WISCONSIN TECHNICAL COLLEGE SYSTEM | weare futuremakers

Wisconsin Technical College System
Program Design

50-502-5 Barber Apprenticeship

Program Information

Instructional Level	Technical Diploma
Career Cluster	Human Services
CIP Code	12.0407

Career/Job Titles

Barbers

Barber-Stylist

Establishment Manager or Owner

Platform Artist

Barbering Instructor

Program Description

Barbers are skilled at hair cutting, styling and shaving services. Barbers typically provide the following:
- Cut or trim, dry and style hair
- Offer shaving and facial services
- Shampoo, color, and condition hair
- Analyze hair, face, and scalp, to recommend treatment
- Suggest and perform color and chemical texturizing services
- Recommend home maintenance, rebook and complete business transaction
- Clean and disinfect tools and sanitize work areas.

Barbers focus on providing hair and shaving services to enhance clients' appearance. Those who operate their own barbering establishments may have managerial duties that include: hiring and supervising employees; keeping business records; maintaining licenses, permits and insurance; controlling inventory and ordering supplies, and developing marketing plans. Barbers cut, trim, shampoo, and style hair, mostly for male clients. They also may fit hairpieces and offer facial shaving. In every state, barbers are licensed to color, bleach, and highlight hair and to offer permanent-wave services. Common tools include combs, scissors, razors, and clippers.

"Barbering" means, for compensation, arranging, styling, dressing, shampooing, cleansing, curling, dyeing, tinting, coloring, bleaching, waving, cutting, shaving, trimming, relaxing, or performing similar work upon the hair of the head, neck, or face of any person by any means. "Barbering" does not include the removal of a

person's hair at the root or the application of temporary or permanent eyelash extensions to the eyelashes of a person (as defined by the State of Wisconsin Act 190).

Program Mission

Prepare individuals for the State Board Exam leading to the licensed barber credential and future success as a professional barber.

Target Population

Registered Wisconsin apprentices

External Requirements

The Wisconsin Department of Safety and Public Service (DSPS) administers licensure of barbering in the State. Ten standards for training programs were approved in 2012 and include minimum training hours of both theory and practical instruction.

The Wisconsin Department of Workforce Development Bureau of Apprenticeship Standards oversees apprenticeship programs in the State. Additional external requirements apply to apprentices including registration, participating employer, adherence to apprenticeship records and training requirements. The WTCS works collaboratively with this agency to coordinate related instruction across the technical colleges in Wisconsin.

Entry Requirements

Wisconsin registered apprentice.
This is a two year apprenticeship with 4 semesters of related instruction.

Indirect Measures (Examples)

Attendance in related instruction

Attendance on the job

Apprenticeship completion statistics

External Standards

Title	**WI Barbering Licensure Exam & Standards**
Sponsoring Organization	Department of Safety & Professional Services

Program Outcomes

1 Apply safety and infection control procedures

Summative Assessment Strategies
Licensure Examination
Client Service Records
On-the-job Performance

Criteria

you identify safety practices for the shop according to current laws
you implement barber and client safety procedures
you identify bacteria and infection control best practices
you select appropriate levels of decontamination
you follow proper first aid procedures
you protect self and others against exposure to blood and blood borne pathogens
you select products according to their usage
you follow manufacturer's directions for product use
you interpret MSDS information
you follow OSHA and EPA rules and regulations related to barber shops and barbering related operations
you use tools and equipment safely
you sanitize and disinfect tools and equipment according to current regulations

2 Identify hair and scalp disorders

Summative Assessment Strategies

Licensure Examination
Client Service Records
On-the-job Performance

Criteria

you explain non-treatable diseases
you explain treatable disorders
you express the legal limits of the barbers license
you evaluate the condition of the scalp
you analyze the condition of the hair
you apply professional skills for shampoo and scalp care
you conduct appropriate professional consultations with clients
you perform various scalp treatments
you recommend preventative measures to clients

