



ARIZONA

BARBERING & COSMETOLOGY
BOARD

Schools Town Hall

August 20, 2024

Today's Topics

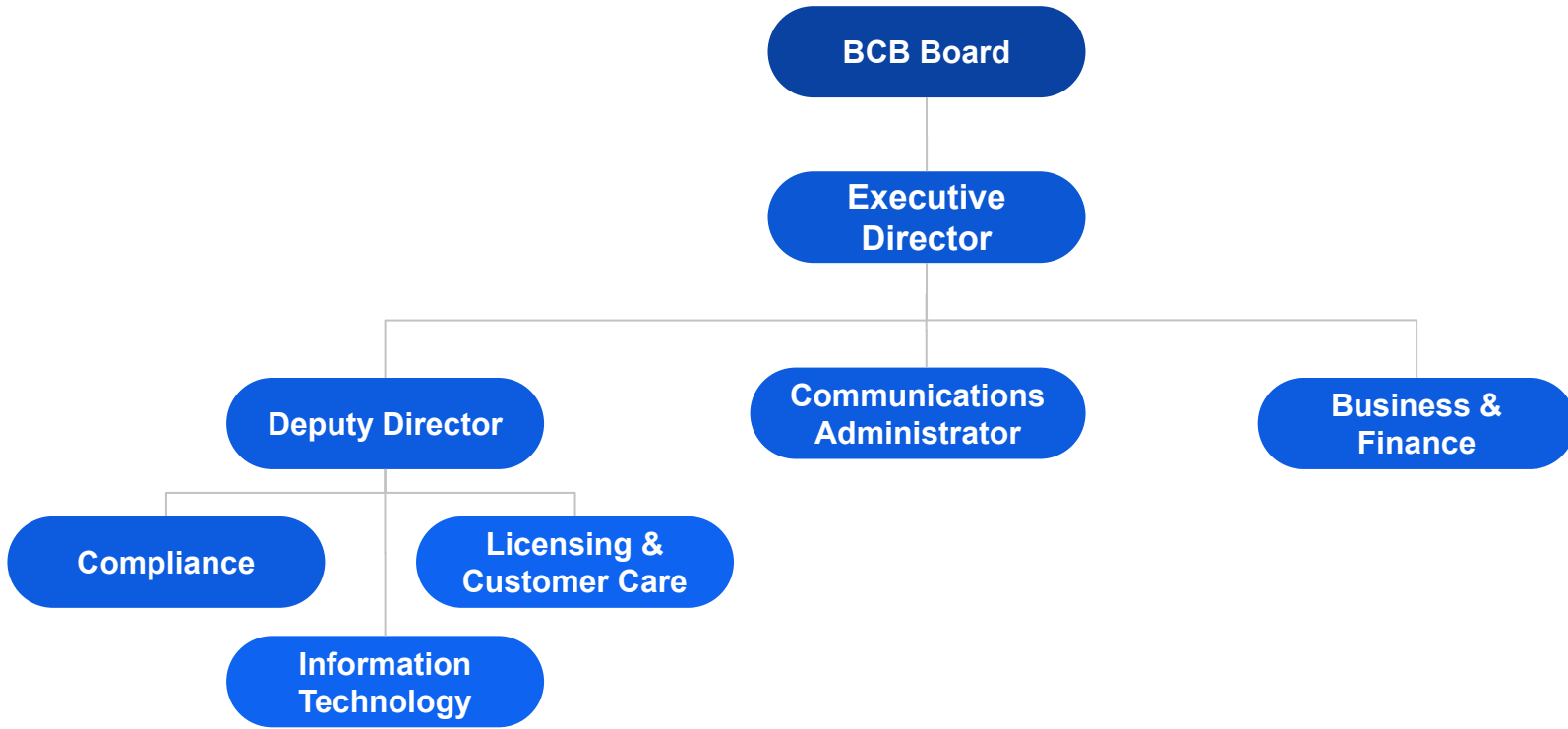
- Opening Remarks - Frank Migali & Gary Begley
 - *Board Staff Introductions*
- Legislative and Regulatory Creation Process - Frank
- Statutory Updates - Frank
- Regulatory (Rule) Changes - Kelli
- Accreditation - Frank
- Top Five Issues Regarding Licensing Portal - Kelli
- General Discussion - Frank
- Q&A Panel with Board Staff Leadership - Frank, Kelli, Rosa, Jessica
- Closing Announcements



Opening Remarks

Gary Begley & Frank L. Migali

BCB Organizational Structure



Mission and Vision

BCB MISSION

To protect the public's health and safety, our agency will license qualified schools, establishments, and individuals, and ensure compliance with state statutes and regulations.

