

OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
STATE OF NEW HAMPSHIRE
DIVISION OF HEALTH PROFESSIONS
BOARD OF BARBERING, COSMETOLOGY, & ESTHETICS

121 South Fruit Street
Concord, N.H. 03301-2412

Telephone 603-271-3608 · Fax 603-271-3950

DAVID GROSSO
Executive Director

LINDSEY COURTNEY
Division Director



BOARD OF BARBERING, COSMETOLOGY, AND ESTHETICS
APPLICATION FOR REGISTRATION AS A SHOP APPRENTICE

Please circle type of apprenticeship you are applying for:

BARBER MASTER BARBER COSMETOLOGY ESTHETICS MANICURIST

All shop apprentice licenses will expire the next birth month of the apprentice in the odd year.

YOU MUST ENCLOSE THE FOLLOWING:

1. One application fee of \$75.00. Please make check or money order payable to: “Treasurer, State of New Hampshire”;
2. A copy of high school diploma if you are under 21. If you are more than 21 years of age a copy of your driver’s license or birth certificate;
3. Two (2) Questionnaires for Applicants and Licensees, one for the apprentice and one for the instructor.

Apprentice name (please print): _____
First Middle Last

Apprentice signature: _____

Mailing address: _____

Home phone#: _____ Cell phone#: _____ Month of birth: _____

Social security #: _____

Name of shop where apprenticeship will take place: _____

Shop address: _____

Shop phone#: _____ Date: _____

Please contact the Department of Labor for wage information at 271-3176

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BOARD OF BARBERING, COSMETOLOGY, AND ESTHETICS
APPLICATION FOR REGISTRATION AS A SHOP INSTRUCTOR

Instructor name (please print): _____

Initial licensure year: _____

New Hampshire professional license number: _____

Apprentice's name: _____

By signing this form I agree to the following statement:

“I certify that the apprentice whose name is stated above is serving his/her apprenticeship training under my direction. I agree to notify the Board office in writing when the apprenticeship is completed or has terminated. I understand by signing this application I agree to ensure the apprentice is in compliance with the Board’s Administrative Rules and governing statute and should the apprentice fail to comply, I will be subject to disciplinary action by the Board.”

Instructor signature: _____ Date: _____

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APPRENTICE

BOARD OF BARBERING, COSMETOLOGY & ESTHETICS QUESTIONNAIRE FOR APPLICANTS AND LICENSEES

This questionnaire must be completed using blue or black ink, signed, and sent to the NH Board of Barbering, Cosmetology, and Esthetics at the above address with your application for licensure or renewal. (If additional space is required for explanation, use other side.)

1. Have you ever been convicted of any felony or misdemeanor, **other than a traffic violation**, which has not been annulled by a court? (Circle one) **YES NO**

If yes, Before the Board can review your file for approval they must have the following documents: You must obtain from the Court(s) a copy of the court charge(s), conviction(s), penalties imposed, and provide a statement from you relative to the charge(s). If you are currently on probation/parole you must provide all the above plus the following: Your probation/parole officers name, mailing address, and telephone number if applicable; you must obtain a letter from your probation/parole officer stating you are in compliance with your probation/parole. If you were on probation/parole and have completed all requirements, we need a letter indicating you have met all requirements and are no longer on probation/parole.

If you have already submitted the above to the Board in a prior application, and the Board approved the conviction(s), you must state the conviction, the date of the conviction, and the date the Board approved this conviction:

2. Are you addicted to the use of alcohol or other habit-forming drugs to a degree rendering you unfit to practice under RSA 313-A (Circle one) **YES NO If yes, explain:**
3. Have you been determined by a court to be mentally incompetent or do you have, or have you been told by health practitioner or mental health practitioner that you have, a physical or a mental condition that impairs your ability to practice the profession for which you are seeking licensing under RSA 313-A? (Circle one) **YES NO If yes, explain:**

I hereby certify that the statements made in this application are true and accurate. I have not withheld information that is requested. I am aware that a false, dishonest or misleading answer may be grounds for 1) denial of this application; 2) disciplinary action against my license; and further that 3) false statements are punishable by law.