3 Perform haircutting services

Summative Assessment Strategies

Licensure Examination
Client Service Records
On-the-job Performance

Criteria

you practice safety and sanitation during haircutting
you perform haircutting consultations and analyses
you identify proper care and use of haircutting tools and equipment
you identify sections of the head accurately
you demonstrate a taper cut
you complete a fade cut
you show freehand afro techniques
you produce a flat top haircut
you demonstrate hair lining and finishing
you create a sold form haircut
you complete a graduated 45-degree haircut

you demonstrate an increased layer haircut
you demonstrate a uniform 90-degree haircut

4 Demonstrate shaving and other facial hair removal techniques

Summative Assessment Strategies
Licensure Examination
Client Service Records
On-the-job Performance

Criteria
you examine facial hair and skin conditions and consults with clients
you identify facial hair growth patterns
you practice shaving safety and infection control
you apply principles of the anatomy and physiology of the skin
you recommend appropriate skin care solutions to clients
you demonstrate the three techniques for removing facial hair: shaving, clippers and depilation
you identify appropriate blood procedure protocols
you classify proper tool care and usage for shaving and facial hair removal
you demonstrate proper techniques while using tools and equipment
you communicate the use of chemical products used in facials and hair removal properly

5 Perform male facial procedures

Summative Assessment Strategies
Licensure Examination
Client Service Records
On-the-job Performance

Criteria
you analyze skin types
you analyze the skin for disorders and diseases
you demonstrate massage techniques
you select products that match client expectations
you apply and remove facial products according to specifications
you provide correct facial procedures
you complete a facial in the timeframe allowed
you sanitize and disinfect tools and work areas

6 Perform texture services

Summative Assessment Strategies
Licensure Examination
Client Service Records
On-the-job Performance

Criteria
you demonstrate client draping for chemical treatments
you demonstrate sectioning techniques
you identify tools, implements, and equipment
you describe the changes to the structure of the hair
you identify the chemistry of texture services
you demonstrate permanent wave services

you follow safety and infection control standards
you demonstrate virgin chemical relaxers
you demonstrate chemical relaxer retouch
you adhere to barber rules and regulations pertaining to chemical services
you recommend professional products and services

7 Perform hair color services

Summative Assessment Strategies
Licensure Examination
Client Service Records
On-the-job Performance

Criteria
you demonstrate client draping for chemical treatments
you demonstrate sectioning techniques
you identify tools, implements and equipment
you classify types of hair color and developers
you follow safety and infection control standards
you describe the changes to the structure of the hair
you describe the chemistry of hair color services
you demonstrate a virgin tint application
you demonstrate tint retouch
you demonstrate foiling techniques
you adhere to barber rules and regulations pertaining to chemical services
you recommend professional products and services

8 Demonstrate hairstyling and finishing techniques

Summative Assessment Strategies
Licensure Examination
Client Service Records
On-the-job Performance

Criteria
you implement safety and sanitation during styling and finishing
you select appropriate finishing products
you apply proper usage and care of tools and equipment
you perform thermal styling techniques
you demonstrate wet styling techniques
you identify artificial hair enhancements

9 Adhere to the current Wisconsin administrative codes and statutes for barbers

Summative Assessment Strategies
Licensure Examination
Client Service Records
On-the-job Performance

Criteria
you interpret administrative codes and statutes for safety
you interpret administrative codes and statutes for work environments
you interpret administrative codes and statutes for professional services

you follow codes and statutes for licensure and licensing related to barbers, managers, establishments and employers

you relate codes and statutes to first aid, blood borne pathogens, OSHA, MSDS, EPA and other applicable regulations

you apply appropriate law books to barbering

10 Demonstrate interpersonal skills for success

Summative Assessment Strategies

Skill Demonstration

Client Service Records

On-the-job Performance

Criteria

you communicate effectively

you demonstrate ethical behavior

you present a professional image

you apply appropriate business skills

you work collaboratively with others

Program Configurations

Barbering Related Instruction

Description

Theory hours only for barbering apprentices.

