in a course;~~or~~
 - ~~b. Attending a one hour class session per calendar week~~ at a community college, an accredited college or university, or a high school.
- ~~12-15.~~ “Crossover hours” means hours of training obtained by a licensed aesthetician, cosmetologist, hair stylist, or nail technician, or barber that a school licensee accepts as hours of training required for licensure to complete a course of training in a different profession discipline.
- ~~13-16.~~ “Days” means calendar 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.
- ~~14-23.~~ “Graduation” or “graduated from a school” means completion of the criteria established by a licensed cosmetology, hairstyling, aesthetics, ~~or~~ nail technology, or barbering school for the course in which the applicant was enrolled including completion of the required curriculum hours.
- ~~15-24.~~ “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.
- ~~16.~~ “Hour” means one clock hour.
- ~~17.~~ “Instructor training” means the courses specified in R4-10-302.
- ~~18-25.~~ “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, ~~or~~ 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.
- ~~19.~~ “Licensed salon or licensed school” means an establishment for which the Board has issued a license to a person under A.R.S. § 32-541 or 32-551, as applicable.
- ~~20-26.~~ “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. §§ 32-501 et seq. 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.
- ~~24-28.~~ “Model” means an individual or mannequin on which an applicant performs demonstrations for the practical section of a licensing examination.

- ~~22. “Personal knowledge” means actual observation of an individual who practiced aesthetics, cosmetology, hairstyling, or nail technology in any state or country.~~
- ~~23.~~ 29. “Practice” means engaging in one of the profession disciplines of aesthetics, cosmetology, hairstyling, nail technology, 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.
30. “Owner” means a person that has controlling interest in an establishment or school or the owner’s designee.
- ~~24.~~31. “Reciprocity” means the procedure for granting an Arizona license to an applicant who received the required hours from a school licensed in another state of the United States or a foreign country or is currently licensed in another state of the United States or a foreign country.
- ~~25. “Salon suite” means multiple individually operated and licensed salons that share a physical address except for suite number.~~
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.
- ~~26.~~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.
- ~~27.~~35. “Tenth grade equivalency Two years of high school or its equivalent” means one of the following:
- ~~a. Ten high school credits, including two in English, from any school recognized by the basic education authority or the Department of Education in the jurisdiction in which the credits were obtained~~ attained by an individual;
 - b. 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;
 - ~~b.c. Proof the prospective student is of being at least 18 years old. Satisfactory proof of age is shown by a government issued driver’s license or identification card, birth certificate, or passport; or~~
 - ~~e.d. High school equivalency~~ Obtaining a passing score on a high school equivalency general educational development (GED) test or its equivalent as required by the Department of Education.

28. ~~“Transfer application,” as used in A.R.S. § 32-560, means an application that documents the transfer of a student from one Arizona cosmetology, hairstyling, nail technology, or aesthetics school to another and contains the student’s name, address, identification number, telephone number, and number of hours of instruction received.~~
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.
- 29-37. ~~“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.

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:
1. Initial personal license: \$60.00
 2. Personal licensing renewal fees: \$60.00
 3. Delinquent personal license renewal: \$60 for personal license renewal as specified under subsection (A)(2) plus \$30 for delinquent renewal for every two years or a portion of two years that the license is inactive to a maximum of ~~10~~ five years
 4. Personal reciprocity or universal recognition license: \$60.00
 5. ~~Salon~~ Establishment initial license: \$110.00
 6. ~~Salon~~ Establishment renewal: \$50.00
 7. ~~Salon~~ Establishment delinquent renewal: \$80.00
 8. School license: \$600.00
 9. School renewal: \$250.00
 10. Delinquent school renewal: \$350.00
- B. ~~An applicant for licensure by examination shall pay directly to the national professional organization with which the Board contracts the amount charged to administer and grade the written and practical examinations.~~ 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:
1. Barber:
 - a. License by reciprocity or universal recognition \$175
 - b. Initial license \$40
 - c. Renewal valid for two years \$80

2. Instructor:
 - a. Initial license \$50
 - b. License by reciprocity or universal recognition \$175
 - c. Renewal valid for two years \$60
 3. Establishment:
 - a. Application and initial inspection \$150
 - b. Change of location or ownership \$85
 - c. Renewal \$50 annually
 4. Late-renewal fee for any license issued under subsections (B)(1) through (3):
 - a. First time in a five-year period \$25 plus the renewal fee
 - b. Second time in a five-year period \$50 plus the renewal fee
 - c. Third time in a five-year period \$75 plus the renewal fee
 5. School:
 - a. Application and initial inspection \$1,000
 - b. Change of location or ownership \$500
 - c. Renewal \$400 annually
 - d. Late-renewal fee:
 - i. First time in five-year period \$50 plus the renewal fee
 - ii. Second time in five-year period \$100 plus the renewal fee
 - iii. Third time in five-year period \$150 plus the renewal fee
- 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:
1. Initial personal registration \$45
 2. Personal registration renewal \$45
 3. 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
 4. 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.
- ~~**C.E.** Under the specific authority provided by A.R.S. § 32-507(B) and subject to R4-10-103(E), the~~
The Board establishes and shall collect the following charges for the services provided:
1. Board administered educational classes: \$25.00

2. Certification of licensure or hours: \$30.00
3. ~~For~~ Service charge for use of an alternative method of payment 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. ~~Board-issued duplicate license:~~ \$10.00
- 8-7. Issuing an updated license following receipt of a notice of ~~salon-suite~~ establishment-suite change: \$20

D.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.

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 ~~certifications~~ or licenses or registrations until it receives the required fee.

B. Form of payment. The Board shall accept: ~~personal check, money order, or credit card only.~~

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 a ~~check~~ payment for a ~~license~~ 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 ~~mails~~ provides written notice to the licensee or registrant that the license or registration is void.

D. An applicant, ~~or licensee,~~ or registrant whose fee payment to the Board is dishonored is not entitled to a further service, ~~certification,~~ or 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 ~~(D)~~ (F); and

3. If applicable, the delinquent fee for each year or part of a year the license or registration was inactive or expired for the type of license to be renewed.
- E. Fees are nonrefundable except if A.R.S. § 41-1077 applies.
- F. The Board shall not refund fees tendered for fewer than \$5.00 ~~or less~~ over the amount specified in R4-10-102, except the Board shall refund fees paid over the amount specified as the maximum fee in A.R.S. §§ 32-328 or 32-507, as applicable.

R4-10-104. Application for License by Examination Renumbered

- ~~A. An applicant for an aesthetics, cosmetology, hairstyling, nail technology, or instructor license by examination shall submit to the Board:~~
- ~~1. The fee required for an initial personal license in R4-10-102; and~~
 - ~~2. An application provided by the Board that contains:~~
 - ~~a. A passport quality photo of the applicant;~~
 - ~~b. The applicant's name, address, e-mail address, telephone number, Social Security number, gender, and birth date;~~
 - ~~c. The name and address of each licensed school attended by the applicant;~~
 - ~~d. The name of course completed, the name of the school where completed, and the starting date and date of graduation;~~
 - ~~e. If previously licensed by the Board, type of license, license number, license expiration date, and the name used on the license;~~
 - ~~f. A statement of whether the applicant has ever had an aesthetics, cosmetology, hairstyling, nail technology, or instructor license suspended or revoked in any state of the United States or foreign country;~~
 - ~~g. A statement by the applicant verifying the truthfulness of the information provided by the applicant; and~~
 - ~~h. The applicant's signature; and~~
 - ~~3. Documentation specified under A.R.S. § 41-1080 indicating the applicant's presence in the United States is authorized under federal law.~~
- ~~B. In addition to complying with the requirements in subsection (A), an applicant for an aesthetics, cosmetology, hairstyling, or nail technology license by examination shall:~~
- ~~1. Comply with A.R.S. § 32-510, 32-511, 32-512, or 32-512.01 by submitting documentation of 10th grade equivalency;~~
 - ~~2. Comply with A.R.S. § 32-510, 32-511, 32-512, or 32-512.01 by submitting a copy of one of the following:~~

- a. ~~If the applicant graduated from a course presented by a school licensed by the Board, a written statement signed by the administrator of the school that documents proof of graduation and completion of all required hours;~~
 - b. ~~If the applicant attended more than one licensed school in Arizona, a copy of a transfer application or certification of hours from each school attended that includes the starting and ending dates, and a written statement signed by the administrator of each school that documents proof of the total number of hours completed at the school, and, if applicable, proof of graduation;~~
 - c. ~~If the applicant completed an apprenticeship program as described under A.R.S. § 32-511(3)(c), ensure the Department of Economic Security provides notice to the Board that the applicant completed the described program; and~~
 - d. ~~Comply with R4-10-102 regarding examination fees.~~
- C. ~~In addition to complying with the requirements in subsection (A), an applicant for an instructor license by examination shall:~~
- 1. ~~Comply with A.R.S. § 32-531 by submitting the following:~~
 - a. ~~Documentation, as specified in subsection (C)(3), of required work experience;~~
 - b. ~~Proof of current licensure in the profession in which work experience was gained;~~
 - c. ~~Proof of licensure during the period work experience was gained; and~~
 - d. ~~Proof of attainment of 18 years of age; or~~
 - e. ~~Proof of high school equivalency.~~
 - 2. ~~If qualifying under A.R.S. § 32-531(3)(a), submit a copy of the following:~~
 - a. ~~Certification of graduation from a licensed school, on a form supplied by the Board, including the starting and ending dates, total number of hours completed, and signature of the administrator of the school; and~~
 - b. ~~If the applicant attended more than one licensed school in Arizona, a copy of a transfer application or certification of hours from each school attended, including the starting and ending dates, total number of hours completed, and signature of the administrator of the school; and~~
 - 3. ~~Documentation of the work experience required by A.R.S. § 32-531, which shall be signed by an owner or manager of a licensed salon, an individual, or a supplier of cosmetology products with personal knowledge of the applicant's licensed experience in the profession for which the applicant seeks an instructor license. The person providing the documentation verifying the applicant's experience shall also indicate the following:~~
 - a. ~~Profession in which applicant gained the experience;~~

- b. ~~Starting and ending dates of applicant's experience in the profession;~~
- e. ~~Name of licensed salon and address where applicant gained experience in the profession; and~~
- d. ~~License number and name of the licensed individual completing the form; or~~
- e. ~~Name, address, and telephone number of the individual providing the information.~~

R4-10-105. ~~Application for License by Reciprocity; Application for License by Universal Recognition Renumbered~~

- A.** ~~An applicant for an aesthetics, cosmetology, hairstyling, nail technology, or instructor license by reciprocity shall submit the applicable fee required in R4-10-102 and all of the following to the Board:~~
1. ~~An application provided by the Board and signed by the applicant that contains:~~
 - a. ~~The applicant's name, address, e-mail address, telephone number, gender, Social Security number, and birth date;~~
 - b. ~~A passport quality photo of the applicant;~~
 - c. ~~If previously licensed by the Board, the type of license, license number, license expiration date, and the name used on the license;~~
 - d. ~~A statement of whether the applicant has ever had an aesthetics, cosmetology, hairstyling, nail technology, or instructor license suspended or revoked in any state of the United States or foreign country; and~~
 - e. ~~A statement by the applicant verifying the truthfulness of the information provided by the applicant;~~
 2. ~~A certification of hours and proof of graduation or licensure in another state of the United States or a foreign country that shows the number of hours received in a school or the initial and final dates of licensure; and~~
 3. ~~Documentation specified under A.R.S. § 41-1080 indicating the applicant's presence in the United States is authorized under federal law.~~
- B.** ~~An applicant for an aesthetics, cosmetology, hairstyling, nail technology, or instructor license by universal recognition, as described at A.R.S. § 32-4302, shall submit the applicable fee required in R4-10-102 and all of the following to the Board:~~
1. ~~An application provided by the Board and signed by the applicant that contains:~~
 - a. ~~The applicant's name, address, e-mail address, telephone number, gender, Social Security number, and birth date;~~
 - b. ~~A passport quality photo of the applicant; and~~

- e. ~~A statement by the applicant verifying the truthfulness of the information provided by the applicant;~~
- 2. ~~A list of all states in which the applicant is currently licensed and certification from the licensing states that the applicant's license is in good standing;~~
- 3. ~~Proof of Arizona residency; and~~
- 4. ~~Documentation specified under A.R.S. § 41-1080 indicating the applicant's presence in the United States is authorized under federal law.~~

R4-10-106. Licensing Time Frames

- A. The overall, administrative completeness, and substantive review time frames described in A.R.S. § 41-1072 for each type of license, registration, or approval granted by the Board are listed in ~~Table 1~~ 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 ~~to~~ the applicant a written notice specifying the missing document or incomplete information. The administrative completeness review time frame and the overall time frame are suspended from the ~~postmark~~ date of the notice until the date the Board receives a complete application packet from the applicant.
 - 2. If an application packet is complete, the Board shall send a written notice of administrative completeness to the applicant.
 - 3. If the Board grants a license, 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 ~~postmark~~ date of notice of administrative completeness.
 - 1. As part of the substantive review for a license to operate a school, the Board shall conduct an inspection that may require more than one visit to the school.
 - 2. During the substantive review time frame, the Board may make one comprehensive written request for additional information or documentation. If the applicant has applied for licensure by examination, the Board ~~shall~~ may request evidence of passing the required examination ~~required~~ ~~under R4-10-108~~. The time frame for the Board to complete the substantive review is suspended from the ~~postmark~~ date of the comprehensive written request for additional information or documentation until the Board receives the additional information or documentation.