Applicant signature: _____

Applicant name (please print): _____

Current mailing address: _____

Phone #: _____ Social security No. _____

(optional)

APPRENTICE INFORMATION

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INSTRUCTOR

BOARD OF BARBERING, COSMETOLOGY & ESTHETICS
QUESTIONNAIRE FOR APPLICANTS AND LICENSEES

This questionnaire must be completed using blue or black ink, signed, and sent to the NH Board of Barbering, Cosmetology, and Esthetics at the above address with your application for licensure or renewal. (If additional space is required for explanation, use other side.)

4. Have you ever been convicted of any felony or misdemeanor, **other than a traffic violation**, which has not been annulled by a court? **(Circle one) YES NO**

If yes, Before the Board can review your file for approval they must have the following documents: You must obtain from the Court(s) a copy of the court charge(s), conviction(s), penalties imposed, and provide a statement from you relative to the charge(s). If you are currently on probation/parole you must provide all the above plus the following: Your probation/parole officers name, mailing address, and telephone number if applicable; you must obtain a letter from your probation/parole officer stating you are in compliance with your probation/parole. If you were on probation/parole and have completed all requirements, we need a letter indicating you have met all requirements and are no longer on probation/parole.

If you have already submitted the above to the Board in a prior application, and the Board approved the conviction(s), you must state the conviction, the date of the conviction, and the date the Board approved this conviction:

5. Are you addicted to the use of alcohol or other habit-forming drugs to a degree rendering you unfit to practice under RSA 313-A **(Circle one) YES NO If yes, explain:**
6. Have you been determined by a court to be mentally incompetent or do you have, or have you been told by health practitioner or mental health practitioner that you have, a physical or a mental condition that impairs your ability to practice the profession for which you are seeking licensing under RSA 313-A?
(Circle one) YES NO If yes, explain:

I hereby certify that the statements made in this application are true and accurate. I have not withheld information that is requested. I am aware that a false, dishonest or misleading answer may be grounds for 1) denial of this application; 2) disciplinary action against my license; and further that 3) false statements are punishable by law.

Applicant signature: _____

Applicant name (please print): _____

Current Mailing Address: _____

Phone #: _____ Social security #: _____

(optional)

INSTRUCTOR INFORMATION

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**BOARD OF BARBERING, COSMETOLOGY & ESTHETICS
 APPRENTICESHIP HOUR SHEET**

Apprentice name: _____

Shop name: _____

PLEASE CIRCLE TYPE OF APPRENTICESHIP

BARBER COSMETOLOGY ESTHETICS MANICURIST MASTER BARBER

- ❖ A **Master Barber and Cosmetology** apprentice must complete **3,000 hours** over an **eighteen-month period**.
- ❖ A **Manicuring** apprentice must complete **600 hours** over a **five-month period**.
- ❖ An **Esthetics** apprentice must complete **1,200 hours** over an **eight-month period**.
- ❖ A **Barber** must complete **1,600 hours** over a **twelve-month period**.

The months are documented by monthly hours received by this office. **This hour sheet must be received in the Board office by the 15th of the following month. A written test that has been corrected by instructor must be attached to each hour sheet. The instructor and apprentice must sign the bottom of this form each month. By signing the form you are stating that the apprentice hours of training are correct. **Keep a copy for your records. ****

MONTH: _____ YEAR: _____

Below put the total number of hours completed for that day

1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
9 th	10 th	11 th	12 th	13 th	14 th	15 th	16 th
17 th	18 th	19 th	20 th	21 st	22 nd	23 rd	24 th
25 th	26 th	27 th	28 th	29 th	30 th	31 st	

PREVIOUS GRAND TOTAL: _____ + THIS MONTH'S TOTAL: _____ = GRAND TOTAL: _____

*****ONCE YOU HAVE COMPLETED HOURS REQUIRED FOR APPRENTICESHIP YOU MUST SEND IN APPRENTICE LICENSE WITH THE LAST HOUR SHEET*****

Apprentice signature: _____ Date: _____

Instructor signature: _____ Date: _____

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**BOARD OF BARBERING, COSMETOLOGY, AND ESTHETICS
SHOP APPRENTICE INSTRUCTOR REQUIREMENTS**

ALL SHOP APPRENTICE INSTRUCTORS SHALL:

1. Read the enclosed rules and regulations;
2. Ensure an apprentice for cosmetology or master barbering does not work on a client until the apprentice has completed at least 3 months **and** 400 hours of the apprenticeship;
3. Ensure an apprentice for esthetics or barbering does not work on a client until the apprentice has completed at least 150 hours of the apprenticeship;
4. Ensure an apprentice for manicuring does not work on a client until the apprentice has completed at least 50 hours of the apprenticeship;
5. Ensure the apprentice wears a name tag at all times and the client is aware the person performing a service on them is in training;
6. Be readily accessible to the shop apprentice at all times during the first half of the apprenticeship. In the second half, the instructor shall ensure the apprentice has access to the instructor **or** another licensee at all times;
7. Be with an esthetics apprentice at all times during the application of any cosmetic exfoliating chemical;
8. Make a copy of the completed hour sheets and tests to retain at the salon/shop;
9. Submit the completed and **signed** hour sheets and tests to the Board office no later than the **15th of the following month**;
10. Ensure the apprentices' license is current and valid. The instructor and apprentice shall renew the license **before** it expires;
11. Notify the Board office in writing if the apprentice will be taking time off from the apprenticeship;
12. Notify the Board office in writing and return the apprentice license to the Board office if the apprentice terminates the program.

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**BOARD OF BARBERING, COSMETOLOGY, AND ESTHETICS
SHOP APPRENTICE TEXTBOOK INFORMATION**

As an apprentice you must obtain hours in textbook theory, which shall consist of reading textbooks, no more than 5 years old. You may obtain textbooks from wherever you would like.

You will find numerous types of books that can assist you in your learning. There are the textbooks for theory, the workbook, teaching text, and even the exam review guide.

Optional company and telephone numbers are as follows:

Cengage/Thompson Learning
1-800-354-9706

Pivot Point International
1-800-886-4247

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**BOARD OF BARBERING, COSMETOLOGY, AND ESTHETICS
CODE OF PROFESSIONAL ETHICS**

PART Bar 501 OBLIGATION TO OBEY AND ETHICAL CONDUCT STANDARDS

Bar 501.01 Obligation to Obey.

- (a) Licensees shall obey the ethical conduct standards set forth in Bar 501.02
- (b) Violations of any of the ethical conduct standards shall constitute unprofessional conduct resulting in disciplinary proceedings pursuant to RSA 313-A:22, II (c).

Bar 501.02 Ethical Conduct Standards. A licensee shall:

- (a) Comply with RSA 313-A and the board's administrative rules;
- (b) Submit only truthful and correct information in any application or other document filed with, or statement made to, the board;
- (c) Obey in good faith, and within any time period specified, any disciplinary orders issued by the board, including orders requiring the payment of fees or fines;
- (d) Deal with colleagues and clients with honesty and integrity;
- (e) If maintaining a salon, maintain the salon premises in a sanitary and hygienic manner;
- (f) Not perform any service that is outside the scope of practice for the license that he or she holds;
- (g) Not misrepresent professional qualifications or credentials;
- (h) Not aid or abet, directly or indirectly, the practice of any person who is not duly licensed;
- (i) Not advertise claims that are misleading, untrue or insupportable by fact; and
- (j) Use professional products specifically designed or manufactured for use in his or her licensed profession according to the manufacturer's instructions.
- (k) Cooperate with lawful investigation of the board.

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BOARD OF BARBERING, COSMETOLOGY, AND ESTHETICS
BLOOD SPILL SUPPLIES/PROCEDURES

Blood spill incidents must be treated by using a “safe practice” method. All products used during a blood spill incident must be applied with an applicator. Every attempt must be made to ensure that articles do not come in contact with skin or the wound. All contaminated materials are to be placed in a closed container. The following steps must be taken if a blood spill occurs:

Licensee Injury:

1. In the event that a licensee sustains a cut, service must be stopped and the injured area must be cleaned.
2. An antiseptic must be applied using an applicator.
3. Cover the injury with an adhesive dressing.
4. If the cut occurs on the hand, a glove or finger guard must be used.
5. Any affected work area must be cleaned and sanitized.
6. Any affected tool or implement must be sanitized and disinfected.
7. Hands must be cleaned with an antibacterial soap.
8. Put on disposable gloves.
9. The service may now be continued.