Program Outcomes

1 Adhere to the current Wisconsin administrative codes and statutes for barbers

2 Apply safety and infection control procedures

3 Demonstrate hairstyling and finishing techniques

4 Demonstrate interpersonal skills for success

5 Demonstrate shaving and other facial hair removal techniques

6 Identify hair and scalp disorders

7 Perform hair color services

8 Perform haircutting services

9 Perform male facial procedures

10 Perform texture services

Credits

7 - Technical Studies	8.00
Total Credits	**8.00**

Term 1

Course #	Course Title	Credits	Function
50-502-596	Shampooing, Trichology & Hairstyling for Barber Apprenticeship	2.00	7 - Technical Studies

Term 2

Course #	Course Title	Credits	Function
50-502-597	Barber Professional Development, Skin Disorders, Shaving and Male Facials, and Hair Cutting for Barber Apprenticeship	2.00	7 - Technical Studies

Term 3

Course #	Course Title	Credits	Function
50-502-598	Barber Laws, Infection Control, Chemical Texture Services for Barber Apprenticeship	2.00	7 - Technical Studies

Term 4

Course #	Course Title	Credits	Function
50-502-599	Hair Color, Lightening, Interpersonal Skills and State Codes for Barber Apprenticeship	2.00	7 - Technical Studies

Program Course List

Number	Title	Credits	Relationship	Description	Prereqs
50-502-596	Shampooing, Trichology & Hairstyling for Barber Apprenticeship (Related Instruction 1)	2.00	Child	This course provides apprentices with fundamental knowledge of hair car and develops skills required during draping, shampooing and scalp massage procedures. In addition, it examines the phases of hair growth, common hair disorders, and causes and treatments for hair loss. The final portion of the course explores hairstyling guidelines established by the Wisconsin Statutes and Administrative Codes for the barbers. Course is recommended as the first semester of the barbering apprenticeship related instruction.	

50-502-597	**Barber Professional Development, Skin Disorders, Shaving and Male Facials, and Hair Cutting for Barber Apprenticeship** (Related Instruction 2)	2.00	Child	Apprentices will examine opportunities for lifelong learning and professional development. In addition, the course examines diseases and disorders of the skin, shaving, male facials, and hair cutting as mandated by the Wisconsin Statutes and Administrative Codes for the Barbering Examining Board. The course is recommended for the second semester of the barbering apprenticeship related instruction.	
50-502-598	**Barber Laws, Infection Control, Chemical Texture Services for Barber Apprenticeship** (Related Instruction 3)	2.00	Child	Apprentices will examine the rules and regulations for barbers in Wisconsin. In addition, the course explores safety, sanitation, disinfection, and infection control practices and procedures that are common to all aspects of the barbershop and salon. Apprentices will also examine the theory and concepts surrounding chemical relaxing and permanent waving as mandated by the Wisconsin Statutes and Administrative Codes for the barbers. This course is recommended as the third semester of the barbering apprenticeship related instruction.	
50-502-599	**Hair Color, Lightening, Interpersonal Skills and State Codes for Barber Apprenticeship** (Related Instruction 4)	2.00	Child	Apprentices will examine the theory requirements for hair coloring and bleaching as mandated by the Wisconsin Statutes and Administrative Codes for the barbers. In addition, apprentices will develop fundamental skills needed to understand and communicate with people. A final review of the Wisconsin laws and administrative codes that govern the state barbers will be covered in preparation for state licensure exams.	

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Wisconsin Technical College System

50-502-5 Barber Apprenticeship

Performance Assessment Tasks Apprentice evaluation for PR1

Barber Apprenticeship WTCS TSA Scoring Guide

Directions

This Technical Skill Attainment (TSA) scoring guide will be used to document your attainment of technical skills at the end of the Barber program. To meet the requirements on the scoring guide, you will be asked to draw upon the skills and concepts that have been developed throughout the program, and are necessary for successful employment in your field. Results will be used to inspire continual improvement of teaching and learning across the Wisconsin Technical College System. In addition, this assessment will provide feedback to you about your performance as a learner, student, and future employee in the field. This scoring guide will use assessed work you have already completed within the context of an existing course, across multiple courses, in a capstone project, internship, program portfolio, or with any other format designated by the college. Your instructor will provide detailed instructions on the tool(s) used.