3. ~~If an applicant meets the requirements of A.R.S. Title 32, Chapter 5 and this Chapter, the Board shall send written notice granting a license to the applicant.~~
- 4.3. ~~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 ~~180~~ 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, ~~or~~ 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.
- F. ~~If the last day of a time frame falls on a Saturday, Sunday, or a legal holiday, the Board shall consider the next business day the last day of the time frame.~~

R4-10-107. License Renewal Renumbered

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

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

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

- ~~A. A student planning to apply to the Board for licensure may, but is not required to, request that the Board complete a pre-screening review of whether the student is qualified to take the licensing examination. The student may request the pre-screening review before the student graduates from a licensed school but the student shall not be issued an examination date until the student has completed a minimum of:~~
- ~~1. 1450 hours of cosmetology training,~~
 - ~~2. 750 hours of hairstyling training,~~
 - ~~3. 500 hours of aesthetics or nail technology training, or~~
 - ~~4. 350 hours of cosmetology, hairstyling, aesthetics, or nail technology instructor training.~~
- ~~B. After the Board completes the pre-screening review and determines the student has completed the number of hours specified in subsection (A), the Board or national professional organization with which the Board contracts to administer the licensing examination shall issue an examination date to the student. However, the Board shall not allow the student to take the examination until the student applies for licensure and provides a certification of graduation to the Board.~~
- ~~C. If a student who has been issued an examination date fails to apply for licensure and provide a certification of graduation by the examination date or fails to appear at the examination site at the scheduled examination time, the examination fee is forfeited.~~
- ~~D. A request for a pre-screening review is not an application for licensure and does not guarantee the Board will issue a license.~~

- ~~E. The Board or national professional organization with which the Board contracts to administer the licensing examination shall provide written notice to an applicant of the date, time, and location for the examination.~~
- ~~F. An applicant shall provide photographic identification when entering the examination site. The following U.S. issued forms of identification are acceptable: passport, driver license, bank identification card, military identification, or other government issued identification card.~~
- ~~G. The licensing examination consists of both a written and practical section. An applicant shall perform a live demonstration on a model during the practical section of the licensing examination.~~
- ~~H. If an applicant fails to appear for a licensing examination as scheduled, the applicant forfeits the examination fee. If an applicant arrives at an examination site after the scheduled examination begins, the examination administrator shall not allow the applicant to take the examination. An applicant may reschedule a missed examination by paying another examination fee.~~
- ~~I. An applicant may cancel a scheduled examination date once by providing notice of cancellation at least 48 hours before the examination start time. The Board does not require another examination fee to reschedule a canceled examination.~~
- ~~J. Neither the Board nor the examination administrator shall make examination materials available for inspection or copying by any person. A person shall not attempt to obtain or provide examination materials.~~
- ~~K. An applicant shall not bring and the examination administrator shall not allow written material or recording media to either the written or practical section of the licensing examination. The examination administrator may exclude from the written or practical section of the licensing examination any items the examination administrator believes may impede the fair administration or security of the examination. The examination administrator shall dismiss from the examination an applicant who seeks to impede the fair administration of the examination, or copies or asks for information from another applicant and cause the examination fee to be forfeited.~~
- ~~L. If an applicant passes the examination but fails to complete the licensure process within one year after the date of the examination, the Board shall void the examination scores.~~
- ~~M. If application is made for licensure by reciprocity, the Board shall accept a score on a written or practical examination from another jurisdiction if the examination:
 - ~~1. Is the same national examination administered in Arizona,~~
 - ~~2. The score obtained by the applicant is at least the same as the passing score required by the Board at the time the applicant took the examination in the other jurisdiction, and~~~~

3. ~~The applicant provides the Board with documentation from the other jurisdiction verifying the passing score and that the score was received within one year before the application for licensure by reciprocity.~~
- N. ~~The Board or national professional organization with which the Board contracts to administer the licensing examination shall conduct the practical section of the licensing examination in English and an applicant shall submit answers in English. The written section of the licensing examination is conducted in languages specified by the national professional organization and chosen by the applicant.~~

R4-10-110. Reactivating an Inactive License Renumbered

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

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. ~~Prominently post a course schedule that lists the names of instructors and courses; and~~
 2. 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. ~~A salon~~ An establishment licensee shall:
 1. Prominently post the license of the ~~salon~~ 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 ~~salon~~ establishment is posted at the licensee's or registrant's ~~work station~~ 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 ~~photocopy~~ duplicate of the licensee's or registrant's personal license or registration ~~the licensee's Board-issued, wallet-size license card,~~ and
 2. A ~~photocopy~~ duplicate of the Board-issued license to operate ~~a salon an establishment or Board-issued, wallet-size license card to operate a salon.~~
- E. A copy of R4-10-112 shall be prominently posted in each establishment and school.
- F. If applicable, ~~a salon~~ 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 ~~Arizona Board of Cosmetology~~" and include a list of services provided but not regulated.
- G. Display of barber pole.
1. 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.
 2. The Board has trademarked through the Office of the Secretary of State the barber pole as a sign of the barbering business.
 3. 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.

R4-10-112. Infection Control and Safety Standards

- A. ~~An~~ The holder of an establishment licensee 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:
1. Non-leaking, solid-side waste receptacles with liners, which are emptied, cleaned, and disinfected daily;
 2. Ventilated, covered, containers for soiled linens including towels and capes;
 3. Covered, clean containers or cabinets to hold clean linens including towels and capes;
 4. Covered, wet disinfectant container that:
 - a. Is set up with disinfectant solution at all times the establishment or school is open, and
 - b. Is changed as determined by the manufacturer's instructions or when visibly cloudy or contaminated; and

5. An ~~Environmental Protection Agency (EPA)~~ 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:
1. Cleaning with soap or detergent and warm water, rinsing with clean water, and patting dry; and
 2. Totally immersing in the wet disinfectant required under subsection (A)(5) following manufacturer's recommended directions.
- C.** Procedure for storing tools and instruments. A licensee, registrant, or student shall:
1. Place a tool or instrument that has been used on a client or soiled in any manner in a covered receptacle that is labeled "dirty"; and
 2. Place a disinfected instrument in a disinfected, dry, covered container that is labeled "ready to use" and isolate the disinfected instrument from contaminants.
- D.** Procedure for disinfecting electrical equipment, which shall be in good repair, before each use. A licensee, registrant, or student shall disinfect electrical equipment by:
1. Removing all foreign matter from the equipment;
 2. Cleaning and spraying or wiping with an EPA-registered bactericidal, virucidal, or fungicidal disinfectant, compatible with electrical equipment, as required in subsection (A)(5), ensuring the electrical equipment is in contact with the disinfectant for the time specified on the disinfectant label;
 3. Storing the disinfected electrical equipment in a clean place separated from cords for the electrical equipment; and
 4. If the electrical equipment has removable parts, disinfecting the removed parts as described in subsection (B).
- E.** Tools, instruments, and supplies. A licensee, registrant, or student shall:
1. Dispose of all tools, instruments, or supplies that come into direct contact with a client and cannot be disinfected (for example, cotton pads, sponges, porous emery boards, and neck strips) by placing them in a waste receptacle immediately after use;
 2. Not store or carry disinfected tools and instruments in a leather or cloth pouch or pocket;
 3. Dispose of a sharp ~~cosmetology~~ tool or instrument by sealing the tool or instrument in a rigid, puncture-proof container and disposing in a manner that keeps licensees, registrants, students, clients, and sanitation workers safe;
 4. Not place clips or other tools and instruments in the mouth, pocket, or other holder that cannot be cleaned and disinfected;

5. Sharpen pencil cosmetics before each use and clean and disinfect the sharpener after each use; and
 6. A client's personal ~~cosmetology~~ tools and instruments that are brought into and used in the establishment shall comply with these rules.
- F.** If there is exposure to blood or other body fluids during a service, a licensee, registrant, or student shall stop the service and:
1. If the wound is on the licensee's, registrant's or student's hand, the licensee, registrant, or student shall:
 - a. Clean the wound with an antiseptic solution;
 - b. Cover the wound with a sterile bandage; and
 - c. Cover the wounded area with a glove or finger cover;
 2. Discard all blood-stained tissue or cotton or other blood-contaminated material;
 3. Disinfect all equipment, tools, and instruments that came in contact with blood or other body fluids as discussed in subsections (A)(5) and (B); and
 4. Disinfect electrical equipment as discussed in subsection (D).
- G.** An establishment or school licensee shall ensure all circulating and non-circulating tubs or spas are cleaned as follows:
1. After each client or service, complete ~~all of~~ the following:
 - a. Drain the tub; and
 - b. Remove and discard a used tub liner and replace the used tub liner with a new, unused tub liner; or
 - ~~b.c.~~ 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 disinfectant listed in subsection (A)(5), and allow the disinfectant to stand or circulate for the time specified in the manufacturer's instructions;
 - e. ~~Rinse the tub;~~
 - d. ~~Fill the tub with water and disinfectant as in subsection (A)(5); and~~
 - e. ~~Allow the disinfectant to stand for non-circulating tubs or to circulate for circulating tubs for the time specified in manufacturer's instructions.~~
 2. At the end of the day, complete all of the following:
 - a. Drain the tub;
 - b. Remove all filters, screens, drains, jets, and other removable parts;
 - c. Scrub all removed parts with a brush and soap or detergent until free from debris;
 - d. Rinse the removed parts;

- e. Completely immerse the removed parts in the disinfectant listed under subsection (A)(5);
- 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~~ 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. ~~Provide~~ 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 ~~cosmetic~~ product is to be used, the portion is removed from the container in a way that does not contaminate the remaining product; and
 4. Once dispensed, a product is not returned to the original container.
- M.** Prohibited hazardous substances and use of products. An establishment licensee shall ensure:
1. No ~~cosmetic~~ products containing hazardous substances banned by the U.S. Food and Drug Administration (FDA) for use in ~~cosmetic~~ products 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 ~~a salon~~ an establishment:
 - a. A ~~device~~ 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:

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.

R.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).

S.T. An establishment licensee, including the licensee of ~~a salon~~ 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 ~~a salon~~ in a residence, the entrance may be through living quarters;
2. Except for ~~a salon~~ 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 ~~cosmetology~~ procedures during use;
4. Extra material stored in the establishment restroom is locked in a cabinet;
5. The establishment, including a mobile unit, has sufficient hot and cold running water; and
6. The establishment has a natural or mechanical ventilation and 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.

F.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. ~~Only~~ No animals except fish in aquariums and service animals; are allowed in the establishment; and
3. The establishment complies with federal and state requirements.

R4-10-113. Establishment and School Management

A. ~~The manager of an~~ 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. ~~The establishment and all~~ All licensees or registrants in ~~a salon~~ 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 ~~and manager or director~~ responsible for all violations of requirements ~~enumerated~~ in subsection (A) that occur within the establishment or school.

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

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. ~~may inspect the~~ The premises of a location alleged to be operating as ~~a salon~~ 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.
- C. ~~Board action is required to dismiss a complaint.~~ 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.

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.

Table 1. Time Frames (in days) Renumbered

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
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
License Renewal	A.R.S. §§ 32-517, 32-535, 32-544, 32-564	75	45	30

Salon License	A.R.S. §§ 32-541, 32-542	90	30	60
License Reactivation	A.R.S. § 32-518	30	15	15

PART A. BARBERING

R4-10-501. R4-10-A101. Definitions

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

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

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

~~“Certified hour” means instructional hours for which a barber school has issued a student a Certification of Completion or Withdrawal.~~

~~“Change of ownership” means there is a change of 10 percent or more of the owners holding a license to operate a shop or school.~~

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

~~A document that certifies successful course completion from any accredited secondary school in the United States, a U.S. territory, the District of Columbia, or a foreign country;~~

~~A high school equivalency diploma that certifies successful passing of a General Education Development “GED” test; or~~

~~An academic degree from an accredited college or university.~~

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

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

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

On oneself, or

~~On another person to whom the practitioner is related as follows:~~

~~Father,~~

~~Mother,~~

~~Grandfather,~~

~~Grandmother,~~

~~Child,~~

~~Step child,~~

~~Brother,~~

~~Sister,~~

~~Foster parent,~~

~~Legal guardian,~~

~~Step parent, or~~

~~Spouse.~~

~~“EPA” means the United States Environmental Protection Agency.~~

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

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

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

~~“One year’s experience as a licensed barber,” as used in A.R.S. § 32-322(C), means that during 12 consecutive months, an individual: ~~Maintained~~ maintained a valid license ~~prescribed~~ issued under A.R.S. § 32-322, and ~~Engaged~~ engaged in barbering at least 1,500 hours.~~

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

~~“Patron” means an individual who receives barbering services.~~

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

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

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

~~Successfully completing 10 high school credits, or~~

~~Passing a GED test.~~

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

Table 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
<u>License by reciprocity or universal recognition</u>	<u>A.R.S. §§ 32-328; 32-4302</u>	<u>28</u>	<u>21</u>	<u>90</u>	<u>7</u>	<u>30</u>
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

PART B. COSMETOLOGY

Table 1, 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
<u>Registration as Eyelash Technician</u>	<u>A.R.S. § 32-519</u>	<u>45</u>	<u>15</u>	<u>30</u>
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
<u>Approval of an Eyelash Technician Training Program</u>	<u>A.R.S. § 32-519</u>	<u>60</u>	<u>20</u>	<u>40</u>
License or <u>Registration</u> Renewal	A.R.S. §§ 32-517, <u>32-519</u> , 32-535, 32-544, 32-564	75	45	30
Salon <u>Establishment</u> License	A.R.S. §§ 32-541, 32-542	90	30	60
License Reactivation	A.R.S. § 32-518	30	15	15

ARTICLE 2. SCHOOLS PERSONAL LICENSURE OR REGISTRATION

~~R4-10-105.~~ 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 ~~provided by form available on the Board Board's website and signed by the applicant~~ that contains:
 - a. The applicant's name, ~~address~~ full mailing, physical, and e-mail addresses, ~~e-mail address~~, telephone number, ~~gender~~, Social Security number, and birth date;
 - ~~b. A passport quality photo of the applicant;~~
 - ~~e.b.~~ If previously licensed by the Board, the type of license, license number, license expiration date, and ~~the~~ name used on the license;
 - ~~d.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
 - ~~e.d.~~ A statement by the applicant verifying the truthfulness of the information provided by the applicant The applicant's signature and verification the information provided is true and correct;
 2. A passport-style photo of the applicant;
 - ~~2.3.~~ A certification of hours and proof of graduation or licensure in another state of list of states in the United States or a foreign country that shows the number of hours received in a school or the initial and final dates of licensure 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
 - ~~3.4.~~ 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).

~~B.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, as described at A.R.S. § 32-4302, . 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 ~~provided by form available on the Board~~ Board's website and signed by the applicant that contains:
 - a. The applicant's name, ~~address, full mailing, physical, and e-mail addresses, e-mail address,~~ telephone number, ~~gender,~~ Social Security number, and birth date;
 - b. ~~A passport quality photo of the applicant;~~ and
 - ~~e.b.~~ A statement by the applicant verifying the truthfulness of The applicant's signature and verification the information provided by the applicant is true and correct;
2. A passport-style photo of the applicant;
- ~~2.3.~~ 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
- ~~3.4.~~ Proof of Arizona residency; and
4. ~~Documentation specified under A.R.S. § 41-1080 indicating the applicant's presence in the United States is authorized under federal law.~~

~~R4-10-104. 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 ~~instructor~~ 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~~ passport-style photo of the applicant; and
- ~~2.3.~~ An application provided by form available on the Board Board's website that contains:
 - a. ~~A passport quality photo of the applicant;~~
 - ~~b.a.~~ The applicant's name, address full mailing and physical addresses, e-mail address, telephone number, Social Security number, gender, and birth date;
 - ~~e.b.~~ The name and address of each licensed school attended by the applicant;
 - ~~d.c.~~ The name of course completed, the name of the school where completed, and the starting date and date of graduation;
 - ~~e.d.~~ If previously licensed by the Board, type of license, license number, license expiration date, and the name used on the license;

~~f.e.~~ A statement of whether the applicant has ever had an aesthetics, cosmetology, hairstyling, nail technology, or ~~instructor~~ barber license suspended or revoked in any state of the United States or foreign country; and

~~g.~~ A statement by the applicant verifying the truthfulness of the information provided by the applicant; and

~~h.f.~~ The applicant's signature verifying the information provided is true and correct; and

~~3.4.~~ 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, ~~or~~ 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 ~~10th grade equivalency~~ 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 ~~written statement~~ copy of the certificate of graduation signed by the administrator of the school that documents proof of graduation and completion of all required hours required under R4-10-305(E);

b. If the applicant attended more than one ~~licensed~~ school in Arizona, a copy of a ~~transfer application or certification~~ certificate of hours from each school attended that includes the starting and ending dates, and a written statement signed by the administrator of each school that documents proof of the total number of hours completed at the school, and, if applicable, proof of graduation, as required under R4-10-305(E);

c. If the applicant completed an apprenticeship program as 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)~~, ensure the Department of Economic Security provides notice to the Board that the applicant completed the described program 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

~~d.e.~~ Comply with R4-10-102 regarding examination fees.