Clients Injured:

1. If a cut occurs, the service must stop and the licensee must put gloves on.
2. Provide the client with antiseptic with applicator for them to put on the cut.
3. Provide the client with some form of adhesive dressing to be put over the injured area.
4. Any affected work area must be sanitized and disinfected.
5. Any affected tool or implement must be sanitized and disinfected.
6. Hands must be cleaned with an antibacterial soap.
7. Put on disposable gloves.
8. The service may now be continued.

Below are sections of rules relevant to shop apprentices. Please contact the office at 271-3608 with any rule questions.

Bar 301.01 Apprentice Application.

(a) Upon the board's receipt of a request for an application for registration as an apprentice, the board shall send the applicant an application for registration as an apprentice.

(b) Each applicant for an apprentice registration shall complete and submit to the board an application for registration as an apprentice including:

- (1) The applicant's name, address, and telephone number;
- (2) The appropriate type of apprenticeship:
 - a. Cosmetology;
 - b. Barbering;
 - c. Master Barber;
 - d. Manicuring; or
 - e. Esthetics;
- (3) A check, money order, or cash in the amount of \$25.00
- (4) A copy of a birth certificate or driver's license providing proof of age as required by RSA 313-A:24, II (a);
- (5) Whether the applicant:
 - a. Has been conviction of a felony or misdemeanor, other than a traffic violation, which has not been annulled by a court;
 - b. Is addicted to the use of alcohol or other habit-forming drugs to a degree rendering him/her unfit to practice under RSA 313-A;
 - c. Has had any past disciplinary action against him/her in any jurisdiction in, which registration is similar to the one requested to have issued under this application; and
 - d. Has been determined by a court to be mentally incompetent, or has been told by health practitioner or mental health practitioner that he/she has a mental condition that would impair his/her ability to practice the profession for which they are seeking registration under RSA 313-A;
- (6) A date and signature affirming the following pledge: "I, hereby certify that the statements made on this application and in any other documents submitted in connection with this application are true and accurate. I have not withheld information that is requested. I am aware that a false, dishonest or misleading answer may be grounds for 1) denial of this application; 2) disciplinary action against my license; and further that 3) false statements are punishable by law"; and
- (7) A copy of the applicant's high school diploma or its equivalent providing proof of education as required by RSA 313-A. If an applicant does not have a high school diploma a letter must be submitted from current high school indicating they are currently enrolled and on track for graduation.

(c) The applicant may provide to the Board any information explaining or providing background to the affirmative answer(s) in (5) above.

(e) If the apprenticeship will take place in a shop, licensed in accordance with RSA 313-A:19, the shop instructor shall be licensed in accordance with RSA 313-A:9, V.

(f) The shop instructor shall:

- (1) Provide the name, address, and telephone number of the shop where the instruction will take place;
- (2) Include the enrollment date;
- (3) Include 3 passport photos of the apprentice; and
- (4) Sign and date the application.

(g) An applicant for a shop instructor license shall:

- (1) In accordance with RSA 313-A:10, I(c)(2) and RSA 313-A:11, I(c)(2), have been engaged in the practice within the state for at least 2 years;
- (2) Submit to the board a check, money order, or cash in the amount of \$50.00
- (3) Supply the following on the application for registration as an apprentice form:
 - a. His/her New Hampshire license number;
 - b. His/her initial New Hampshire licensure date; and
 - c. His/her signature and current date.

Bar 301.03 Apprenticeship.

(a) "Reflexology" means the study and interpretation of reflex component of the function of a body part or system or of a particular kind of activity.

(b) The number of hours of instruction to complete an apprenticeship shall be in accordance with:

- (1) For barbers, RSA 313-A:10, I(c)(1) or (2);
- (2) For cosmetologists, RSA 313-A:11, I(c)(1) or (2);
- (3) For manicurists, RSA 313-A:12, I, or, pursuant to RSA 313-A:12, II, 600 hours in a shop apprenticeship program;
- (4) For estheticians, RSA 313-A:13 or, pursuant to RSA 313-A:13, 1200 hours in a shop apprenticeship program; and
- (5) For a master barber, RSA 313-A:10 III, (c) (1) or (2).