Evaluator(s)

Instructor

Target Program Outcomes

1 Apply safety and infection control procedures

2 Identify hair and scalp disorders

3 Perform haircutting services

4 Demonstrate shaving and other facial hair removal techniques

5 Perform male facial procedures

6 Perform texture services

7 Perform hair color services

8 Demonstrate hairstyling and finishing techniques

9 Adhere to the current Wisconsin administrative codes and statutes for barbers

10 Demonstrate interpersonal skills for success

Rating Scale

Value	Description
Complete	Learner performed the skill and has completed the requirements..
Not Complete	Learner did not complete the skill and does not meet the requirements.

Scoring Guide

	Criteria	Ratings
1	**Apply safety and infection control procedures**	Complete Not Complete
2	you identify safety practices for the shop according to current laws	
3	you implement barber and client safety procedures	
4	you identify bacteria and infection control best practices	
5	you select appropriate levels of decontamination	
6	you follow proper first aid procedures	
7	you protect self and others against exposure to blood and blood borne pathogens	
8	you select products according to their usage	
9	you follow manufacturer's directions for product use	
10	you interpret MSDS information	
11	you follow OSHA and EPA rules and regulations related to barber shops and barbering related operations	
12	you use tools and equipment safely	
13	you sanitize and disinfect tools and equipment according to current regulations	
14	**Identify hair and scalp disorders**	Complete Not Complete
15	you explain non-treatable diseases	
16	you explain treatable disorders	
17	you express the legal limits of the barbers license	
18	you evaluate the condition of the scalp	
19	you analyze the condition of the hair	
20	you apply professional skills for shampoo and scalp care	
21	you conduct appropriate professional consultations with clients	
22	you perform various scalp treatments	
23	you recommend preventative measures to clients	
24	**Perform haircutting services**	Complete Not Complete
25	you practice safety and sanitation during haircutting	
26	you perform haircutting consultations and analyses	
27	you identify proper care and use of haircutting tools and equipment	
28	you identify sections of the head accurately	
29	you demonstrate a taper cut	
30	you complete a fade cut	
31	you show freehand afro techniques	
32	you produce a flat top haircut	

33	you demonstrate hair lining and finishing	
34	you create a sold form haircut	
35	you complete a graduated 45-degree haircut	
36	you demonstrate an increased layer haircut	
37	you demonstrate a uniform 90-degree haircut	
38	**Demonstrate shaving and other facial hair removal techniques**	Complete Not Complete
39	you examine facial hair and skin conditions and consults with clients	
40	you identify facial hair growth patterns	
41	you practice shaving safety and infection control	
42	you apply principles of the anatomy and physiology of the skin	
43	you recommend appropriate skin care solutions to clients	
44	you demonstrate the three techniques for removing facial hair: shaving, clippers and depilation	
45	you identify appropriate blood procedure protocols	
46	you classify proper tool care and usage for shaving and facial hair removal	
47	you demonstrate proper techniques while using tools and equipment	
48	you communicate the use of chemical products used in facials and hair removal properly	
49	**Perform male facial procedures**	Complete Not Complete
50	you analyze skin types	
51	you analyze the skin for disorders and diseases	
52	you demonstrate massage techniques	
53	you select products that match client expectations	
54	you apply and removes facial products according to specifications	
55	you provide correct facial procedures	
56	you complete a facial in the timeframe allowed learner cleans and disinfects tools and work areas	
57	**Perform texture services**	Complete Not Complete
58	you demonstrate client draping for chemical treatments	
59	you demonstrate sectioning techniques	
60	you identify tools, implements, and equipment	
61	you describe the changes to the structure of the hair	
62	you explain the chemistry of texture services	
63	you demonstrate permanent wave services	
64	you follow safety and sanitation standards	
65	you demonstrate virgin chemical relaxers	
66	you demonstrate chemical relaxer retouch	
67	you adhere to barber rules and regulations pertaining to chemical services	
68	you recommend professional products and services	
69	**Perform hair color services**	Complete Not Complete
70	you demonstrate client draping for chemical treatments	
71	you demonstrate sectioning techniques	