BCB VISION

Provide quality and timely service through world-class customer care.

BCB in a Nutshell

2023-2024

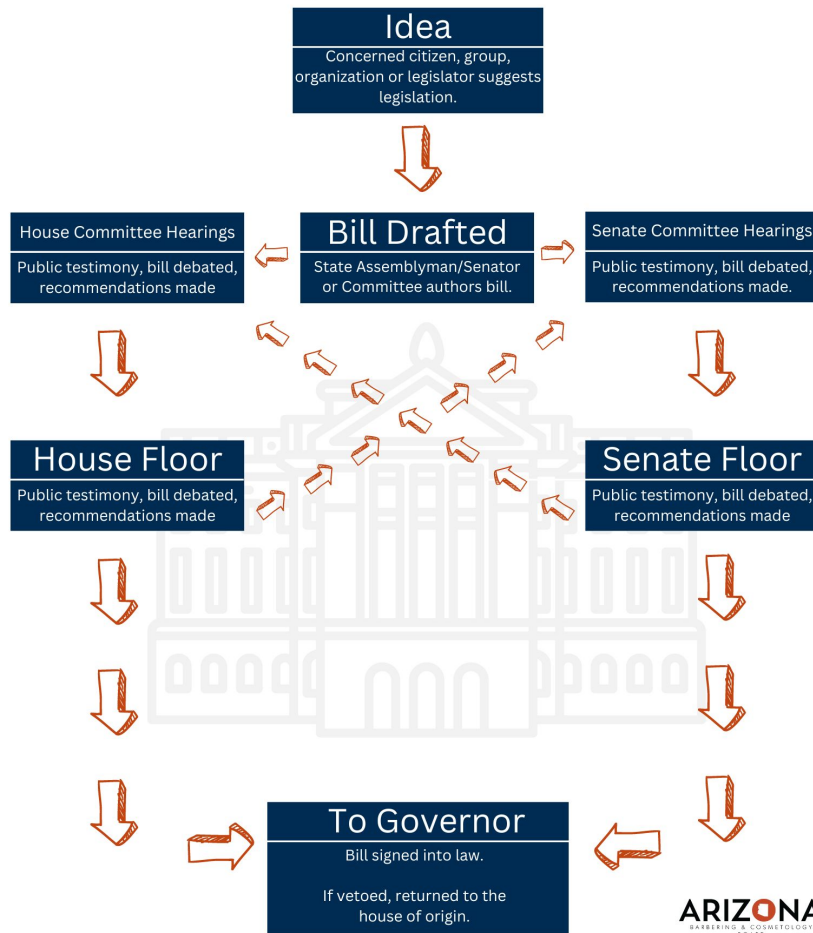
- 7,066 new applications approved
 - *Average of 8.1 business days*
 - *New Exams, Reciprocity, Establishments, Schools, Eyelash Registration and Board Approved Training Programs*
- 33,024 answered phone calls with an average wait time of 8:48
- 8,586 general inbox inquiries responded to with an average response time of 28 hours
- 3,940 number of routine inspections conducted with an 87% satisfactory rating
- 806 online complaints received and processed that resulted in 258 investigations
 - *67% of complaints received are not within our jurisdiction to enforce*