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

~~1.~~ Comply with A.R.S. § 32-531 by submitting the following:

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

~~R4-10-107. R4-10-203.~~Personal License or Registration Renewal

- ~~A.~~ An aesthetician, cosmetologist, hairstylist, nail technician, barber, or instructor licensee or an eyelash technician registrant shall ~~postmark or~~ electronically submit an application for renewal to the Board on or before the licensee's or registrant's birthday every two years.
- 1. ~~If a licensee's birthday falls on a Saturday, Sunday, or legal holiday, the licensee may file the renewal application on the next business day following the licensee's birthday.~~
 - 2. A renewal application consists of:
 - ~~a.~~1. A form provided by the Board that contains the licensee's or registrant's name, address, e-mail address, Social Security number, and signature;
 - b. ~~A copy of a government issued identification containing a photograph of the licensee;~~

~~e.2.~~ If the documentation ~~previously submitted under R4-10-104(A)(3) or R4-10-105(3)~~ 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;

~~d.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, ~~or~~ divorce decree, or driver license showing the name change; and

~~e.4.~~ The fee required in R4-10-102.

~~B.~~ An establishment licensee shall annually postmark or electronically submit to the Board an application for renewal on or before the license renewal date.

~~1.~~ If the license renewal date falls on a Saturday, Sunday, or legal holiday, the licensee may file the application on the next business day following the license renewal date.

~~2.~~ A renewal application consists of:

~~a.~~ A form provided by the Board that contains:

~~i.~~ The establishment's name;

~~ii.~~ The licensee's license number; and

~~iii.~~ If the licensee is an individual or partnership, the signature and tax identification number of the licensee or if the licensee is a corporation or limited liability company, the signature of the authorized signer and the tax identification number of the corporation or limited liability company; and

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

~~R4-10-110.~~ 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 ~~less~~ 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 ~~less~~ fewer than ~~40~~ five years, may be reactivated by the inactive or expired licensee or registrant paying the delinquent renewal fee, as described in R4-10-102(A)(3), and paying for and completing the infection protection class and law review class, offered by the Board.

- C. If a cosmetology, hairstyling, nail technology, aesthetics, barbering, or instructor license or eyelash technician registration has been inactive or expired for more than ~~10~~ five years, the inactive or expired licensee or registrant shall pay ~~10~~ five years of delinquent renewal fees and comply with all application requirements in ~~R4-10-104~~ 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.

R4-10-205. Aesthetic School Requirements Renumbered

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

R4-10-206. Cosmetology School Requirements Renumbered

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

R4-10-206.1. Hairstyling School Requirements Renumbered

- ~~A. The licensee of a school that provides hairstyling 1000-hour training for students, 350-hour training for instructors, or both, shall ensure the minimum facilities, equipment, supplies, and materials listed under R4-10-206(A)(1) through (6) are provided in addition to those specified under R4-10-203 and R4-10-204.~~
- ~~B. A school licensee shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled hairstyling student:~~
- ~~1. Access to an electronic or standard textbook for professional hairstylists;~~
 - ~~2. Access to an electronic or hard copy of the Arizona Board of Cosmetology statutes and rules;~~
 - ~~3. One disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112; and~~
 - ~~4. A container for contaminated tools and instruments as specified under R4-10-112.~~

R4-10-207. Nail Technology School Requirements Renumbered

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

~~B. A school licensee shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled nail technology student:~~

- ~~1. One simulated hand;~~
- ~~2. Disinfected tools and instruments including pusher, nipper, file or porous emery boards, tweezer, nail brush, and finger bowl;~~
- ~~3. One covered container to store disinfected tools and instruments as specified under R4-10-112;~~
- ~~4. A container for soiled tools and instruments as specified under R4-10-112;~~
- ~~5. Access to an electronic or standard textbook for professional nail technology and access to an electronic or hard copy of the Arizona Board of Cosmetology statutes and rules;~~
- ~~6. Artificial nail enhancement kit with remover, wrap kit, two dappen dishes, polish kit, nail forms, finishing tools and instruments, and one brush product applicator; and~~
- ~~7. One electric nail file.~~

R4-10-208. Combined School Requirements Renumbered

~~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—1600 hours,~~
- ~~4. Cosmetology instructor course—350 hours,~~
- ~~5. Hairstyling course—1000 hours,~~
- ~~6. Hairstyling instructor course—350 hours,~~
- ~~7. Nail technology course—600 hours, and~~
- ~~8. Nail technology 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. R4-10-203,~~
- ~~2. R4-10-204,~~
- ~~3. R4-10-205 except subsection (A)(1) is one work station for each two aesthetics students in attendance,~~
- ~~4. R4-10-206,~~
- ~~5. R4-10-206.1, and~~

6. ~~R4-10-207 except subsection (A)(1) is one work station 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. ~~R4-10-203,~~
 2. ~~R4-10-204,~~
 3. ~~R4-10-206,~~
 4. ~~R4-10-206.1, and~~
 5. ~~R4-10-207 except subsection (A)(1) is one work station 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. ~~R4-10-203,~~
 2. ~~R4-10-204,~~
 3. ~~R4-10-205 except subsection (A)(1) is one work station for each two aesthetics students in attendance,~~
 4. ~~R4-10-206, and~~
 5. ~~R4-10-206.1.~~
- ~~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. ~~R4-10-203,~~
 2. ~~R4-10-204,~~
 3. ~~R4-10-205, and~~
 4. ~~R4-10-207.~~

R4-10-209. ~~Demonstrators; Exclusions Renumbered~~

- ~~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 presents the demonstration only when a licensed instructor is present and observing the demonstration.~~

~~C. A school licensee shall ensure an unlicensed individual who conducts a demonstration on a model, confines the demonstration to an explanation of the products, procedures, and appliances being promoted.~~

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

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

PART A. BARBERING

~~R4-10-601. R4-10-A201. Examinations~~

- ~~A. Required examinations.~~
- ~~1. Except for an applicant for licensure by reciprocity or universal recognition, an applicant for:
 - ~~a. A a barber or instructor license shall pass an examination covering the topics listed in A.R.S. § ~~32-324(C)~~ 32-324(A); and~~
 - ~~b. An instructor license shall pass the examination described in A.R.S. § 32-324(D);~~~~
 - ~~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.~~~~
- ~~B. In addition to requirements prescribed under A.R.S. § 32-324, the Board shall make the following provisions for any examination administered by the Board:~~

1. ~~The Board shall send an applicant written notification of an assigned examination time and location at least seven days before a scheduled examination.~~
2. ~~Examination language provision. The Board shall:~~
 - a. ~~Administer an examination under this Section in English; and~~
 - b. ~~Allow an applicant for a barber license to provide a reader or personal foreign language interpreter who shall not be:~~
 - i. ~~A currently or previously licensed barber or cosmetologist,~~
 - ii. ~~A barber or cosmetology instructor, or~~
 - iii. ~~A barber or cosmetology student in any state or foreign country.~~
3. ~~Examination integrity provision. The Board shall not:~~
 - a. ~~Disclose examination questions; or~~
 - b. ~~Return a completed examination or other examination records kept by the Board to a school or applicant.~~
4. ~~The Board shall dismiss an applicant from an examination under penalty of examination fee forfeiture if the applicant:~~
 - a. ~~Cheats, or~~
 - b. ~~Solicits any information from another person except the examiner.~~
5. ~~The Board shall require re-examination if an applicant fails to apply for a license within one year after passing an examination.~~
6. ~~For purposes of an examination's practical portion, an applicant for a barber license shall supply:~~
 - a. ~~All necessary barbering implements and supplies; and~~
 - b. ~~A live model who shall not be:~~
 - i. ~~A currently or previously licensed barber or cosmetologist,~~
 - ii. ~~A barber or cosmetology instructor, or~~
 - iii. ~~A barber or cosmetology student in any state or foreign country.~~
7. ~~If an applicant fails a portion of an examination, the Board shall allow the applicant to meet with Board staff and participate in a general discussion of the failed portion of the examination if the applicant submits a written request to the Board within 30 days after the examination.~~

R4-10-603;R4-10-A202. Application for a Barber Instructor License Application by Examination

- A. An applicant for licensure by examination as an instructor shall attach the following to the application form required under subsections subsection (B) and (C):
 1. Proof ~~that~~ the applicant is at least 19 years old;

2. Proof ~~that~~ the applicant has a high school diploma or its equivalent;
3. Proof ~~that~~ the applicant has practiced barbering for at least ~~two years~~ 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:~~
 - a. ~~Of the applicant only;~~
 - b. ~~U.S. passport sized; and~~
 - e. ~~Signed by the applicant across the front without blocking the face;~~
6. ~~If currently licensed as a barber instructor in another state with which Arizona does not have a reciprocity agreement, a copy of the license; and~~
7. ~~The applicable fee specified in R4-10-502(A)(2)~~ 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. License by examination. ~~In addition to the requirements under subsection (A), an~~ An applicant for licensure as an instructor by examination shall submit an application form, which is available ~~from the Board~~ 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 e-mail 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).
 - a. ~~Name and address of barbering school attended for instructor training;~~
 - b. ~~Total hours of instructor training; and~~
 - e. ~~Dates during which instructor training was obtained;~~
9. A statement regarding whether the applicant:
 - a. Has ever been licensed as a barber instructor in Arizona and if so, when;
 - b. Has ever been a licensed barber instructor in any other country or state and if so, the country or state and dates of licensure as a barber instructor; and

- c. Has had a former instructor license suspended or revoked in the five years before the date of application and if so, a complete explanation of the circumstances;
 - 10. Any other information required by the Board; and
 - 11. The applicant's ~~notarized signature verifying that~~ and verification that the information provided is true and correct and complete.
- ~~C. License by reciprocity. In addition to the requirements under subsections (A) and (B)(1) through (6) and (9) through (11), an applicant for an instructor license by reciprocity shall submit the following:~~
- ~~1. A copy of the current license to instruct barber students issued by a state that has a reciprocity agreement with Arizona; and~~
 - ~~2. Documentation of at least one year's experience as a licensed instructor of barber students. The documentation shall contain the notarized signature of the owner of the barber school at which instruction was provided.~~

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, e-mail 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;
 - 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.

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, e-mail address, telephone number, Social Security number, and birth date;
 - b. One of the following:
 - i. If the applicant was licensed by the Board as a cosmetologist or aesthetician before the effective date of this Section, 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. 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
 - d. 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.

ARTICLE 2. ARTICLE 3. SCHOOLS; EYELASH TECHNOLOGY TRAINING PROGRAM

R4-10-210. R4-10-301. Changes Affecting a License to Operate a School

- A.** A license to operate a school is not transferrable.
- A-B.** A To continue to operate a school, a school licensee shall apply for a new license to operate a school and pay the fee specified under R4-10-102 when any of the following occurs:
1. The school physical address of the school changes;
 2. The name of the school changes; or
 3. If the school licensee is a corporation, the controlling ownership is transferred or the corporation is reorganized; or There is a change of ownership of the school.
 4. If the school licensee is a corporation, limited liability company, or partnership, a corporate officer, partner, or statutory agent changes.
- 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.

~~B.D.~~ A ~~The~~ school licensee ~~and the instructor in charge~~ shall ensure a Board-issued license to operate a the school, indicating the correct name, physical location, and ownership of the license school, is posted in the school before the school is opened for business.

~~R4-10-201.~~ **R4-10-302. Application for a License to Operate a Barber, Cosmetology, Aesthetician, Hairstyling, or Nail Technology School; Renewal**

A. An applicant for a license to operate a barber, cosmetology, aesthetician, hairstyling, or nail technology school shall submit ~~the documents required in A.R.S. § 32-551 and:~~

1. An application, on a form ~~provided by the Board~~ available on the Board's website, which is signed by the applicant and provides the following information:
 - a. The applicant's name, ~~address~~ full mailing, physical, and e-mail addresses, e-mail address, federal tax identification number, and telephone number;
 - b. If the applicant is a partnership, each partner's name, address, and an identification of whether each is a limited or general partner;
 - c. If the applicant is a corporation, the state of incorporation and name, title, and address of at least two officers of the corporation and the statutory agent;
 - d. If the applicant is a limited liability company, name and address of each member, manager, and statutory agent;
 - e. If the applicant is an Arizona school district or community college:
 - i. Office address of the school district or community college, and
 - ii. Number of the school district and name of the superintendent, or
 - iii. Name of the community college dean;
 - f. ~~The name under which the school will be operated as registered with the Arizona Secretary of State;~~ 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 an existing school~~ 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;
 - ~~i-j.~~ If a new school, the scheduled date for opening the school; and
 - ~~j-k.~~ A statement by the applicant verifying the truthfulness of the information provided by the applicant is true and correct;
2. ~~The following evidence of business organization, as applicable:~~

- a. ~~Copy of the partnership agreement for a partnership;~~
 - b. ~~Copy of the articles of incorporation and a A Certificate of Good Standing from the Arizona Corporation Commission for a corporation, if applicable. ~~or~~~~
 - e. ~~Copy of the articles of organization for a limited liability company.~~
3. A signed statement that the ~~establishment~~ school has the equipment required by statute and rule ~~for a school;~~
 4. An unexecuted student-school contract form, as required under ~~A.R.S. § 32-558~~ 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, e-mail 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;
 - ~~10. Demonstrate evidence of compliance with A.R.S. §§ 32-551 through 32-575 and these rules through a school inspection conducted by the Board; and~~
 - ~~11.~~10. The fee required in R4-10-102.
- B. ~~In addition to the requirements in R4-10-107, when renewing a license, a licensee shall submit:~~**
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.
- ~~1.~~ A statement that indicates:
 - a. ~~Any modifications, additions, or deletions to the previously submitted catalog;~~
 - b. ~~Any changes that have occurred regarding the school's accrediting or approving organization;~~
and
 - e. ~~The school continues to maintain all equipment required by statute and rule;~~
 - ~~2.~~ A subject description for each new course, if applicable;
 - ~~3.~~ The name, address, and e-mail address of a new statutory agent if the statutory agent will change beginning with the new license year;

4. ~~The name and license number of the instructor in charge of the school; and~~
 5. ~~The name, address, e-mail address, and telephone number of the bonding company, the bond number, expiration date of the bond, and a copy of the bond.~~
- ~~C. The school licensee shall submit to the Board the terms and conditions of any management contract entered into for the school after the contract is executed;~~
- ~~D. Within five days after a change occurs during the license year, the school licensee shall submit to the Board a subject description of any new course; the name of any new statutory agent; a description of a change to the catalog or school policies, procedures, or hours of operation, a copy of the student-school contract, or a copy of the bond.~~

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 e-mail 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, e-mail 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.