72	you identify tools, implements and equipment	
73	you classify types of hair color and developers	
74	you follow safety and sanitation standards	
75	you describe the changes to the structure of the hair	
76	you describe the chemistry of hair color services	
77	you demonstrate tint retouch	
78	you demonstrate virgin tint application	
79	you demonstrate foiling techniques	
80	you adhere to barber rules and regulations pertaining to chemical services	
81	you recommend professional products and services	
82	**Demonstrate hairstyling and finishing techniques**	**Complete Not Complete**
83	you implement safety and sanitation during styling and finishing	
84	you select appropriate finishing products	
85	you apply proper usage and care of tools and equipment	
86	you perform thermal styling techniques	
87	you demonstrate wet styling techniques	
88	you identify artificial hair enhancements	
89	**Adhere to the current Wisconsin administrative codes and statutes for barbers**	**Complete Not Complete**
90	you interpret administrative codes and statutes for safety	
91	you interpret administrative codes and statutes for work environments	
92	you interpret administrative codes and statutes for professional services	
93	you follow codes and statutes for licensure and licensing related to barbers, managers, establishments and employers	
94	you relate codes and statutes to first aid, blood borne pathogens, OSHA, MSDS, EPA and other applicable regulations	
95	you apply appropriate law books to barbering	
96	**Demonstrate interpersonal skills for success**	**Complete Not Complete**
97	you communicate effectively	
98	you demonstrate ethical behavior	
99	you present a professional image	
100	you apply appropriate business skills	
101	you work collaboratively with others	

1,000 Hours Barbering Curriculum for Applicants Completing A Practitioner Education Program

The following hours reflect the department approved 1,000 hour barbering curriculum to be taken by a person to meet the Barbering Practitioner education curriculum requirements.

	SUBJECT	THEORY HOURS	PRACTICAL HOURS
I.	Hygiene, grooming and personal development.	5	0
II.	Bacteriology, sterilization and sanitation.	15	10
III.	Tools, equipment and implements	3	10
IV.	Haircutting, hair tapering (clipper-cuts), razor cutting, hairstyling, curling, thermal waving, finger-waving, roller setting, pincurl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts.	100	400
V.	Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching and chemistry.	87	250
VI.	Shaving, beard and mustache shaping, trimming, men's facial, facial messages, and basic principles of electricity.	20	30
VII.	Anatomy and physiology of the hair, skin and disorders of the hair, skin, scalp.	15	0
VIII.	Product knowledge, product use and sales, preparing and consulting with customer for services.	15	0
IX.	Laws, rules, professional ethics and history of Barbering.	18	0
X.	Individual student needs, industry trends and electives (e.g. recordkeeping, mathematics, communications, human relations, public relations, first aid, etc.).	10	12
	TOTAL HOURS:	**288**	**712**

DSPS 9/10/2012

for diploma
Apprentices have
288 theory + 3712 work hours

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Program Assigned Outcome Matrices

50-502-5 Barbering Apprenticeship

Program Outcomes Course Assignment Matrix

Program Outcomes	50-502-596: Shampooing, Trichology & Hairstyling	50-502-597: Barber Professional Development, Skin Disorders, Shaving and Male Facials, and Hair Cutting	50-502-598: Barbering Laws, Salon Ecology, Chemical Services, and Perming	50-502-599: Hair Color, Bleaching, Interpersonal Skills and State Codes for Barbers
Apply safety and sanitation procedures.	X	X	X	X
Identify hair and scalp disorders.			X	
Perform haircutting services.		X		
Demonstrate shaving and other facial hair removal techniques.		X		
Perform male facial procedures.		X		
Perform texture services.			X	
Perform hair color services.				X
Demonstrate hairstyling and finishing techniques.	X			
Adhere to the current Wisconsin administrate codes and statutes for barbers.	X	X	X	X
Demonstrate interpersonal skills for success.	X	X	X	X