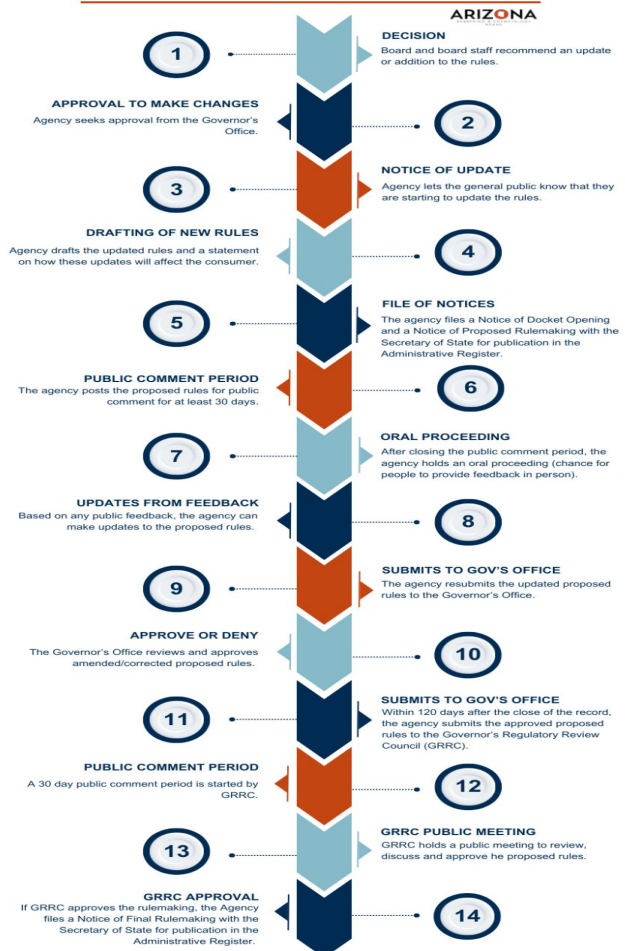
Legislative and Regulatory Creation Process

Frank L. Migali, MBA

The Legislative Process



Rulemaking Process Flow



New rules start 60 days after GRRC council approval.



Statutory Updates - Effective 09/14/2024

Frank L. Migali, MBA

Statutory Updates

- **Eyelash Technician Changes [32-519(D)]**
 - *Licensed cosmetologists and aestheticians no longer need to apply*
 - *Schools no longer need to be registered as a program unless they want to offer it separately as a stand alone program.*
- **Student Transfer Changes [32-560(A)]**
 - *If student transfers, the school must provide the transfer documentation not the Board*
- **Denial appeal for instructors [32-531(B)]**

Statutory Updates

- Barber Instructors [32-531(3)(e), (4), (6)]
 - *350 Hour Instructor Program*
 - *Written and Practical Examination*
 - *Infection Prevention, Sanitation, and Law Review*
- Separation of school from other businesses [32-556]
 - *Schools may not include an establishment*
- School License Requirements - Bond [32-551(A)(2)]
 - *Surety Bond in the amount of \$10,000*



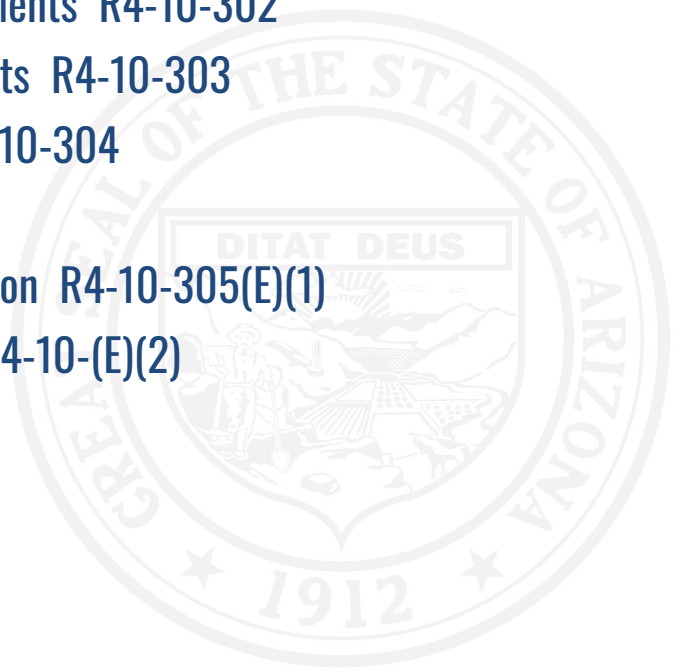
Regulatory (Rule) Changes

Kelli Shepard, MBA

Regulatory (Rule) Changes

Arizona Administrative Code: Article 3 Schools

- School Application Requirements R4-10-302
- School Renewal Requirements R4-10-303
- Notification of Changes R4-10-304
- School Records R4-10-305
 - Certificate of Graduation R4-10-305(E)(1)
 - Certificate of Hours R4-10-(E)(2)
- Other Items to Note