~~R4-10-802.~~ R4-10-304. Notification of Changes

A. ~~The holder of a license to operate a~~ A school licensee shall send written notice and updated information to the Board within ~~45~~ 10 days if the ~~license holder~~ school licensee:

1. Amends the school catalog or school policies,
2. Stops offering a course or offers a new course,
3. ~~Offers a new course~~ Appoints a new statutory agent,
4. Changes the number of instructional hours devoted to a course listed under R4-10-801(D),
5. Changes the hours during which instruction is provided,
6. ~~Changes the school name,~~
7. Changes the school supervisor,
7. Enters a new contract regarding management of the school, or
8. Establishes an offsite training facility in a shop under the provisions of R4-10-811 an establishment.

B. A change listed under R4-10-301 requires the school licensee to apply for a new license.

~~R4-10-202.~~ R4-10-304. 1 School Closure

A. ~~For purposes of A.R.S. § 32-563, the~~ The Board may 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~~ 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 ~~immediately when requested~~ 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.

~~3.4. As required under A.R.S. § 32-563, the~~ The licensee of a closed school shall electronically deliver or otherwise send the following student records to the Board within 10 ~~calendar~~ business days after the school closes:

- a. ~~As specified in R4-10-204, copies~~ Copies of hour sheets documenting all student hours and the current time cards or time records received by the student after the last monthly report before the school closed;
- b. ~~As specified in R4-10-204, a~~ 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 ~~subsection (A)(1) as it applies~~ 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, ~~manager, director, or instructor of the~~ licensee of the school at the time of closure.

R4-10-204. 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 ~~or withdraws~~, 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 as received in 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 ~~10th grade equivalency~~ being at least 16 years old and two years of high school or its equivalent for a student enrolled in an aesthetics, cosmetology, hairstyling, ~~or~~ nail technology, or barbering course or proof of high school ~~equivalency~~ 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 ~~one year 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 the following information:~~
 - i. ~~When the training kit will be distributed to the student;~~
 - ii. ~~The retail value of the training kit; and~~
 - iii. ~~A statement that substitutions made after the statement is signed, will be of comparable value; and~~
 - f. A record of ~~completed~~ transfer and crossover hours, if applicable, ~~including proof of~~ cosmetology, hairstyling, nail technology, aesthetics, or instructor hours earned in another state or country and accepted by the school licensee; and
4. Complete and accurate academic transcripts and attendance and hour records or time cards.
- D.** A school licensee shall ~~electronically deliver to the Board~~ keep a complete and accurate monthly report, containing the following information, ~~no later than the 10th day of each month:~~
- 1. Only for each student enrolled since the prior monthly report:
 - a. Name;
 - b. Enrollment date;
 - c. ~~Address~~ Mailing, physical, and e-mail addresses ~~and e-mail address;~~
 - d. Telephone number;
 - e. ~~Type of educational documentation that meets the requirements of R4-10-104;~~
 - ~~f.c.~~ Proof of Transfer hours ~~received from another school for which the Board issued a license to operate or a school in another state or country and certified by the school licensee~~ accepted, if applicable;
 - ~~g.f.~~ Acceptance of crossover Crossover hours accepted, if applicable; and

~~h.g.~~ Birth date.

2. The ~~enrollment category of~~ discipline in which each student is enrolled;
3. The name, and license number, ~~and work schedule~~ of the instructor in charge of the school and name of the custodian of records;
4. The name, and license number, ~~and work schedule~~ of each instructor employed by the school licensee;
5. The signature of the instructor who prepares and certifies the report is correct;
6. The name, scheduled attendance, and Board-issued license number for each student instructor;
7. For each demonstration given, the name of the demonstrator, name of the observing instructor, name of the process or product demonstrated, number of students in attendance, and name of the course in which the demonstration was given;
8. Hours received by each student for the prior month, the current month, and total cumulative hours. The school licensee shall not amend total hours without satisfactory proof of error;
9. ~~Signature of each student verifying approval of the certified hours~~;
- 10.9. The school licensee's certification of the students who meet graduation requirements, including the day, month, and year of graduation; and
- 11.10. 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.

E.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.

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

R4-10-203. R4-10-306. General Barber, Cosmetology, Aesthetics, Hairstyling, or Nail Technology School Requirements

A. The licensee of ~~an~~ 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. ~~One~~ An area of instruction for ~~every 20~~ students;
2. ~~A licensed instructor as manager or director;~~
3. ~~A desk or table and chair, or other instructional~~ Sufficient instructional fixtures and facilities for ~~each student during theory instruction~~ instructor and student use;
4. ~~3.~~ A board on which to write or post materials during instruction;
5. ~~4.~~ A secured area for personal items of students and instructors;
6. ~~5.~~ A sink area for ~~each~~ every 50 students in attendance for ~~the preparation~~ preparing, mixing, and dispensing of supplies and chemicals, and for ~~the disinfection of~~ disinfecting small tools or instruments;
7. ~~6.~~ At least one restroom that meets the requirements of R4-10-112; and
8. ~~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 ~~salon~~ 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. ~~Three current periodicals on the art and science of cosmetology;~~
5. 4. Current aesthetics, barbering, cosmetology, hairstyling, or nail technology instruction manuals or textbooks, as applicable to the disciplines taught at the school; and
6. 5. Current Arizona Board of Cosmetology statutes and rules; and
7. ~~A cosmetology dictionary.~~

D. The school licensee may allow a student to satisfy theory curriculum requirements by participating in virtual learning.

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

~~E.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.

~~F.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.

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

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

~~I.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.

~~J.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.

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

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

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

~~N.P.~~ A school licensee shall ensure compliance with the following:

1. A student does not attend school more than ~~56~~ eight hours ~~in any one week,~~ per day;
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 ~~basic training~~ specified hours applicable to the student: in R4-10-303, R4-10-304, R4-10-304.1, or R4-10-305.
 - 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);
- ~~4.5.~~ A student is not prevented or discouraged from making a complaint to the Board;
- ~~5.6.~~ A student is not dismissed from a scheduled theory instruction or written or practical examination to perform clinical services for the public;
- ~~6.7.~~ While in school, each student wears a tag indicating the student's name and the course in which the student is enrolled; and
7. ~~If the school has a distant classroom, the equipment in the distant classroom is the same as that required under this Section; and:~~
 - a. ~~Private postsecondary and public educational facilities do not extend beyond Arizona boundaries~~;
 - b. ~~A photocopy of the Board issued license to operate a school or Board issued, wallet size license card to operate a school shall be posted in each distant facility~~;
 - e. ~~Duplicate instructor licenses are not required in a distant classroom; and~~
 - d. ~~No clinic or public services are allowed in a distant classroom.~~

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.

R4-10-302. R4-10-307. Instructor 350-hour Curriculum Required Hours Requirements

- A.** A school licensee shall ensure each student in ~~an a barber,~~ aesthetics, cosmetology, hairstyling, or nail technology instructor course completes 350 curriculum hours that include the following:
1. Orientation and review of ~~the Arizona Board of Cosmetology~~ statutes and rules;
 2. Theory, preparation, and practice curriculum development. This includes:
 - a. Developing and using educational aids;
 - b. Practical and written presentation principles;
 - c. Classroom management evaluation, assessment, and remediation methods;
 - d. Diversity in learning including cultural differences;
 - e. Methods of teaching;
 - f. Professional development including ethics; and
 - g. Alternative learning;
 3. Classroom and clinic oversight.
- B.** A school licensee may allow a student in an instructor course to satisfy, in part, curriculum hours required under subsection (A)(2) by completing a course at an accredited college or university or an educational institution described under ~~R4-10-101(15)(e)~~ 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, or aesthetics;
 2. No more than six credit hours for nail technology; and
 3. Each credit hour equals no more than 30 of the ~~eleven~~ 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.
- E.** 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.

~~R4-10-208.~~ R4-10-308. Combined School Requirements

- 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 – ~~4600~~ 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, ~~and~~
 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. ~~R4-10-203~~ R4-10-305,
 2. ~~R4-10-204~~ R4-10-306,
 3. ~~R4-10-205~~ R4-10-B301 except subsection (A)(1) is one ~~work-station~~ workstation for each two aesthetics students in attendance,
 4. ~~R4-10-206~~ R4-10-B302,
 5. ~~R4-10-206.1~~ R4-10-B303, and
 6. ~~R4-10-207~~ R4-10-B304 except subsection (A)(1) is one ~~work-station~~ 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. ~~R4-10-203~~ R4-10-305,
 2. ~~R4-10-204~~ R4-10-306,
 3. ~~R4-10-206~~ R4-10-B302,
 4. ~~R4-10-206.1~~ R4-10-B303, and
 5. ~~R4-10-207~~ R4-10-B304 except subsection (A)(1) is one ~~work-station~~ 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. ~~R4-10-203~~ R4-10-305,
 2. ~~R4-10-204~~ R4-10-306,
 3. ~~R4-10-205~~ R4-10-B301 except subsection (A)(1) is one ~~work station~~ workstation for each two aesthetics students in attendance,
 4. ~~R4-10-206~~ R4-10-B302, and
 5. ~~R4-10-206.1~~ 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. ~~R4-10-203~~ R4-10-305,
 2. ~~R4-10-204~~ R4-10-306,
 3. ~~R4-10-205~~ R4-10-B301, and
 4. ~~R4-10-207~~ 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,
 2. R4-10-306,

~~R4-10-306.~~ R4-10-309. Curricula Hours

- A.** A school licensee shall ensure hours of training received in ~~an 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 ~~an a barber~~, aesthetician, cosmetologist, hairstylist, or nail technician license. Hours received in an instructor course may apply toward hours required to reactivate ~~an a barber~~, aesthetics, cosmetology, hairstyling, or nail technology license if the instructor hours are received after inactive status occurs.
- C.** ~~When evaluating an application for licensure, the Board shall accept crossover hours. The Board shall accept an hour of training as a crossover hour only once.~~
- ~~D.~~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.
- ~~E.~~D.** A school licensee shall ensure that infection control, disinfection procedures, and safety issues are taught with every subject and every procedure.

~~F.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 ~~a salon~~ 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 ~~R4-10-204(C)~~ R4-10-305(C) is maintained.

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

~~H.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 ~~R4-10-204(C)~~ R4-10-305(C) is maintained.

~~I.H.~~ If a school is physically closed while alternative learning hours or a field trip is provided, the school licensee shall ensure:

- ~~1. A~~ a notice visible to the public and students is posted; ~~and~~
- ~~2. A notice is sent to the Board indicating the time and location of the alternative learning hours or field trip.~~

~~J.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 ~~R4-10-302~~ R4-10-307.

~~R4-10-209. 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 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.

- ~~C. A school licensee shall ensure an unlicensed individual who conducts a demonstration on a model, confines the demonstration to an explanation of the products, procedures, and appliances being promoted.~~

PART A. BARBERING

~~R4-10-805, R4-10-A301.~~ Barbering School Operations

- ~~A. The holder of a license to operate a A barbering school licensee shall file the school's operating schedule with the Board before at the first scheduled class begins time of the initial inspection.~~
- ~~B. The holder of a license to operate a barbering school licensee shall ensure that all equipment provided under this Chapter is of sufficient establishment quality to meet the educational needs of students and maintained in good repair.~~
- C. Unless a student who is studying barbering possesses the equipment listed under this subsection at the time of enrollment, the holder of a license to operate a 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. Trainee notices. At the time the holder of a license to operate a school enrolls a student, the license holder shall give Exhibit 1 or 2 to the student, as appropriate, and maintain the completed document for the time specified in R4-10-808(H).~~
- ~~E.D. An As provided under R4-10-307(D), a student instructor trainee shall not teach students until the student instructor trainee has received 40 80 instructional hours of training in methods of teaching. An instructor trainee shall complete all training in no more than six months.~~

- ~~F. An individual who is not an Arizona licensed instructor shall not teach in a school but may demonstrate any process, product, or appliance to students when the individual is under the supervision of an Arizona licensed instructor.~~
- ~~G. Within five days after enrolling a student, the holder of a license to operate a school shall send the following to the Board:~~
- ~~1. A copy of the student's written application to attend the school containing the following:

 - ~~a. The student's name and address,~~
 - ~~b. The student's enrollment date,~~
 - ~~c. An indication regarding whether the student is enrolled in a barber or instructor course, and~~
 - ~~d. The student's signature, and~~~~
 - ~~2. Two photographs of the student that meet the standards specified in R4-10-602(A)(4).~~
- ~~H. Within 90 days after enrolling a student, the holder of a license to operate a school shall send the following to the Board:~~
- ~~1. Proof that the student is at least 16 years old if enrolled in a barber course or at least 19 years old if enrolled in an instructor course;~~
 - ~~2. Proof that the student has at least a tenth grade education if enrolled in a barber course or graduated from high school or its equivalent if enrolled in an instructor course; and~~
 - ~~3. Documentation specified under A.R.S. § 41-1080(A) that the student's presence in the U.S. is authorized under federal law.~~
- ~~I.E. The Board shall use the information provided under subsection (G) to prepare and issue an educational card to a student. The holder of a license to operate a barbering school licensee shall ensure that 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.~~
- ~~1. Displays the card at the student workstation, and~~
 - ~~2. Returns the card to the Board upon completion of, or withdrawal from, the course.~~

R4-10-807. R4-10-A302. Barbering School 1200-hour Curriculum Requirements

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

R4-10-811. R4-10-A303. Offsite Training Facility

- A. ~~The holder of a license to operate a~~ A barbering school licensee may operate an offsite training facility in ~~a shop~~ an establishment that complies with the provisions of ~~A.R.S. § 32-325(C) Article 4, Part A of this Chapter, and R4-10-804(A)(11), R4-10-805(B), (E), and (F), and R4-10-806(B), (C), (D), (G), and (H)~~ 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 subsection (A), a license holder operating an offsite training facility shall comply with the following:~~
1. ~~R4-10-804 (A)(1), (3), (6), (7), (8), and (9) if only practical instruction is provided at the facility;~~
or
 2. ~~Requirements of subsection (B)(1) and R4-10-804 (A)(2) and (A)(5) if classroom instruction is provided at the facility.~~
- ~~C.B.~~ In addition to the requirements of subsections subsection (A) and (B), a license holder barbering school licensee operating an offsite training facility shall:
1. Clearly indicate to the public the specific portion of the ~~shop~~ 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 ~~patron client, and~~
 4. Restrict student barbering to the portion of the ~~shop~~ 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.