External Standards Course Assignment Matrix

WI Barbering Licensure Exam & Standards

External Standards	50-502-596: Shampooing, Trichology & Hairstyling	50-502-597: Barber Professional Development, Skin Disorders, Shaving and Male Facials, and Hair Cutting	50-502-598: Barbering Laws, Salon Ecology, Chemical Services, and Perming	50-502-599: Hair Color, Bleaching, Interpersonal Skills and State Codes for Barbers
Hygiene, grooming and personal development.	X	X	X	X
Bacteriology, sterilization and sanitation.	X	X	X	X
Tools, equipment and implements	X	X	X	X
Haircutting, hair tapering (clipper-cuts), razor cutting, hairstyling, curling, thermal waving, finger-waving, roller setting, pincurl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts.	X	X	X	X
Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching and chemistry.			X	X
Shaving, beard and mustache shaping and trimming		X		
Anatomy and physiology of the hair, skin and disorders of the hair, skin, scalp.	X	X	X	X
Product knowledge, product use and sales, preparing and consulting with customer for services.	X	X	X	X
Laws, rules, professional ethics and history of Barbering.	X	X	X	X
Individual student needs, industry trends and electives(e.g. recordkeeping, mathematics, communications, human relations, public relations, first aid, etc.).		X		

Assessment Tool Example: Barber Mock Board Exam Rubric

This is page 1 of an assessment rubric available to colleges for summative assessment under TSA. The entire six page document is posted on the WTCS Curriculum Bank. Each of the program outcomes have criteria identified and student performance will be observed during the Client Services Lab courses in the second year. Colleges may implement these lab courses based on local needs.

Barber Program
Practical Skills Exam

Directions
This scoring guide will be used to assess your participation in class discussion. Your instructor will evaluate your participation at each class meeting during the semester.

Directions to Evaluator
Use this scoring guide to assess demonstration of barbering practical skills. You might want to use it at various points in the course to provide ongoing feedback to learners.

Scoring Standard
Learner must achieve a rating of "observed" on all criteria to demonstrate competence.

Rating Scale
observed Instructor observed this learner behavior not observed Instructor did not observe this learner behavior

INFECTION CONTROL AND SAFETY

Criteria	Rating	
1 Arrives with disinfected implements in sealed container and clean supplies.	OBSERVED	NOT OBSERVED
2 Sanitizes hands. (Initially and as/if necessary)	OBSERVED	NOT OBSERVED
3 Sanitizes work area. (Initially and as/if necessary)	OBSERVED	NOT OBSERVED
4 Universal precautions shall be utilized to clean blood and body fluids.	OBSERVED	NOT OBSERVED
5 Implements dropped on the floor shall not be used until demonstrating mock disinfection.	OBSERVED	NOT OBSERVED
6 Places disposable materials in trash after use.	OBSERVED	NOT OBSERVED
7 Places used implements in container separate from disinfected implements.	OBSERVED	NOT OBSERVED
8 Sanitizes work area after completing task. (at end of all skills)	OBSERVED	NOT OBSERVED

CHEMICAL RELAXER - RETOUCH

Criteria	Rating	
1 Drapes for chemical service.	OBSERVED	NOT OBSERVED
2. Sections the hair.	OBSERVED	NOT OBSERVED
3. Applies base cream to the hairline and ears.	OBSERVED	NOT OBSERVED
4. Wears disposable gloves during application.	OBSERVED	NOT OBSERVED
5. Applies relaxer to regrowth.	OBSERVED	NOT OBSERVED
6. Cross-checks sections to ensure complete coverage.	OBSERVED	NOT OBSERVED
7. Smoothes hair with back of non-metal comb, fingers, or applicator brush.	OBSERVED	NOT OBSERVED
8. Keeps mid-shaft and ends free from product.	OBSERVED	NOT OBSERVED
9. Keeps unprotected area free from product.	OBSERVED	NOT OBSERVED

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State of Wisconsin

DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

Barbering & Cosmetology Renewal 2013 FAQs

(Pertains to all licenses issued by the former Barbering & Cosmetology Examining Board, and newly issued Barber licenses

When can I renew my license?
The renewal period opens February 11, 2013. The renewal deadline is March 31, 2013.

How can I renew my license?
For fastest renewal processing, log into our website beginning February 11, 2013 to renew: https://online.drl.wi.gov/UserLogin.aspx

I don't want to renew online – how can I get a paper form?
Email our renewal office with your license # and mailing address to request renewal forms: DSPSRenewal@wisconsin.gov or call Toll free: 888-506-4239 *Madison area: 608-261-4460

If I miss the renewal deadline, can I still renew?
You can still renew the license. There is a late fee of $25.

What is the fee to renew?
The renewal fee is $82. If you are renewing an expired license, a late fee of $25 will be added.