School Application

R4-10-302

New Application Required within **10** days if:

- Change of Ownership
 - Must indicate the date of new ownership
- Change of Physical Location
 - Need old and new location of the School
- Name of School changes
- Applications require a **Certificate of Good Standing** from the **Arizona Corporation Commission** if owned by a Corporation or LLC

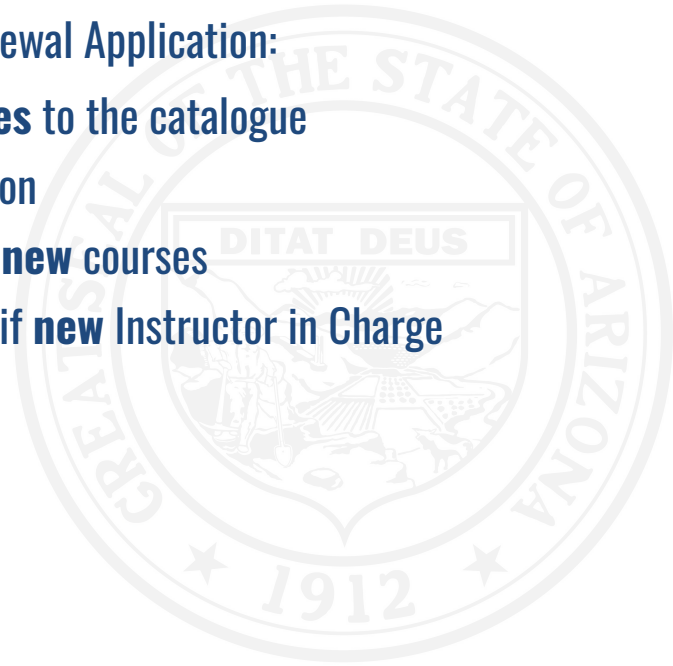
*All Schools have to be inspected before they can open

Application to Renew a School License

R4-10-303

Changes to a School License Renewal Application:

- Catalogue - submit **changes** to the catalogue
- Any changes to Accreditation
- Subject Description of any **new** courses
- Name and License number if **new** Instructor in Charge



Notification of Changes

R4-10-304(A)

Notify the Board within **10 days** if:

- School **catalogue** or **policies** change
- Offer a **new** course or **stop** offering a course
- Appoint a new statutory agent (Corp/LLC)
- Enter into a **new contract regarding management** of the school
- Establish an off-site training facility

Notify the Board within **5 days** by **certified mail** of school **closure**

- **All school records** must be sent to the Board within **10 days of closure**

Schools@bcb.az.gov

School Records

R4-10-305

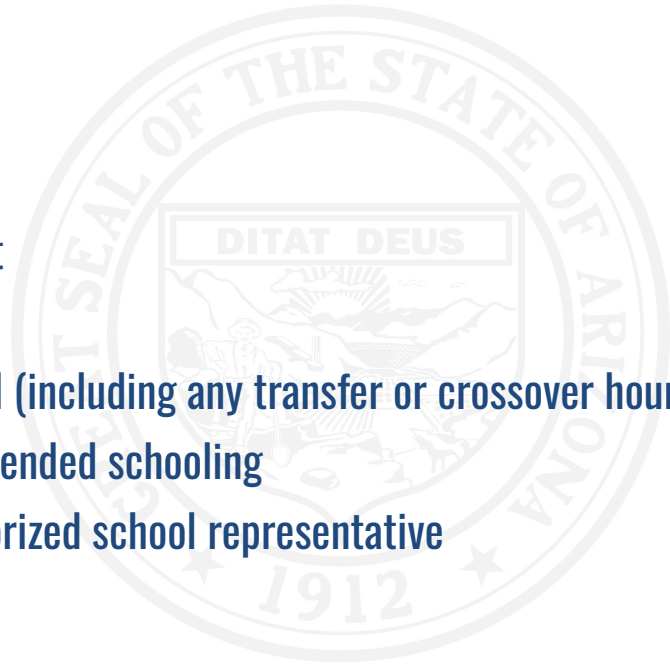
- Student hours no longer need to be sent to Board monthly. All records will be **kept on-site at the school** and will be reviewed on Inspection
 - Files can be electronic or paper
- If Student transfers or withdrawals, school must **keep student transcript**
- Must keep documentation of any Certification of Hours if student **transfers into** the school
- All students must be:
 - **16** years old having completed **10 credit hours** of high school OR
 - **18** years old