PART B. COSMETOLOGY

R4-10-205. 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 ~~R4-10-203 R4-10-305 and R4-10-204 R4-10-306:~~
1. A ~~work station~~ workstation for each student in attendance to perform aesthetics services ~~to~~ 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.~~** ~~A school licensee shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled aesthetics student:~~
- ~~1. Access to an electronic or standard textbook for professional aestheticians;~~
 - ~~2. Access to an electronic or hard copy of the Arizona Board of Cosmetology statutes and rules;~~
 - ~~3. One disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112; and~~
 - ~~4. One container for contaminated tools and instruments as specified under R4-10-112.~~
- 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;
 - 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.

R4-10-206, R4-10-B302. Cosmetology School and 1500-hour Curriculum Requirements

A. School requirements. The licensee of a school that provides cosmetology ~~1600-hour~~ 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 ~~R4-10-203~~ R4-10-305 and ~~R4-10-204~~ R4-10-306:

1. A ~~work station~~ workstation for each student in attendance to perform cosmetology services ~~to~~ for the public for a fee, each having:
 - a. A mirror for client services;
 - b. A table top or counter;
 - c. ~~A client~~ 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 ~~work station~~ 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. A school licensee shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled cosmetology student:~~

- ~~1. Access to an electronic or standard textbook for professional cosmetologists;~~
- ~~2. Access to an electronic or hard copy of the Arizona Board of Cosmetology statutes and rules;~~
- ~~3. One disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112; and~~
- ~~4. A container for contaminated tools and instruments as specified under R4-10-112.~~

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.

R4-10-206.1. 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 ~~R4-10-206(A)(1)~~ R4-10-B302(A)(1) through ~~(6)~~ (A)(5) are provided in addition to those specified under ~~R4-10-203~~ R4-10-305 and ~~R4-10-204~~ R4-10-306.
- ~~B. A school licensee shall ensure a nonreturnable student training kit, containing at least the following, is provided to each enrolled hairstyling student:~~
- ~~1. Access to an electronic or standard textbook for professional hairstylists;~~
 - ~~2. Access to an electronic or hard copy of the Arizona Board of Cosmetology statutes and rules;~~
 - ~~3. One disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112; and~~
 - ~~4. A container for contaminated tools and instruments as specified under R4-10-112.~~
- 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;
 - 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.

R4-10-207, 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 ~~R4-10-203~~ R4-10-305 and ~~R4-10-204~~ R4-10-306:

1. A ~~work station~~ workstation to perform nail technology services for the public for a fee for each student in attendance containing:
 - a. A nail technology table;
 - b. ~~A client chair~~ Industry standard chairs appropriate for the skills being taught;
 - ~~e. A nail technology chair or stool;~~
 - ~~d.c.~~ A disinfected, covered container to store disinfected tools and instruments as specified under R4-10-112;
 - ~~e.d.~~ A container with wet disinfectant as specified under R4-10-112;
 - ~~f.e.~~ A container for soiled tools and instruments as specified under R4-10-112;
 - ~~g.f.~~ A waste receptacle as specified under R4-10-112; and
 - ~~h.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. A In addition to the nonreturnable student training kit required under R4-10-306(Q), a school licensee shall ensure a the following nonreturnable student training kit, containing at least the following, is 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, tweezer, nail brush, and finger bowl;
3. ~~One covered container to store disinfected tools and instruments as specified under R4-10-112;~~
4. ~~A container for soiled tools and instruments as specified under R4-10-112;~~
5. ~~Access to an electronic or standard textbook for professional nail technology and access to an electronic or hard copy of the Arizona Board of Cosmetology statutes and rules;~~
- 6.3. 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

7.4. 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.

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.

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:
 1. An application form available on the Board's website that contains:
 - a. The applicant's name, full mailing and physical addresses, e-mail 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.

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.

ARTICLE 4. SALONS ESTABLISHMENTS

~~R4-10-402.~~ R4-10-401. Changes Affecting a License to Operate a Salon an Establishment

- A.** A license to operate an establishment is not transferrable.
- B.** A licensee ~~Except as provided in subsection (E), an establishment licensee~~ shall apply for a new license ~~to operate a salon~~ and pay the fee ~~for an initial salon license~~ specified ~~in~~ under R4-10-102 when ~~any of the following occur:~~

 - 1. The ~~salon~~ physical address of the establishment changes;
 - 2. The name of the ~~salon~~ establishment changes;
 - 3. If the ~~salon~~ licensee is a corporation, the controlling ownership is transferred or the corporation is reorganized; or Ten percent or more of the ownership of the establishment changes; or
 - 4. If the ~~salon~~ establishment licensee is a corporation, limited liability company, or partnership, a corporate officer, partner, or statutory agent changes.

- ~~B.C.~~** A licensee shall apply for an updated license and pay the fee specified at R4-10-102(C)(8) when the suite number of the salon changes. The establishment licensee shall submit the application and fee required under subsection (B) within 10 days after a change specified under subsection (B) occurs.

~~C.D.~~ ~~A salon~~ The establishment licensee ~~and the manager~~ shall ensure a Board-issued license to operate ~~a salon~~ the establishment, indicating the correct name, physical location, and ownership of the license establishment, is posted in the ~~salon~~ establishment before the ~~salon~~ 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.

R4-10-401, R4-10-402. Application for a License to Operate a ~~Salon~~ Barber, Cosmetology, Aesthetics, Hairstyling, Nail, or Eyelash Establishment

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

1. An application on a form ~~provided by the Board~~ available on the Board's website, ~~which is signed by the applicant~~ and ~~provides~~ provide the following information:
 - a. The applicant's name, ~~address~~ full mailing, physical, and e-mail addresses, ~~e-mail address~~, telephone number, and federal tax identification number, ~~and signature~~;
 - b. If the applicant is a partnership, each partner's name, ~~address~~ full mailing and physical addresses, and an ~~identification~~ 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;
 - ~~e.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;
 - ~~d.e.~~ If the applicant is a limited liability company, name and mailing address of each member, manager, and statutory agent;
 - ~~e.f.~~ The name under which the salon will be operated as registered with the Arizona Secretary of State; 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;
 - ~~f.g.~~ If the location of the ~~salon~~ barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment is changing, both the ~~previous address~~ old and new physical addresses;
 - h. If a change of ownership is occurring, the date the applicant will assume ownership;
 - ~~g.i.~~ A history of the ~~salon~~ 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;
 - ii. The name of each business operating at the ~~salon~~ 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
 - ~~h.i.~~ A statement of the kind of ~~salon~~ establishment to be operated: barber, cosmetology, aesthetics, hairstyling, or nail technology, or eyelash technology; ~~and~~
 - ~~i.~~ A statement by the applicant verifying the truthfulness of the information provided by the applicant.
2. ~~The following evidence of business organization, as applicable:~~
 - a. ~~Copy of the partnership agreement for a partnership;~~
 - b. ~~Copy of the articles of incorporation and a~~ A Certificate of Good Standing from the Arizona Corporation Commission for a corporation, or , if applicable.
 - e. ~~Copy of the articles of organization for a limited liability company.~~
 3. ~~A signed statement~~ 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 all Board statutes and rules and has all of the following in the ~~salon:~~ 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.
 - a. ~~Wet disinfectant;~~
 - b. ~~A dry, closed, disinfected container to store disinfected tools and instruments;~~
 - e. ~~A sink or shampoo bowl with hot and cold running water that is not also used as a dispensary or restroom sink as required under R4-10-403;~~
 - d. ~~A work station;~~
 - e. ~~A restroom that meets the standards specified under R4-10-112(S); and~~
 - f. ~~The notice required under R4-10-111(F); and~~
 4. The fee required in R4-10-102.

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

- A. A ~~salon~~ barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee shall ensure all services performed at the ~~salon~~ establishment for the public are consistent with the type of license issued to the licensee. A ~~salon~~ barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee shall ensure that, except as provided in ~~R4-10-405~~ R4-10-B402, all services are performed for the public by an individual who holds a Board-issued license or registration.
- B. A ~~salon~~ barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee shall ensure the ~~salon~~ establishment has enough equipment, materials, supplies, tools, and instruments to control infection and protect the safety of the public and employees.
- C. A ~~salon~~ barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee shall ensure the ~~salon~~ establishment has:
 - 1. A ~~work station~~ workstation for each licensee or registrant using space within the ~~salon~~ barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment;
 - 2. If licensees using space in the ~~salon~~ 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 ~~salon~~ establishment are performing aesthetics, or nail technology, or eyelash technology services, at least one sink in addition to the restroom.
- D. A ~~salon~~ barber, cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee shall ensure licensed barbers, aestheticians, cosmetologists, hairstylists, and nail technicians, and eyelash technicians have enough equipment, materials, supplies, tools, and instruments to provide services, control infection, and disinfect between clients.

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.

~~R4-10-703.~~ R4-10-405. Shop Establishment Supervision

- A. ~~The holder of a license to operate a shop~~ An establishment licensee shall designate a barber an individual licensed under this Chapter as manager to directly supervise the shop 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. ~~A license holder~~ The establishment licensee or supervising barber manager shall ensure that:
 - 1. Every individual, whether an employee or independent contractor, who practices barbering, cosmetology, aesthetics, hairstyling, nail technology, or eyelash technology in the shop establishment has a current license or registration issued under A.R.S. § 32-322 and R4-10-602 by the Board;
 - 2. Each required license, registration, and the most recent Board inspector's record are printed and displayed according to A.R.S. § 32-351(A) 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 ~~a license holder~~ the establishment licensee and any supervising barber responsible for any violation of an applicable provision of A.R.S. Title 32, Chapter 3 or 5, or this Chapter.
- D. ~~The holder of a license to operate a shop who is an Arizona licensed barber may directly supervise the shop.~~

PART A. BARBERING

~~R4-10-704.~~ R4-10-A401. Shop Barbering Establishment Mobile Units

- A. To operate a mobile unit as a ~~shop barbering establishment~~, the owner of the mobile unit shall ~~make application~~ apply for a license under ~~R4-10-704~~ R4-10-A401.
- B. The Board shall issue a license to operate a mobile unit as a ~~shop barbering establishment~~ only if:
 - 1. The mobile unit is self-contained;

2. The mobile unit meets all requirements for a ~~shop~~ 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.

PART B. COSMETOLOGY

~~R4-10-404, R4-10-B401.~~ **Mobile Services**

- A. If a ~~salon~~ cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee provides mobile services as an extension of the ~~salon~~ establishment, the ~~salon~~ cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee shall advertise the mobile service using the name of the ~~salon~~ establishment on the Board-issued license. The ~~salon~~ cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee and manager shall ensure mobile services comply with ~~the Arizona Board of Cosmetology~~ statutes and rules.
1. A ~~salon~~ cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee providing mobile cosmetology, aesthetics, hairstyling, nail technology, or ~~aesthetics~~, eyelash technology services shall ensure licenses are posted as required under R4-10-111.
 2. A ~~salon~~ cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee providing mobile services shall ensure client appointments are made through the ~~salon~~ 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 ~~salon~~ cosmetology, aesthetics, hairstyling, nail, or eyelash establishment licensee and manager shall ensure the vehicle has the same equipment as specified under ~~R4-10-403~~ 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 ~~salon~~ 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 ~~an~~ a cosmetology, aesthetics, hairstyling, nail, or eyelash establishment address, the ~~salon~~ establishment licensee and manager of the mobile facility shall:
1. Comply with all ~~salon~~ 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 ~~salon~~ 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 ~~the Arizona Board of Cosmetology~~ statutes and rules.

R4-10-405. R4-10-B402. Shampoo Assistants

- A. A ~~salon~~ 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 ~~salon~~ 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.

ARTICLE 5. GENERAL PROVISIONS REPEALED

R4-10-501. Definitions Renumbered

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

~~“Barber pole” means a stationary or revolving sign 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.~~

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

~~“Certified hour” means instructional hours for which a barber school has issued a student a Certification of Completion or Withdrawal.~~

~~“Change of ownership” means there is a change of 10 percent or more of the owners holding a license to operate a shop or school.~~

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

~~A document that certifies successful course completion from any accredited secondary school in the United States, a U.S. territory, the District of Columbia, or a foreign country;~~

~~A high school equivalency diploma that certifies successful passing of a General Education Development “GED” test; or~~

~~An academic degree from an accredited college or university.~~

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

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

~~“Domestic administration” means barbering performed:~~

~~On oneself, or~~

~~On another person to whom the practitioner is related as follows:~~

~~Father,~~

~~Mother,~~

~~Grandfather,~~

~~Grandmother,~~

~~Child,~~

~~Step child,~~

~~Brother,~~

~~Sister,~~

~~Foster parent,~~

~~Legal guardian,~~

~~Step parent, or~~

~~Spouse.~~

~~“EPA” means the United States Environmental Protection Agency.~~

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

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

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

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

~~Maintained a valid license prescribed under A.R.S. § 32-322, and~~

~~Engaged in barbering at least 1,500 hours.~~

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

~~“Patron” means an individual who receives barbering services.~~

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

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

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

~~Successfully completing 10 high school credits, or~~

~~Passing a GED test.~~

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

R4-10-502. Fees and Service Charges Repealed

~~A. Under authority of A.R.S. § 32-328, the Board charges the following fees:~~

~~1. Barber:~~

~~a. Examination \$100.~~

~~b. License by reciprocity \$175.~~

~~c. Initial license \$40.~~

~~d. Renewal valid for two years \$80.~~

~~2. Instructor:~~

~~a. Examination \$100.~~

~~b. Initial license \$50.~~

~~c. Renewal valid for two years \$60.~~

~~3. Shop:~~

~~a. Application and initial inspection \$150.~~

~~b. Change of location \$85.~~

~~c. Change of ownership \$85.~~

- d. ~~Renewal \$50 annually.~~
- 4. ~~Late renewal fee for any license issued under subsections (A)(1) through (3):~~
 - a. ~~First time in a five year period \$25 plus the renewal fee.~~
 - b. ~~Second time in a five year period \$50 plus the renewal fee.~~
 - e. ~~Third time in a five year period \$75 plus the renewal fee.~~
- 5. ~~School:~~
 - a. ~~Application and initial inspection \$1,000.~~
 - b. ~~Change of location \$500.~~
 - c. ~~Change of ownership \$500.~~
 - d. ~~Renewal \$400 annually.~~
 - e. ~~Late renewal fee:~~
 - i. ~~First time in five year period \$50 plus the renewal fee.~~
 - ii. ~~Second time in five year period \$100 plus the renewal fee.~~
 - iii. ~~Third time in five year period \$150 plus the renewal fee.~~
- 6. ~~Re-examination fee for an examinee who failed part of an examination after an original fee assessment under subsection (A)(1)(a) or (A)(2)(a):~~
 - a. ~~Written \$25.~~
 - b. ~~Practical \$50.~~
- 7. ~~A duplicate of any license issued under this Chapter \$20.~~
- B.** ~~The Board charges the following for copies of non-confidential records:~~
 - 1. ~~Name and address of licensee \$.25 per licensee.~~
 - 2. ~~Public records \$.50 per page.~~
- C.** ~~As authorized under A.R.S. § 44-6852, the Board shall charge and collect from an applicant that provides the Board with a check that is dishonored by the bank the actual amount assessed by the bank plus a \$10 service fee.~~