Do I need to complete Continuing Education to renew?

- If your license was issued after April 1, 2011 – No CE is required.
- If your license was renewed for the 2011 renewal cycle – No CE is required.
- If you were eligible to renew in 2011, but did not complete the CE required at the time – You MUST complete the CE required for the 2011 renewal to bring your license current. (Does not apply to School, Establishment, or Instructor licenses)

I didn't complete CE for the 2011 renewal – what CE do I need to renew?
Visit our website: http://dsps.wi.gov/Licenses-Permits/Credentialing, click the link to Business Professions, select your profession from the list, and select Continuing Education Information for complete details.

I didn't complete the CE for the 2011 renewal – can I still take the Test-out Exam?
You can still take the Test-Out Exam instead of taking CE courses. Visit our website: http://dsps.wi.gov/Licenses-Permits/Credentialing, click the link to Business Professions, select your profession from the list, and select Continuing Education Information for complete details.

How do I change the name of my Establishment License?
When renewing (either on-line or via paper form) report the new name. You can also log into our website at any time to update the name of your business: https://online.drl.wi.gov/UserLogin.aspx

How do I transfer ownership of my Establishment License?
You cannot transfer ownership of the existing license. You must apply for a new license. Visit our website: http://dsps.wi.gov/Licenses-Permits/Credentialing, click the link to Business Professions, select your profession from the list, and select Applications Forms for complete details.

(continued on the next page)

Barbering & Cosmetology Renewal 2013 FAQs - continued

My Establishment is moving – how do I update my address?
You cannot change the location of the existing license. You must apply for a new license. Visit our website: http://dsps.wi.gov/Licenses-Permits/Credentialing, click the link to Business Professions, select your profession from the list, and select Applications Forms for complete details.

TRANSITIONING LICENSE QUESTIONS

How can I change my Cosmetology Establishment license to a Barbering Establishment license?
Beginning February 11, 2013, you can request a Transition from a Cosmetology Establishment License to the Barbering equivalent during the on-line renewal process. You must meet all renewal requirements of the Cosmetology Establishment. Once the renewal is processed, the license will be transitioned from Cosmetology to Barbering.

How can I change my Cosmetology Manager license to a Barbering Manager license?
Beginning February 11, 2013, you can request a Transition from a Cosmetology Manager License to the Barbering equivalent during the on-line renewal process. You must meet all renewal requirements of the Cosmetology Manager. Once the renewal is processed, the license will be transitioned from Cosmetology to Barbering.

How can I change my Cosmetology Practitioner license to a Barber license?
Beginning February 11, 2013, you can request a Transition from a Cosmetology Practitioner License to a Barber license during the on-line renewal process. You must meet all renewal requirements of the Cosmetology Practitioner. Once the renewal is processed, the license will be transitioned from Cosmetology to Barbering.

I don't want to renew online – can I still transition to Barbering?
Email our renewal office with your license # and mailing address to request renewal forms: DSPSRenewal@wisconsin.gov or call Toll free: 888-506-4239 *Madison area: 608-261-4460
You must also submit Form R4000 which can be found on our website: http://dsps.wi.gov/Licenses-Permits/Credentialing, click the link to Business Professions, select your profession from the list, and select Renewal Information to find the form.

I am renewing late – can I still transition to Barbering?
Yes – you can still use online renewal or paper renewal to renew the Cosmetology license and transition to Barbering. This option is available until April 1, 2015.

I already renewed my Cosmetology license and now want to transition to Barbering – can I?
Yes, this option is available until April 1, 2015. Complete and return Form R4000 found on our website: http://dsps.wi.gov/Licenses-Permits/Credentialing, click the link to Business Professions, select your profession from the list, and select Renewal Information to find the form.

If I transition from Cosmetology to Barbering, can I switch back later?
NO. Once the license is transitioned to Barbering it cannot switch back to Cosmetology. If you wish to practice Cosmetology in WI after transitioning to Barbering, you must apply for a new license.