Certificate of Graduation

R4-10-305(E)(1)

For Students Graduating:

- Name of school
- License number of school
- Name of graduating student
- Course of study
- Number of hours completed (including any transfer or crossover hours)
- Dates students started and ended schooling
- Signature and date of authorized school representative



Certification of Hours

R4-10-305(E)(2)

For Students Withdrawing or Transferring

- Name of school
- License number of school
- Name of withdrawing or transferring student
- Course of study the student was taking
- Hours of study completed at the school
- Dates the student started and the date the student withdrew or transferred
- Signature and date of School owner or authorized representative

Other Items to Note:

- **Clinic** is where students practice on the general public for a fee
 - Students can not work in an establishment
- **Display and Signage**
 - **No longer** need to post your course schedule and list of instructors in the school
 - **Still** need to display
 - School License and all Instructor licenses near school entrance
 - Most recent inspection sheet
- **No longer** any barber student licenses
- Need to teach **all** the statutes and rules of the Board
 - All “suites” need an establishment license R4-10-403

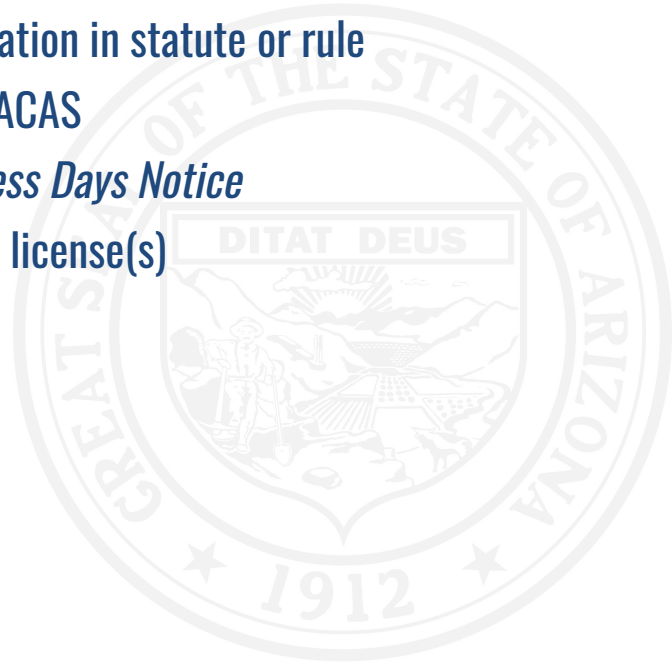


Accreditation

Frank L. Migali, MBA

Accreditation

- No requirement for accreditation in statute or rule
- Emergency Requests for NAACAS
 - *Minimum of 10 Business Days Notice*
- Keep current on your school license(s)





Top Five Issues Regarding Licensing Portal

Kelli Shepard, MBA

Top Five Issues Regarding Licensing Portal

1. Creating a new account and linking it to current License
 - Use **same** name, email address, and mailing address
 - Otherwise it creates a duplicate account and you won't see your license
 - If you don't see License info: **Call Customer Care**
2. Have to fill in “**Contact Info**” to be able to see the full navigation menu
3. Go to “**Manage Schools**”
 - a. Submit new school application or renew current school license
4. License will change to **Expired** if not renewed on time
 - a. The hours taught to students will not count
5. If you want multiple people to be able to renew school license: **Create Authorized Representative**



General Discussion

Frank L. Migali, MBA

General Discussion

- Student Dependencies
- Application Attestations





Q&A Panel with Board Staff Leadership

Frank L. Migali, Kelli Shepard, Rosa Rodriguez, Jessica Wilson



Closing Announcements

Frank L. Migali, MBA

General Announcements

- General School Inquiries - schools@bcb.az.gov
 - *Please Include: Full School Name, Full School License Number, and your Question (specific)*
- Technical Support - (480) 784-4539
 - *Contact Us - <https://bcb.az.gov/contact-us>*
- Event Evaluation