R4-10-503. Fee Payment Repealed

- A.** ~~A person shall pay any fee required by the Board in full by certified instrument, money order, or credit or debit card.~~
- B.** ~~The Board shall consider a fee payment timely if:~~
 - 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.~~

R4-10-504. Safety and Infection Control Provisions Repealed

- ~~A. A licensee under A.R.S. Title 32, Chapter 3, and this Chapter shall adhere to the following safety and infection control procedures:~~
- ~~1. Use barbering implements that are:~~
 - ~~a. New if intended for use on a single patron and disposed of immediately after use in a covered waste receptacle; or~~
 - ~~b. In good repair, free of defect, and disinfected as described in subsection (A)(2) if intended for multiple use;~~
 - ~~2. Disinfect any barbering implement intended for multiple use according to the following procedure:~~
 - ~~a. For a non-electric barbering implement and removable parts of an electric barbering implement, other than a scissors or razor:~~
 - ~~i. Remove all hair or debris;~~
 - ~~ii. Wash with soap and water;~~
 - ~~iii. Rinse with clean water;~~
 - ~~iv. Completely immerse in an EPA registered disinfectant used according to manufacturer's instructions;~~
 - ~~v. Dry with a clean cloth or air dry; and~~
 - ~~vi. Store in a tool drawer;~~
 - ~~b. For a scissors or a razor:~~
 - ~~i. Follow the procedure under subsection (A)(2)(a); or~~
 - ~~ii. Wipe the scissors or razor with a cloth bearing an EPA registered disinfectant used according to manufacturer's instructions and store the scissors or razor in a tool drawer; and~~
 - ~~c. For an electric barbering implement:~~
 - ~~i. Remove all hair or debris;~~
 - ~~ii. Wipe or spray any parts that contact a patron with an EPA registered disinfectant used according to manufacturer's instructions; and~~
 - ~~iii. Store in a tool drawer.~~
 - ~~3. Care and storage of barbering products. A licensee shall dispense any barbering product listed under subsection (A)(3)(a) according to the procedure prescribed under subsection (A)(3)(b).~~
 - ~~a. A barbering product under this subsection includes any:~~
 - ~~i. Oil;~~
 - ~~ii. Gel;~~

- iii. Shampoo;
 - iv. Cream;
 - v. Antiseptic;
 - vi. Clay;
 - vii. Ointment;
 - viii. Waxes, or
 - ix. Other product intended for use on a patron.
- b. Product dispensing procedure. Avoid direct manual contact with a barbering product by:
 - i. Using a manufacturer's dispensing device included with the original container; or
 - ii. Using a new disposable or disinfected reusable spoon, spatula, or similar dispensing implement when no manufacturer dispensing device is included with the original container;
 - c. After a barbering product is dispensed, do not return any portion of the dispensed product to the original container; and
 - d. Maintain all barbering product containers with clear, correct labels indicating contents and intended use;
4. Ensure that the disinfecting solution required under subsection (A)(2) is changed if it becomes contaminated or according to the manufacturer's instructions;
5. Maintain towels or cloths for patron use that are:
- a. New and disposed immediately after use if intended for single use;
 - b. Disinfected by laundering with detergent and chlorine bleach if intended for multiple use;
 - c. Stored in a closed container when disinfected before use, and
 - d. Stored in a closed, ventilated, container separate from disinfected towels or cloths after use;
6. Maintain a separate, covered, non-leaking, receptacle for garbage and hair and empty, clean, and disinfect the receptacle daily;
7. Exposure to blood or other body fluids. If there is a blood spill or exposure to other body fluids while performing a barbering service, a licensee shall stop the service and:
- a. If the blood spill or body fluid is on a patron, the licensee shall:
 - i. Put disposable gloves on both of the licensee's hands;
 - ii. Use a disposable instrument to clean the wound with an antiseptic solution and dispose of the soiled instrument immediately;
 - iii. Use a disposable instrument to apply powdered alum, styptic powder, or a cyanoacrylate to stop bleeding and dispose of the soiled instrument immediately;
 - iv. Cover the wound with a sterile bandage; and

- v. ~~Dispose of the gloves used;~~
 - b. ~~If the blood spill or body fluid results from an injury to the licensee, the licensee shall comply with subsections (A)(7)(a)(ii) through (iv) and cover the affected area with a clean, fluid-proof glove or finger cover;~~
 - e. ~~If the blood spill or body fluid contacts any surface area, the licensee shall disinfect the surface area with an EPA registered disinfectant used according to the manufacturer's instructions; and~~
 - d. ~~If the blood spill or body fluid contacts any barbering instrument, the licensee shall disinfect the barbering instrument as specified in subsection (A)(2);~~
8. ~~Patron protection. A licensee shall protect the health and safety of a patron by:~~
- a. ~~Washing the licensee's hands with liquid or powder soap and water before serving each patron;~~
 - b. ~~Disinfecting the head rest of the barber or styling chair after each use or at least daily;~~
 - e. ~~Placing a clean towel or paper sheet on the head rest of the barber or styling chair for each patron;~~
 - d. ~~Using a clean neck strip with each patron to avoid having the patron contact a non-sanitized object;~~
 - e. ~~Not performing a barbering service on a patron while the licensee has a contagious disease unless a medically approved measure is used to prevent transmission of the disease; and~~
 - f. ~~Not knowingly performing a barbering service on a patron who has a contagious disease;~~
9. ~~Prohibited products. To protect the health and safety of a patron, a licensee shall not use any of the following products when performing barbering services:~~
- a. ~~Methyl Methacrylate liquid monomers;~~
 - b. ~~Alum or other astringents in stick or lump form;~~
 - e. ~~Fumigants such as formalin (formaldehyde) tablets or liquids;~~
 - d. ~~Any product that penetrates the dermis layer of the skin; and~~
 - e. ~~Any product that is banned or deemed to be poisonous or unsafe by any responsible federal, state, or local governmental entity.~~
10. ~~Prohibited practices. To protect the health and safety of a patron, a licensee shall not engage in the following practices when performing barbering services:~~
- a. ~~Allow any animal except a service animal on the establishment premises. A covered aquarium that is maintained in a sanitary condition is allowed; or~~
 - b. ~~Use a shaving brush and mug unless the shaving brush and mug are personally owned by the patron.~~

B. In addition to licensee requirements under subsection (A), the holder of a license to operate a shop or school shall:

1. ~~Ensure that flooring within six feet of each workstation is made of smooth, durable, and impervious material;~~
2. ~~Maintain all furniture and fixtures of each establishment in a clean and orderly manner at all times;~~
3. ~~Provide at least one restroom located on or near the establishment premises; and~~
4. ~~Comply with all state, local, and federal requirements.~~

R4-10-506. Change of Ownership or Location Repealed

A. A license issued to operate a shop or school is not transferable to:

1. ~~A location other than the location specified on the license; or~~
2. ~~An owner other than the owner specified on the license.~~

B. ~~A change in the owner or location of a shop or school requires that the owner apply for a new license.~~

C. ~~At least 15 days before a change in location or ownership of a shop or school, the owner of the re-located shop or school or the new owner shall submit the following to the Board:~~

1. ~~Written notification of the change;~~
2. ~~A completed application to operate a shop, as prescribed under R4-10-701, or school, as prescribed under R4-10-801; and~~
3. ~~The applicable fee prescribed under R4-10-502(A)(3)(b), (A)(3)(c), (A)(5)(b), or (A)(5)(c).~~

R4-10-507. Inspections Repealed

A. ~~Applicability. This Section applies to any barbering establishment operating within Arizona and any establishment for which application for licensure has been made.~~

B. ~~Time of inspection. An inspector designated by the Board:~~

1. ~~Shall inspect the premises of each establishment for which an application for licensure has been made;~~
2. ~~Shall inspect each establishment's premises one or more times per calendar year, and~~
3. ~~May inspect an establishment at any time permitted under A.R.S. § 32-304(B)(2).~~

C. ~~Inspection procedure. According to the requirements of A.R.S. Title 32, Chapter 3, and this Chapter, the Board's inspector shall document that:~~

1. ~~Each applicable license issued is current and displayed as prescribed under A.R.S. § 32-351;~~

2. ~~Equipment and barbering implements are present, clean, and in appropriate quantity to the number of employees in the establishment;~~
 3. ~~Each product, implement, and procedure is maintained or followed appropriately by establishment staff; and~~
 4. ~~All applicable statutes and rules are followed.~~
- D.** ~~Inspection findings. An inspector shall submit a copy of a completed inspection report to:~~
1. ~~The license holder or individual assigned by the license holder to operate the inspected establishment; and~~
 2. ~~The Board.~~
- E.** ~~Disciplinary action. The Board shall follow disciplinary procedures prescribed under A.R.S. §§ 32-352 through 32-356 for any inspection finding indicating a violation of any provision under A.R.S. Title 32, Chapter 3, or this Chapter.~~

R4-10-508. Licensing Time-frames Repealed

- A.** ~~The overall time frame described in A.R.S. § 41-1072(2) for all licenses issued by the Board under A.R.S. Title 32, Chapter 3, and this Chapter is specified in Table 1, following this Section. An applicant and the Executive Director of the Board may agree in writing to extend the substantive review and overall time frames by no more than 25 percent of the overall time frame.~~
- B.** ~~The administrative completeness review time frame described in A.R.S. § 41-1072(1) for a license issued by the Board is specified in Table 1, following this Section and begins on the date the Board receives a license application.~~
1. ~~If the application is incomplete, the Board shall send the applicant a notice of administrative deficiency specifying the information or documents required to complete the application. The administrative completeness review and overall time frames are suspended until the Board receives the missing information or documents.~~
 2. ~~If the application is complete, the Board shall send the applicant a notice of administrative completeness.~~
- C.** ~~The substantive review time frame described in A.R.S. § 41-1072(3) for a license issued by the Board begins on the postmark date of the notice of administrative completeness sent under subsection (B)(2).~~
1. ~~As part of the substantive review for an initial shop or school license, the Board shall inspect the applicant's premises according to the procedure prescribed under R4-10-507.~~
 2. ~~During the substantive review time frame, the Board may send a single comprehensive written notice of request for additional information that includes a written statement of the additional~~

information needed for the Board to make a decision. The substantive review and overall time-frames are suspended from the postmark date of the comprehensive written request for additional information until the Board receives the additional information. The Board and the applicant may agree in writing to allow the Board to submit additional supplemental requests for information.

- D.** The Board shall close the file of an applicant if the applicant fails to submit all required information to the Board within the time specified in Table 1, following this Section. If a person whose file is closed wishes to be considered further for licensure, the person shall submit another application and fee.
- E.** Within the overall time frame specified in Table 1, following this Section, the Board shall:
1. Grant a license to a person that meets all requirements in A.R.S. Title 32, Chapter 3 and this Chapter; or
 2. Deny a license to a person that fails to meet all requirements in A.R.S. Title 32, Chapter 3 and this Chapter. The Board shall include in the notice of denial the reason for the denial and information regarding the right to appeal the denial under A.R.S. Title 41, Chapter 6, Article 10.

Table 1. — Time frames (in days) Renumbered

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
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
Shop	A.R.S. §§ 32-326; 32-327	90	30	30	60	60

R4-10-509. License Renewal Repealed

- A.** To renew any license issued under this Chapter, a licensee shall submit to the Board:
1. The application for renewal form attached to the license issued by the Board;
 2. The renewal fee for the applicable license as prescribed under R4-10-502(A)(1)(d), (A)(2)(c), (A)(3)(d), or (A)(5)(d):
 - a. No earlier than 30 days before the expiration date, and

- b. No later than midnight on the expiration date; and
- 3. If the documentation submitted under R4-10-602(D)(3), R4-10-603(C)(4), R4-10-701(B)(2)(a)(v), or R4-10-801(C)(4)(a)(iii) was a limited form of work authorization issued by the federal government, evidence that the work authorization has not expired.
- ~~B. As provided under A.R.S. § 32-355, a licensee that fails to renew a license timely shall immediately cease providing the services authorized by the license.~~
- ~~C. An expired license issued under this Chapter may be renewed within five years after the date of expiration by complying with subsection (A) and paying the late renewal fee prescribed under R4-10-502.~~

ARTICLE 6. EXAMINATION; BARBER AND INSTRUCTOR LICENSE APPLICATION
REPEALED

R4-10-601. Examinations Renumbered

- ~~A. Required examinations:~~
 - 1. ~~Except for an applicant for licensure by reciprocity, an applicant for:~~
 - a. ~~A barber license shall pass an examination covering the topics listed in A.R.S. § 32-324(C); and~~
 - b. ~~An instructor license shall pass the examination described in A.R.S. § 32-324(D);~~
 - 2. ~~As authorized under A.R.S. § 32-322(A)(2) and A.R.S. § 32-323(A)(2), the Board shall ensure that applicants for licensure by reciprocity possess necessary qualifications by requiring:~~
 - a. ~~All applicants for licensure by reciprocity to pass an examination regarding A.R.S. Title 32, Chapter 3 and this Chapter; and~~
 - b. ~~Applicants for licensure by reciprocity as an instructor to pass an examination regarding procedures the Board uses to measure the practical skills of barbering students.~~
- ~~B. In addition to requirements prescribed under A.R.S. § 32-324, the Board shall make the following provisions for any examination administered by the Board:~~
 - 1. ~~The Board shall send an applicant written notification of an assigned examination time and location at least seven days before a scheduled examination.~~
 - 2. ~~Examination language provision. The Board shall:~~
 - a. ~~Administer an examination under this Section in English; and~~
 - b. ~~Allow an applicant for a barber license to provide a reader or personal foreign language interpreter who shall not be:~~
 - i. ~~A currently or previously licensed barber or cosmetologist,~~

- ii. A barber or cosmetology instructor, or
 - iii. A barber or cosmetology student in any state or foreign country.
- 3. Examination integrity provision. The Board shall not:
 - a. Disclose examination questions; or
 - b. Return a completed examination or other examination records kept by the Board to a school or applicant.
- 4. The Board shall dismiss an applicant from an examination under penalty of examination fee forfeiture if the applicant:
 - a. Cheats, or
 - b. Solicits any information from another person except the examiner.
- 5. The Board shall require re-examination if an applicant fails to apply for a license within one year after passing an examination.
- 6. For purposes of an examination's practical portion, an applicant for a barber license shall supply:
 - a. All necessary barbering implements and supplies; and
 - b. A live model who shall not be:
 - i. A currently or previously licensed barber or cosmetologist,
 - ii. A barber or cosmetology instructor, or
 - iii. A barber or cosmetology student in any state or foreign country.
- 7. If an applicant fails a portion of an examination, the Board shall allow the applicant to meet with Board staff and participate in a general discussion of the failed portion of the examination if the applicant submits a written request to the Board within 30 days after the examination.