If I transition to Barbering, will I get a new license number?
The numbers before the hyphen will remain the same, and the numbers after the hyphen will have a 1 added to the beginning. Example: 55555-82 (Cosmetology Practitioner) will become 55555-182 (Barber)

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Barbering & Cosmetology Renewal 2013 FAQs - continued

If I transition to Barbering, will all of my licensure history go away?
No. The issue date of your Cosmetology license will become the issue date of your Barbering license. The Cosmetology license will expire as the Barbering license is issued.

INACTIVE454 STATUS QUESTIONS

What is Inactive454 Status?
2011 Wisconsin Act 190 created statutory provisions for certain Barbering credentials and certain credentials issued by the Cosmetology Examining Board to request Inactive Status. Inactive status is available for those credential holders who no longer intend to practice, but wish to keep the credential current instead of letting it Expire.

Who is allowed to go on Inactive Status?
Cosmetology Managers and Practitioners, Barbering Managers and Barbers, Aestheticians, Electrologists, and Manicurists are eligible to request this status, and must meet certain criteria to be placed on Inactive454 Status.

Who is NOT allowed to go on Inactive Status?
Schools, Instructors, and Establishments of Barbering, Cosmetology, Aesthetics, Electrology, and Manicuring

What are the criteria I must meet to be placed on Inactive454 status?

- Your license status must be in good standing before being placed on Inactive Status. So, if you missed the 2011 renewal, you must complete the 2011 Continuing Education requirements and pay the $25 late fee (in addition to the prorated 2013 renewal fee) before you can be placed on Inactive Status.
- You must complete the 2013 renewal application and pay a prorated renewal fee of $41 (add $25 if renewing an expired license)
- You must submit Form R454 along with the renewal application and fees.

Can I apply for Inactive454 status on-line?
NO. If applying for Inactive454 status at the time of renewal you must request a paper renewal application. Email our renewal office with your license # and mailing address to request renewal forms: DSPSRenewal@wisconsin.gov or call Toll free: 888-506-4239 *Madison area: 608-261-4460
You must also submit Form R454 which can be found on our website: http://dsps.wi.gov/Licenses-Permits/Credentialing, click the link to Business Professions, select your profession from the list, and select Renewal Information to find the form. **Mail these to** DSPS – Renewal, PO Box 8935, Madison, WI 53708-8935

I am renewing late – can I still request Inactive454 status?
Yes. If you missed the 2011 renewal, you must complete the 2011 Continuing Education requirements and pay the $25 late fee (in addition to the prorated 2013 renewal fee) before you can be placed on Inactive Status.

Can I do any work on Inactive Status?
Rules have been published which define minimal practice for **Barbers**. Barbers on Inactive454 status may not receive compensation for barbering services and may not practice in a licensed barbering establishment.

Rules are still being written to define minimal practice for licenses issued by the **Cosmetology Examining Board.** At this time, those applying for Inactive454 status must refrain from all practice. Rules will be published soon which will define minimal practice.

Can I still purchase products at a discount on Inactive454 Status?
Credentials on Inactive454 status are considered to be Current and eligible for the same professional discounts extended to those who hold a credential on Active status.

I already renewed, and then decided I want to go on Inactive454 status... Can I? If so, can I get a refund of $41?
You can still apply for Inactive454 status. Complete and return Form R454 which can be found on our website: http://dsps.wi.gov/Licenses-Permits/Credentialing, click the link to Business Professions, select your profession from the list, and select Renewal Information to find the form.

To be eligible for a refund of $41, you must request it within 18 months of the payment date AND you must submit a written request attesting that you have not worked with your credential even 1 day since it was renewed. Include this written request with FormR454. If you worked even 1 day since the credential was renewed, you are not eligible for a refund.

I went on Inactive454 status and now want to go back to work. What do I do?
Send $41 (the portion of the renewal fee you did not pay due to Inactive454 status) along with a written request for the credential to return to Active status. Allow 10-15 business days for processing. Be sure to include your credential # and full name. **Mail these to** DSPS – Renewal, PO Box 8935, Madison, WI 53708-8935.

Does Inactive454 status Expire?
All Active and Inactive454 licenses expire on the same date. The credential status will change from Inactive454 to Expired just as an Active license will. DSPS will mail renewal reminder postcards to credential holders with Inactive454 status 6-8 weeks prior to the expiration date of 3/31/2015.