(c) The apprentice shall receive the following types of instruction:

- (1) For barber apprentices:
 - a. Shampooing;
 - b. Haircutting;
 - c. Hairstyling, men and women;
 - d. Razor cutting;

- e. Shaves and beard trim;
- f. Scalp massaging;
- g. Hair analysis;
- h. Hairpieces;
- i. Business management and salesmanship;
- j. Textbook theory, which shall consist of reading textbooks in regard to barbering;
- k. State laws and rules; and
- l. Bacteriology safety and sanitation;

(2) For cosmetology apprentices:

- a. Shampooing;
- b. Hairstyling;
- c. Hair shaping;
- d. Hair coloring, including temporary, semi-permanent and permanent;
- e. Permanent waving and straightening;
- f. Hair analysis and scalp treatments;
- g. Facials and waxing including contraindications;
- h. Manicuring and pedicuring;
- i. Bacteriology, safety, and sanitation;
- j. Personal development;
- k. Business management and salesmanship;
- l. State laws and rules;
- m. Textbook theory which shall consist of reading textbooks, no more than 5 years old, in regard to cosmetology;
- n. Sculptured nail, nail tip, nail wrap and gel application; and
- o. Reflexology and massage as it relates to cosmetology, manicuring, and pedicuring services;

(3) For esthetic apprentices:

- a. Textbook theory which shall consist of reading textbooks no more than 5 years old, in regard to esthetics;
- b. Anatomy and physiology;
- c. Bacteriology, safety and sanitation;
- d. Basic chemistry of ingredients;
- e. Professional practices;
- f. Facial and body treatments;

- g. Treatments for facial and body hair;
- h. Reflexology and massage as it relates to esthetic services;
- i. Pedicuring;
- j. Makeup services; and
- k. State laws and rules;

(4) For a manicuring apprentice:

- a. Bacteriology, safety and sanitation;
- b. Professional practice;
- c. Basic manicuring;
- d. Sculptured nail, nail tip, nail wrap and gel application;
- e. Pedicuring.
- f. Proper drill use;
- g. Textbook theory, which shall consist of reading textbooks, no more than 5 years old, in regard to manicuring;
- h. State laws and rules; and
- i. Reflexology and massage as it relates to manicuring and pedicuring; and

(5) For master barber apprentices:

- a. Shampooing;
- b. Haircutting;
- c. Hairstyling, men and women;
- d. Razor cutting;
- e. Shaves and beard trim;
- f. Scalp massaging;
- g. Permanent waving and straightening;
- h. Coloring
- i. Hair analysis;
- j. Hairpieces;
- k. Business management and salesmanship;
- l. Textbook theory, which shall consist of reading textbooks in regard to barbering;
- m. State laws and rules; and
- n. Bacteriology safety and sanitation.

(d) Each student, at the beginning of the course, shall receive a course outline, including:

- (1) The name of the course;

- (2) A course description;
- (3) The course goals;
- (4) The contents of the units of instruction and, as applicable hours;
- (5) The course format; and
- (6) The grading procedures.

(l) A shop apprentice's hours shall not be transferable to a school. A student apprentice's hours shall not be transferable to a shop.

(m) A shop apprentice may transfer to another shop apprenticeship. A student apprentice may transfer to another school.

(n) If an apprentice wishes to transfer to, or re-enroll in another apprenticeship, the apprentice shall reapply in accordance with Bar 301.01, and attach a letter stating that he/she is a transfer or re-enroll apprentice. When transferring or re-enrolling in an apprenticeship the apprentice shall reapply within 12 months of the termination date of the initial apprenticeship in order to maintain all of his/her accumulated hours. If an apprentice reapplies after 12 months, but before 24 months, he/she shall maintain half of his/her accumulated hours. If an apprentice reapplies after 24 months he/she shall not maintain any of his/her accumulated hours.

(p) Apprentices shall sanitize and disinfect areas of the school or salon where there may be a threat to the health of the apprentice or the general public.

Bar 301.04 Instructors of Apprentices.

(a) Each apprentice shall receive his/her instruction from a cosmetologist, barber, esthetician, manicurist, or master barber who is a licensed instructor in accordance with Bar 301.08 or Bar 301.01 (f).

(b) An instructor license shall expire in accordance with RSA 313-A:20.

(c) A shop instructor shall have only one apprentice.