R4-10-602. Barber License Application Renumbered

- A. An applicant for licensure as a barber shall attach the following to the application attachments required under subsections (B) or (C):
 - 1. Proof that the applicant is at least 16 years old;
 - 2. Proof that the applicant has at least two years of high school education or its equivalent. Acceptable proof includes an official transcript from the high school attended or a copy of a high school diploma or GED;
 - 3. Documentation specified under A.R.S. § 41-1080(A) that the applicant's presence in the U.S. is authorized under federal law;
 - 4. A photograph, as prescribed under A.R.S. § 32-322(A)(3), that is suitable for use on an identification card and:
 - a. Of the applicant only;

- b. U.S. passport sized; and
 - e. Signed by the applicant across the front without blocking the face;
5. If currently licensed as a barber in another state with which Arizona does not have a reciprocity agreement, a copy of the license; and
 6. The applicable fee specified in R4-10-502(A)(1).
- B.** License by examination. In addition to the requirements under subsection (A), an applicant for licensure by examination shall submit an application form, which is available from the Board, and provide the following information:
1. Full name;
 2. Other names, if any, by which the applicant has been known;
 3. Full address;
 4. Telephone number;
 5. Social Security number;
 6. Date and place of birth;
 7. Unless currently licensed in another state with which Arizona does not have a reciprocity agreement, name and location of barber school attended;
 8. Unless currently licensed in another state with which Arizona does not have a reciprocity agreement, the number of certified hours obtained from a barber school;
 9. A statement whether the applicant has ever been licensed as a barber in Arizona and if so, when;
 10. A statement whether the applicant has ever been licensed in another state or country as a barber or apprentice barber and if so, when and where;
 11. A statement whether the applicant has had a barber license suspended or revoked in the five years before the date of application and if so, a complete explanation of the circumstances;
 12. Any other information required by the Board; and
 13. The applicant's notarized signature and verification that the information provided is correct and complete.
- C.** License by reciprocity. In addition to the requirements under subsections (A) and (B)(1) through (6) and (9) through (13), an applicant for licensure by reciprocity shall submit the following:
1. A copy of a current barber license issued by a state with which Arizona has a reciprocity agreement; and
 2. Documentation of at least one year of barbering work experience. The documentation shall contain the notarized signature of the barber where the work was performed.

R4-10-603. Instructor License Application Renumbered

- ~~A. An applicant for licensure as an instructor shall attach the following to the application required under subsections (B) and (C):~~
- ~~1. Proof that the applicant is at least 19 years old;~~
 - ~~2. Proof that the applicant has a high school diploma or its equivalent;~~
 - ~~3. Proof that the applicant has practiced barbering for at least two years. 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 that is suitable for use on an identification card and:~~
 - ~~a. Of the applicant only;~~
 - ~~b. U.S. passport sized; and~~
 - ~~e. Signed by the applicant across the front without blocking the face;~~
 - ~~6. If currently licensed as a barber instructor in another state with which Arizona does not have a reciprocity agreement, a copy of the license; and~~
 - ~~7. The applicable fee specified in R4-10-502(A)(2).~~
- ~~B. License by examination. In addition to the requirements under subsection (A), an applicant for licensure by examination shall submit an application form, which is available from the Board, and provide the following information:~~
- ~~1. Full name;~~
 - ~~2. Other names, if any, by which the applicant has been known;~~
 - ~~3. Full address;~~
 - ~~4. Telephone number;~~
 - ~~5. Social Security number;~~
 - ~~6. Birth date;~~
 - ~~7. Current Arizona barber license number;~~
 - ~~8. If the applicant attended school for training as a barber instructor:~~
 - ~~a. Name and address of barbering school attended for instructor training;~~
 - ~~b. Total hours of instructor training; and~~
 - ~~e. Dates during which instructor training was obtained;~~
 - ~~9. A statement regarding whether the applicant:~~
 - ~~a. Has ever been licensed as a barber instructor in Arizona and if so, when;~~
 - ~~b. Has ever been a licensed barber instructor in any other country or state and if so, the country or state and dates of licensure as a barber instructor; and~~

- e. ~~Has had a former instructor license suspended or revoked in the five years before the date of application and if so, a complete explanation of the circumstances;~~
 - 10. ~~Any other information required by the Board; and~~
 - 11. ~~The applicant's notarized signature verifying that the information provided is correct and complete.~~
- C.** ~~License by reciprocity. In addition to the requirements under subsections (A) and (B)(1) through (6) and (9) through (11), an applicant for an instructor license by reciprocity shall submit the following:~~
- 1. ~~A copy of the current license to instruct barber students issued by a state that has a reciprocity agreement with Arizona; and~~
 - 2. ~~Documentation of at least one year's experience as a licensed instructor of barber students. The documentation shall contain the notarized signature of the owner of the barber school at which instruction was provided.~~

ARTICLE 7. SHOPS REPEALED

R4-10-701. Application for a License to Operate a Shop Repealed

- A.** ~~To apply for a license to operate a shop, a person shall submit to the Board the items under subsections (B) and (C). A person that intends to operate more than one shop shall apply for and be issued a separate license to operate each shop. A person shall not operate a shop before a license is issued.~~
- B.** ~~On a form available from the Board, an applicant for a license to operate a shop shall provide the following information:~~
- 1. ~~Indicate the applicant's requested licensing action:~~
 - a. ~~A license to operate a new shop;~~
 - b. ~~A change of location of an operating shop including the following information:~~
 - i. ~~The Board file number, and~~
 - ii. ~~Both the old and new addresses of the shop; or~~
 - c. ~~A change of ownership of an operating shop including the following information:~~
 - i. ~~Former owner's name;~~
 - ii. ~~Former shop name, if the shop name is changed;~~
 - iii. ~~Board file number; and~~
 - iv. ~~A copy of the shop's bill of sale or the signature of the former owner on the application;~~
 - 2. ~~Ownership information:~~
 - a. ~~If the owner is an individual or partnership:~~
 - i. ~~Name,~~

- ii. Address;
 - iii. Telephone number;
 - iv. Social Security number of the individual or each partner owning at least 10 percent of the partnership; and
 - v. Documentation specified under A.R.S. § 41-1080(A) that the presence in the U.S. of the individual or each partner owning at least 10 percent of the partnership is authorized under federal law; or
- b. If the owner is a corporation:
 - i. Corporate name;
 - ii. Names of all individuals owning at least 10 percent of the corporation;
 - iii. Tax identification number of the corporation;
 - iv. Name and telephone number of a contact person;
 - v. Name and address of the statutory agent, if required by law;
 - vi. Address of the corporation; and
 - vii. Telephone number of the corporation;
3. Shop information:
 - a. Shop name;
 - b. Full physical address of the shop;
 - c. Telephone number; and
 - d. A map of approximate shop location indicating the names of major cross streets;
 4. If known at the time of application, the name and Arizona license number of the barber who will directly supervise the shop on behalf of the license holder;
 5. A projected date for the shop to open;
 6. A list of equipment in the shop including the total number of the following:
 - a. Barber or styling chairs;
 - b. Sinks with hot and cold running water;
 - c. Tool drawers;
 - d. Liquid sanitizers;
 - e. Workstations;
 - f. Soiled towel receptacles; and
 - g. Garbage and hair receptacles;
 7. A description of the shop's floor covering;
 8. An indication of whether a license to operate the shop has been or will be obtained under Article 4;

- 9. ~~Any other information required by the Board; and~~
 - 10. ~~The applicant's verification that the information contained on the application is correct and complete, and the applicant's notarized signature.~~
- ~~C. Fee. In addition to the completed application form required under subsection (B), an applicant shall submit to the Board the fee specified in R4-10-502(A)(3) for the licensing action requested under subsection (B)(1).~~

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

- ~~A. The holder of a license to operate a shop shall ensure that the shop has at least the following equipment:~~
- 1. ~~A barber or styling chair;~~
 - 2. ~~One sink, which has hot and cold running water, for every two barber or styling chairs and located no more than six feet from the barber or styling chairs;~~
 - 3. ~~Liquid or powder soap and paper towels for use at each sink;~~
 - 4. ~~A separate, covered, receptacle for each of the following:~~
 - a. ~~Garbage and hair, and~~
 - b. ~~Reusable towels or cloths that are soiled;~~
 - 5. ~~One tool drawer and one liquid sanitizer for each barber or styling chair and the necessary EPA-registered disinfectants for each;~~
 - 6. ~~One wall mirror located near each barber or styling chair;~~
 - 7. ~~One workstation for each barber or styling chair; and~~
 - 8. ~~Cabinet in which to store additional supplies.~~
- ~~B. Subsection (A)(2) applies only to shops licensed under R4-10-701 after the effective date of this Section.~~

R4-10-703. Shop Supervision Renumbered

- ~~A. The holder of a license to operate a shop shall designate a barber licensed under this Chapter to directly supervise the shop during all hours of operation.~~
- ~~B. A license holder or supervising barber shall ensure that:~~
- 1. ~~Every individual, whether an employee or independent contractor, who practices barbering in the shop has a current license issued under A.R.S. § 32-322 and R4-10-602;~~
 - 2. ~~Each required license and the most recent Board inspector's record are displayed according to A.R.S. § 32-351(A); and~~

3. ~~Each licensee complies with all applicable provisions of A.R.S. Title 32, Chapter 3, and this Chapter.~~
- C. ~~The Board shall hold a license holder and any supervising barber responsible for any violation of an applicable provision of A.R.S. Title 32, Chapter 3, or this Chapter.~~
- D. ~~The holder of a license to operate a shop who is an Arizona licensed barber may directly supervise the shop.~~

R4-10-704. Shop Mobile Units Renumbered

- A. ~~To operate a mobile unit as a shop, the owner of the mobile unit shall make application for a license under R4-10-701.~~
- B. ~~The Board shall issue a license to operate a mobile unit as a shop only if:~~
 1. ~~The mobile unit is self-contained;~~
 2. ~~The mobile unit meets all requirements for a shop specified under A.R.S. Title 32, Chapter 3, and this Chapter; and~~
 3. ~~The owner of the mobile unit agrees to provide the Board with written or oral notice at least 15 days before the mobile unit is placed in a location or moved to a new location.~~

R4-10-705. Display of Barber Pole Repealed

- A. ~~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.~~
- B. ~~The Board has trademarked through the Office of the Secretary of State the barber pole as a sign of the barbering business.~~
- C. ~~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 that the barber pole is displayed.~~

ARTICLE 8. SCHOOLS REPEALED

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

- A. ~~Before submitting an application under this Section, an applicant for a license to operate a school may request that Board staff review the proposed application and perform a courtesy inspection of the proposed school location.~~
- B. ~~The owner of a barber school that operates in more than one location, except at an offsite training facility, shall apply for and obtain a separate license to operate the barber school at each location.~~

- C. On a form available from the Board an applicant for a license to operate a barber school shall provide the following information:
1. Indicate the applicant's requested licensing action:
 - a. A license to operate a new school;
 - b. A change of location of an operating school including the following information:
 - i. The Board file number, and
 - ii. Both the old and new addresses of the school; or
 - c. A change of ownership of an operating school including the following information:
 - i. Former owner's name;
 - ii. Former school name, if the school name is changed;
 - iii. Board file number; and
 - iv. A copy of the school's bill of sale or the signature of the former owner on the application;
 2. School information:
 - a. School name;
 - b. Physical location address of the school; and
 - c. Telephone number;
 3. Applicant information:
 - a. Name;
 - b. Address, and
 - c. Telephone number;
 4. Owner information:
 - a. If the owner is an individual or partnership:
 - i. Name of the individual and all partners owning at least 10 percent of the partnership;
 - ii. Social Security number of the individual and all partners owning at least 10 percent of the partnership, and
 - iii. Documentation specified under A.R.S. § 41-1080(A) that the presence in the U.S. of the individual and all partners owning at least 10 percent of the partnership is authorized under federal law; or
 - b. If the owner is a corporation:
 - i. Corporate name;
 - ii. Names of all individuals owning at least 10 percent of the corporation;
 - iii. Tax identification number of the corporation;
 - iv. Name and telephone number of a contact person;
 - v. Name and address of the statutory agent, if required by law;

- vi. Address of corporation; and
 - vii. Telephone number of corporation;
5. School supervisor information:
 - a. Name, and
 - b. Arizona instructor license number;
 6. A list of equipment in the school including the total number of the following:
 - a. Barber chairs,
 - b. Sinks,
 - c. Tool drawers,
 - d. Liquid sanitizers,
 - e. Latherizers,
 - f. Soiled towel receptacles,
 - g. Garbage and hair receptacles,
 - h. Workstations, and
 - i. Student lockers;
 7. A description of the floor covering in the area in which students practice barbering skills;
 8. Number and square footage of classrooms;
 9. Number of students to be admitted;
 10. Number of licensed instructors;
 11. Hours during which instruction will be provided;
 12. A projected date for the Board's initial inspection;
 13. Any other information required by the Board; and
 14. The applicant's verification, under oath, that the information contained on the application is correct and complete, and the applicant's notarized signature.
- D.** ~~An applicant for a license to operate a school shall attach the following to the application required under subsection (C):~~
1. ~~A current school catalog;~~
 2. ~~A list of all courses offered at the school and the number of instructional hours devoted to each course, and~~
 3. ~~A copy of the bond in the amount required under A.R.S. § 32-325(C)(6).~~
- E.** ~~Fee. In addition to the completed application required under subsections (C) and (D), an applicant shall submit to the Board the fee specified under R4-10-502(A)(5) for the licensing action requested under subsection (C)(1).~~

R4-10-802. Notification of Changes Renumbered

The holder of a license to operate a school shall send written notice and updated information to the Board within 15 days if the license holder:

1. Amends the school catalog;
2. Stops offering a course;
3. Offers a new course;
4. Changes the number of instructional hours devoted to a course listed under R4-10-801(D);
5. Changes the hours during which instruction is provided;
6. Changes the school name;
7. Changes the school supervisor, or
8. Establishes an offsite training facility in a shop under the provisions of R4-10-811.

R4-10-803. Use of “Accredited,” “Approved,” or Similar Terms Repealed

If “accredited,” “approved,” or a similar term appears in a school catalog or advertisement, the holder of the license to operate the school shall ensure that the catalog or advertisement includes the name of the accrediting or approving organization.