(d) A shop instructor shall keep a monthly record of the apprentice's attendance on a sheet provided by the board, including:

- (1) The name of the apprentice;
- (2) The name and address of the shop;
- (3) The apprentice licensure date;
- (4) The month and year for which the record is being submitted;
- (5) The total number of hours completed during the apprenticeship;
- (6) The signature of the shop instructor; and
- (7) The signature of the shop apprentice.

(e) The shop instructor shall submit the monthly record of attendance to the board no later than the 15th of the next following month.

(f) Instructors shall administer written, oral, or practical tests pertaining to Bar 301.03(c). The tests shall be graded and reviewed with the students promptly. Each apprentice shall be tested at least once a

month. Shop instructors shall send a copy of each completed and corrected test to the board along with the monthly record of attendance in accordance with Bar 301.04(e).

(g) Shop instructors shall prohibit a shop apprentice being instructed in master barbering or cosmetology from practicing on a paying customer until the apprentice has completed at least 3 months and 400 hours of the apprenticeship. A licensed barber apprenticing to obtain a cosmetology license, or a cosmetologist apprenticing to obtain a barber license, may practice on a client immediately.

(h) Shop instructors shall prohibit a shop apprentice being instructed in barbering or esthetics, unless the apprentice is a licensed cosmetologist, from practicing barbering or esthetics on a paying customer until the apprentice has completed at least 150 hours of the apprenticeship.

(i) Shop instructors shall ensure that a shop apprentice being instructed in manicuring only does not practice manicuring on a paying customer until the apprentice has completed at least 50 hours.

(j) All shops with an apprentice practicing on paying customers shall have the apprentice wear a name tag. The name tag shall state "Apprentice".

(k) The instructor shall assign paying customer services to the apprentice.

(l) The instructor shall provide each apprentice with at least 2 written progress reports during each course. The reports shall evaluate the apprentice's theory and practical work, and attendance. Instructors shall be available to discuss the reports and the apprentice's progress in the course.

(m) Related theory and practice shall precede clinic activities, and apprentices shall have demonstrated competence in both theory and practice before being allowed to participate in such activities. Instruction in theory and practice shall not be replaced by the clinic or working on a paying customers and apprentices shall not be excused from scheduled classes to work in the clinic or on a paying customers.

(o) A shop instructor shall be readily accessible, in the shop, to the shop apprentice at all times during professional services on a client within the first 50% of hours required by Bar 301.03 (b).

(p) Once the shop apprentice has completed over 50% of the hours required by Bar 301.03 (b) and is in compliance with Bar 301.04(m) the shop apprentice shall have immediate access to a licensee when providing professional services on a client.

(q) An esthetician apprentice shall have completed at least 400 hours prior to the application of any cosmetic exfoliation chemical.

(r) The shop instructor shall be with the esthetician apprentice at all times during the application of any cosmetic exfoliation chemical.

(s) No apprentice shall apply alpha hydroxy acid of greater than 30% total solution and less than pH 3.0 or its equivalent on a client.

Bar 301.05 Apprentice Termination.

(a) An instructor or an apprentice may terminate an apprenticeship at any time upon written notification to the board. The instructor and the apprentice shall notify the board within 5 business days of the termination date.

(b) The written notification of termination required by (a), above, shall include, if it is from the:

(1) Instructor:

- a. The apprentice's name;
- b. The shop or school name, address, and telephone number;
- c. The date of termination; and

d. The monthly record of attendance up to the termination date; and

(2) Apprentice, all items in (b)(1) a. through c, above.

(c) When a shop apprenticeship is terminated by the apprentice, in accordance with Bar 301.05(a), the board shall write to the shop instructor informing the instructor of the termination and requiring the instructor to forward all outstanding monthly records of attendance. Upon receipt of the board's letter, the shop instructor shall forward the information immediately to the board.

(d) When the apprenticeship is terminated by the instructor, in accordance with Bar 301.05(a), the board shall write to the apprentice informing the apprentice of the termination.

(e) An apprentice who does not complete an apprenticeship may apply again, at any time, for registration as an apprentice in accordance with RSA 313-A:24 and Bar 301.01. Previously accumulated hours shall be maintained in accordance with Bar 301.03(o) or (p).

Bar 301.06 Completion of Apprenticeship. The apprentice shall complete and file an application for licensure in accordance with Bar 301.07(b) upon completion of the apprenticeship.