R4-10-804. School Premises and Basic Equipment Repealed

A. In addition to the requirements of A.R.S. § 32-325(C)(2) and (C)(3), the holder of a license to operate a school shall ensure that the school has at least the following:

1. An instructor, licensed in Arizona, to teach each required course;
2. Instructional furnishings and fixtures for instructor and student use;
3. A workstation for each student scheduled for practical instruction;
4. Filing cabinets for school and student records;
5. Chalkboards or other writing boards;
6. A dispensary to prepare, mix, store, and dispose of supplies and chemicals used to disinfect barbering implements;
7. One latherizer for every five barber chairs;
8. One sink, with hot and cold running water, liquid or powder soap, and towels for every two barber chairs;
9. A student library that contains:
 - a. A dictionary;
 - b. Current barbering manuals and textbooks;

- e. ~~A current copy of A.R.S. Title 32, Chapter 3; and~~
- d. ~~A current copy of this Chapter;~~
- 10. ~~A time clock; and~~
- 11. ~~All equipment, implements, materials, and supplies necessary for student instruction.~~
- B.** ~~The holder of a license to operate a school shall ensure that each student workstation has at least the following:~~
 - 1. ~~A barber chair;~~
 - 2. ~~A wall mirror located behind the barber chair;~~
 - 3. ~~A tool drawer that meets the standard in R4-10-501; and~~
 - 4. ~~One liquid sanitizer and one spray disinfectant.~~
- C.** ~~The holder of a license to operate a school shall ensure that each student at a workstation has access to the following:~~
 - 1. ~~A covered receptacle for soiled towels and cloths;~~
 - 2. ~~A covered receptacle for garbage and hair; and~~
 - 3. ~~A sufficient supply of barbering products listed under R4-10-504(A)(3).~~

R4-10-805. School Operations Renumbered

- A.** ~~The holder of a license to operate a school shall file the school's operating schedule with the Board before the first scheduled class begins.~~
- B.** ~~The holder of a license to operate a school shall ensure that all equipment provided under this Chapter is of sufficient quality to meet the educational needs of students and maintained in good repair.~~
- C.** ~~Unless a student who is studying barbering possesses the equipment listed under this subsection at the time of enrollment, the holder of a license to operate a school shall provide the student with a non-returnable training kit that includes the following equipment, all of which are new:~~
 - 1. ~~Course textbooks,~~
 - 2. ~~One mannequin for barbering practice,~~
 - 3. ~~Twelve combs and four brushes,~~
 - 4. ~~One hair dryer,~~
 - 5. ~~One straight razor with interchangeable blades,~~
 - 6. ~~One pair of haircutting shears with at least six-inch blades,~~
 - 7. ~~One pair of thinning shears,~~
 - 8. ~~One clipper with interchangeable blades sizes 1 and .000 or an adjustable clipper,~~
 - 9. ~~One neck duster, and~~

10. ~~One copy of the current statutes and rules governing the Board.~~
- ~~D. Trainee notices. At the time the holder of a license to operate a school enrolls a student, the license holder shall give Exhibit 1 or 2 to the student, as appropriate, and maintain the completed document for the time specified in R4-10-808(H).~~
- ~~E. An instructor trainee shall not teach students until the instructor trainee has received 40 instructional hours of training in methods of teaching. An instructor trainee shall complete all training in no more than six months.~~
- ~~F. An individual who is not an Arizona licensed instructor shall not teach in a school but may demonstrate any process, product, or appliance to students when the individual is under the supervision of an Arizona licensed instructor.~~
- ~~G. Within five days after enrolling a student, the holder of a license to operate a school shall send the following to the Board:~~
- ~~1. A copy of the student's written application to attend the school containing the following:~~
 - ~~a. The student's name and address,~~
 - ~~b. The student's enrollment date,~~
 - ~~c. An indication regarding whether the student is enrolled in a barber or instructor course, and~~
 - ~~d. The student's signature, and~~
 - ~~2. Two photographs of the student that meet the standards specified in R4-10-602(A)(4).~~
- ~~H. Within 90 days after enrolling a student, the holder of a license to operate a school shall send the following to the Board:~~
- ~~1. Proof that the student is at least 16 years old if enrolled in a barber course or at least 19 years old if enrolled in an instructor course;~~
 - ~~2. Proof that the student has at least a tenth grade education if enrolled in a barber course or graduated from high school or its equivalent if enrolled in an instructor course; and~~
 - ~~3. Documentation specified under A.R.S. § 41-1080(A) that the student's presence in the U.S. is authorized under federal law.~~
- ~~I. The Board shall use the information provided under subsection (G) to prepare and issue an educational card to a student. The holder of a license to operate a school shall ensure that a student:~~
- ~~1. Displays the card at the student workstation, and~~
 - ~~2. Returns the card to the Board upon completion of, or withdrawal from, the course.~~

Exhibit 1. ~~Required Notice to a Barber Trainee~~ Repealed

NOTICE

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

~~You have applied to this school for training that will qualify you to apply for a license to be a barber in Arizona. The Arizona State Board of Barbers will not issue you a license unless:~~

- ~~1. You are at least 16 years of age when you apply for the license;~~
- ~~2. You demonstrate to the Board that you have completed and received appropriate credits for at least two years of high school education or its equivalent, and~~
- ~~3. You document that your presence in the U.S. is authorized under federal law.~~

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

~~ACKNOWLEDGEMENT OF RECEIPT OF NOTICE~~

~~I acknowledge that I received and understand the foregoing Notice.~~

~~(student signature and date)~~

Exhibit 2. Required Notice to an Instructor Trainee Repealed

NOTICE

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

~~You have applied to this school for training that will qualify you to apply for a license to be a barber instructor in Arizona. The Arizona State Board of Barbers will not issue you a license unless:~~

- ~~1. You are at least 19 years of age when you apply for the license;~~
- ~~2. You demonstrate to the Board that you hold a high school diploma or its equivalent; and~~
- ~~3. You document that your presence in the U.S. is authorized under federal law.~~

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

~~ACKNOWLEDGEMENT OF RECEIPT OF NOTICE~~

~~I acknowledge that I received and understand the foregoing Notice.~~

~~(student signature and date)~~

R4-10-806. Student Training and Supervision Repealed

- ~~A. The holder of a license to operate a school shall ensure that students are graded at least monthly and informed of their grades and instructional hours completed.~~
- ~~B. A licensed instructor may assist students in the performance of barbering.~~
- ~~C. A student shall not dismiss a patron until a licensed instructor inspects and approves the student's work.~~
- ~~D. A student shall not attend a school for more than eight hours per day.~~
- ~~E. A student may receive a maximum of 20 instructional hours for field trips pertaining to barbering.~~
- ~~F. A student may receive up to 50 percent of the student's training at an offsite training facility operated under the provisions of R4-10-811.~~
- ~~G. A licensed instructor shall not ask a student to perform barbering on a patron while the student is engaged in classroom instruction or taking a written examination.~~
- ~~H. A student shall wear a name tag during school attendance that clearly identifies the student by name and student status.~~

R4-10-807. School Curriculum Renumbered

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

R4-10-808. School Records Repealed

- ~~A. The holder of one license to operate a school shall keep a student's records at the student's enrollment location.~~
- ~~B. The holder of multiple licenses to operate multiple schools may keep a student's records at the student's enrollment location or a location that serves all the schools operated by the same license holder.~~
- ~~C. The holder of a license to operate a school shall at least weekly enter into each student's record the following:
 - 1. The date of the recorded entry,
 - 2. Each subject studied and the number of instructional hours for each subject,~~

3. ~~An indication whether instruction in a subject listed under subsection (C)(2) was classroom or practical, and~~
 4. ~~The student's signature on a paper copy of the record to acknowledge accuracy of information in the record within three days after each record update.~~
- ~~D. The holder of a license to operate a school shall maintain a complete and accurate record file for each student that includes:~~
1. ~~The signed contract made between the student and the school,~~
 2. ~~The student's current transcript,~~
 3. ~~The applicable original notice required under R4-10-805(D), and~~
 4. ~~Both the record created under subsection (C) and the student signed paper copy of the record.~~
- ~~E. Within 15 days after the end of each month, the holder of a license to operate a school shall submit a report to the Board that includes:~~
1. ~~A list of each student who graduated during the month;~~
 2. ~~The name and license number of:~~
 - a. ~~The supervising instructor, and~~
 - b. ~~Each instructor providing classroom or practical instruction during the month;~~
 3. ~~A list of all students currently enrolled and:~~
 - a. ~~A list of total instructional hours earned by each student during the month;~~
 - b. ~~A list of each student's cumulative instructional hours; and~~
 - e. ~~A copy of the student signed reports required under subsection (C)(4) and prepared during the month;~~
 4. ~~The name of any student who, during the month:~~
 - a. ~~Transferred to another school,~~
 - b. ~~Withdrew, or~~
 - e. ~~Took a leave of absence; and~~
 5. ~~The signature of the holder of the license to operate the school or the license holder's representative verifying that all information provided is correct and complete.~~
- ~~F. If a student transfers from one school to another, the holder of the license to operate the school from which the student transferred shall:~~
1. ~~Make final entries to ensure the student's transcript is complete and accurate, and~~
 2. ~~Forward a copy of the student's transcript to the student and Board within three days after the student provides notice of transfer.~~
- ~~G. When a student graduates or withdraws from a school, the holder of the license to operate the school shall:~~

1. Complete a Student's Completion of Hours or Withdrawal form;
2. Certify the number of hours completed by the student;
3. Have the form notarized; and
4. Forward a copy of the form to the graduating or withdrawing student and the Board.

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

R4-10-809. School Closure Repealed

- ~~A. The Board shall consider a school closed if the school fails for five consecutive school days to provide instruction in accordance with the operating schedule on file with the Board.~~
- ~~B. Closure notification. The holder of the license to operate a school that is closing shall deliver written or oral notice of the school's closure to each currently enrolled student and the Board:~~
- ~~1. Ten days before closure if the license holder can reasonably anticipate the school closure, or~~
 - ~~2. Within five days after closure if the school's closure could not be reasonably anticipated by the license holder.~~
- ~~C. The holder of the license to operate a school that is closing shall ensure that the notice provided to currently enrolled students under subsection (B) includes the following information:~~
- ~~1. When a full refund of paid tuition will be provided to the student,~~
 - ~~2. How to make a claim against the bond required under A.R.S. § 32-325(C)(6) and R4-10-801(D)(3),~~
 - ~~3. How to obtain a copy of the student's transcript and certification of hours completed,~~
 - ~~4. How to obtain possession of the training kit provided under R4-10-805(C) and other personal possessions, and~~
 - ~~5. How to access the student's records in the future.~~
- ~~D. The holder of the license to operate a school that is closing shall obtain a signed statement from each currently enrolled student verifying that the license holder complied with subsection (C).~~
- ~~E. Disposition of student records. The holder of the license to operate a school that is closing shall:~~
- ~~1. Ensure that all student records are updated as required under R4-10-805(C) through the last day on which instruction was provided;~~
 - ~~2. Forward all records for currently enrolled students to the Board within 10 days after the school closes; and~~
 - ~~3. Forward to the Board a copy of all the signed statements required under subsection (D).~~

R4-10-811. ~~Offsite Training Facility Renumbered~~

- ~~A. The holder of a license to operate a school may operate an offsite training facility in a shop that complies with the provisions of A.R.S. § 32-325(C) and R4-10-804(A)(11), R4-10-805(B), (E), and (F), and R4-10-806(B), (C), (D), (G), and (H).~~
- ~~B. In addition to subsection (A), a license holder operating an offsite training facility shall comply with the following:~~
- ~~1. R4-10-804(A)(1), (3), (6), (7), (8), and (9) if only practical instruction is provided at the facility;~~
~~or~~
 - ~~2. Requirements of subsection (B)(1) and R4-10-804(A)(2) and (A)(5) if classroom instruction is provided at the facility.~~
- ~~C. In addition to the requirements of subsections (A) and (B), a license holder operating an offsite training facility shall:~~
- ~~1. Clearly indicate to the public the specific portion of the shop designated as an offsite training facility;~~
 - ~~2. Post a sign indicating that barbering services at the offsite training facility are provided by students;~~
 - ~~3. Require a student to give oral notice of status as a student to each patron, and~~
 - ~~4. Restrict student barbering to the portion of the shop designated as an offsite training facility.~~

ARTICLE 9. HEARINGS REPEALED

R4-10-901. Hearing Procedures Repealed

~~For purposes of A.R.S. § 32-354(D), the Board shall conduct all formal hearings according to A.R.S. Title 41, Chapter 6, Article 10.~~

R4-10-902. Rehearing and Review of Decision Repealed

- ~~A. The Board shall provide for a rehearing and review of a decision under A.R.S. Title 41, Chapter 6, Article 10.~~
- ~~B. Except as provided in subsection (I), a party is required to file a motion for rehearing or review of a Board decision to exhaust the party's administrative remedies.~~
- ~~C. A party may amend a motion for rehearing or review at any time before the Board rules on the motion.~~
- ~~D. The Board may grant a rehearing or review for any of the following reasons materially affecting a party's rights:~~

- ~~1. Irregularity in the proceedings of the Board, or any order or abuse of discretion, that deprived the moving party of a fair hearing;~~
 - ~~2. Misconduct of the Board, its staff, an administrative law judge, or the prevailing party;~~
 - ~~3. Accident or surprise that could not have been prevented by ordinary prudence;~~
 - ~~4. Newly discovered material evidence that could not, with reasonable diligence, have been discovered and produced at the hearing;~~
 - ~~5. Excessive penalty;~~
 - ~~6. Error in the admission or rejection of evidence or other errors of law occurring at the hearing or during the progress of the proceedings;~~
 - ~~7. The Board's decision is a result of passion or prejudice; or~~
 - ~~8. The findings of fact or decision is not justified by the evidence or is contrary to law.~~
- ~~E. The Board may affirm or modify a decision or grant a rehearing to all or any of the parties on all or part of the issues for any of the reasons in subsection (D). An order modifying a decision or granting a rehearing shall specify with particularity the grounds for the order.~~
- ~~F. If a motion for rehearing or review is based upon an affidavit, the affidavit shall be served with the motion. An opposing party may, within 15 days after service, serve opposing affidavits. The Board may extend this period for a maximum of 20 days if the parties agree.~~
- ~~G. Not later than 30 days after the date of a decision, after giving parties notice and an opportunity to be heard, the Board may grant a rehearing or review on its own initiative for any reason for which it might have granted relief on motion of a party. The Board may grant a motion for rehearing or review, timely served, for a reason not stated in the motion.~~
- ~~H. If a rehearing is granted, the Board shall hold the rehearing within 60 days after the issue date on the order granting the rehearing.~~
- ~~I. If the Board makes a specific finding that a particular administrative decision needs to be effective immediately to preserve the public peace, health, or safety and that a review or rehearing of the decision is impracticable, unnecessary, or contrary to the public interest, the Board shall issue the decision as a final administrative decision without an opportunity for rehearing or review.~~