



*Texas Department of
Licensing and Regulation*

SHEARS

**Student Hour and Enrollment
Automated Reporting System**

Operations Manual

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OVERVIEW

BACKGROUND

In keeping with the Texas Department of Licensing and Regulation (TDLR) vision, mission and philosophy, TDLR's process for the reporting of cosmetology and barber student activity is to benefit schools, students and TDLR. The process makes it easier for schools to be more efficient by enrolling students online instead of filing paperwork, printing student permits online, reporting student hours online thus making students eligible to test immediately, and dropping and editing students online.

USING THE OPERATIONS MANUAL

All screens have the same format: the standard TDLR heading, the site name "Student Hour and Enrollment Automatic Reporting System" in blue, followed by instructions in green. NOTE: The first screen instructs "Do not use the BACK button at any time while in this site". If you click the BACK button, you will exit the program, delete all the data entered, and you will be required to start over.

Please follow the instructions on each screen. This is especially important when you are entering student hours. Be sure to use the TAB key to move from field to field not the ENTER or RETURN key.

When you have posted hours or dropped students, you will receive e-mail confirmation. This e-mail will contain the school license number, roster number with a listing of the students permit number and the number of hours you posted for that student. It is important that you keep this e-mail confirmation with your records. Furthermore, you may need to refer to the roster number in case of error or omission. The automated e-mail will be sent via the e-mail address on file with TDLR. If you need to change your e-mail address, please send your request along with your school license number to SHEARS@tdlr.texas.gov.

LAW and RULES BOOK

TDLR will mail a copy of the law and rules book to new students to the address furnished on the student permit application. If they want one, students reenrolling may purchase a book from TDLR.

[ACCESSING THE REPORTING SITE](#)

Begin at the TDLR home page: www.tdlr.texas.gov

Under DO IT ONLINE, click on the scissors icon for SHEARS. This takes you directly to the SHEARS School Log-In Page. Enter your school license number and PIN.

If you have forgotten your PIN, enter your School License Number and follow the directions on the screen for obtaining your PIN. The system will automatically send your PIN via email.

[MAIN MENU](#)

On the **MAIN MENU**, please review all the information shown for your school and notify TDLR if anything needs to be changed.

You may print a list of students, post monthly hours, edit student hours, see student hours, get batch confirmations, enroll student(s) in multiple batches or individually, view enrollment history, print a permit, show enrollment, edit student profile, drop a student, and edit a drop, all by utilizing this screen.

An email showing the transactions entered during each online session will be sent to the email address on file for the school. Please verify that the transaction report matches with your transactions.

[REQUESTING A LIST OF STUDENTS](#)

Select **LIST Students**. This will return a screen showing each student enrolled in your school. This list contains student name, permit number, curriculum enrolled, and hours posted. **Note:** Do not post any hours already posted in SHEARS. If a student is listed but not currently enrolled in your school, drop the student so that the SHEARS records match school records.

Scroll down to see the number of students and to select an additional page.

Click on **MAIN MENU** to return to the main menu.

POST-MONTHLY HOURS

PROCESS “DROPPED” STUDENTS PRIOR TO POSTING MONTHLY HOURS.

At least one time per month, schools are to enter all the hours earned by their students for the previous month. If you are not sure about how many hours a student has earned, leave the amount blank. You can always come back to that student and that month later.

Click on **POST Monthly Hours** to see the **MONTHLY POSTING** page.

Select the month for which you wish to post hours.

The hours entered will be hours earned at your school during this enrollment. Do not enter hours for students who were enrolled at another school.

Click **NEXT**. This screen will return to you a list of all the students enrolled at your school.

Enter the number of **EARNED CLASSROOM HOURS**, TAB to the next field, and enter the **EARNED FIELD TRIP HOURS** or **EARNED DISTANCE EDUCATION HOURS**. These hours are to be entered as whole hours and hundredths of hours like this 999.99. Do not use commas or colons. A colon would imply that the digits to the right of the colon are minutes and you may not enter minutes; only hours and hundredths of hours.

To convert minutes to hundredths of hours, divide the minutes by 60 and enter that number to the right of the decimal point. For example to enter 47 hours and 23 minutes:

$$23 / 60 = .383333$$

So you would enter 47.38

VERY IMPORTANT

DO NOT post hours that are already in the system.

By pressing **TAB**, continue entering each student's hours. If you need to go to the next page, click on **NEXT** and continue entering hours. If the student has not earned any hours, leave the field blank or enter zero. Continue this process for all the students.

Click **FINISH** to go back to the **MONTHLY POSTING** page.

In the middle of the page, you will see the total number of students you posted hours for. The hours entered were successfully posted to the SHEARS online database. Allow up to 24 hours for hours to post to the TDLR database. A summary of your transactions is emailed to the email address for your school.

Click on **MAIN MENU**.

[EDIT STUDENT HOURS](#)

Click on **EDIT Student Hours** to see the **EDIT STUDENT HOURS** page.

Type in a student permit number, click on **FIND**. A screen will appear that shows all the hours reported for the student by your school.

To **EDIT** a record, click **EDIT** on the line you wish to edit. This takes you a page where you may edit the hours.

Enter the correct classroom, fieldtrip hours or distance education hours and click **UPDATE** to change hours or click **CANCEL** to return to the previous page.

To edit another record, click on **EDIT ANOTHER** and follow the same process as above.

Click on **MAIN MENU** to return to the mail menu.

[SHOW A STUDENTS HOURS](#)

Click on **SHOW a Student Hours** to see the **SHOW STUDENT HOURS** page.

Type in a student permit number, click on **FIND**. A screen will appear showing all hours reported for the student. The school license number, school name, class hours, field trip hours, distance education hours, date completed and the curriculum type the student is enrolled. The students permit number and name is noted at the top of the list.

If the student had a previous enrollment from another school, those hours are shown as well.

To see another record, click on **SHOW ANOTHER** and follow the same process as above.

Click on **MAIN MENU** to return to the main menu.

[GET BATCH CONFIRMATION](#)

This function allows you to see a list of email confirmation batches and send a duplicate if one is needed.

Click on **GET BATCH CONFIRMATION**, **type** in a date range for the batch you are requesting. Please follow the date format as provided.

Click on **FIND**. The system will bring up a list of batches sent within that date range. Determine the batch needed and click on **GET CONFIRMATION**.

This will bring up a page showing what was in the batch, to obtain a duplicate, click on **SEND CONFIRMATION**. If you need another confirmation, click on **GET ANOTHER CONFIRMATION**.

Click on **MAIN MENU** to return to main menu.

ENROLL STUDENT(S)

You may enroll a student or multiple students through SHEARS and pay the student permit fee(s). You will be able to print the permit(s) at the end of the online process. If a new permit, you will be required to pay by credit card and the student must have a social security number. Enrollments cannot be older than one year. If you need to enroll a student whose enroll date is older than a year, then you must contact TDLR at SHEARS@tdlr.texas.gov.

If the student has an existing permit number, you may enroll at no cost, unless the student is changing programs.

NOTE: If the student does not have a social security number, please mail in the permit application for processing. If the school does not wish to pay by credit/debit card, they may continue to use the current process of mailing in the permit application(s) for processing.

You will receive two messages before you start enrolling a student. One to remind you to avoid data entry errors, please verify the student's name, date of birth and social security number before submitting. The next will be that multiple logins on multiple computers at the same time for enrollment is not allowed.

TO ENROLL AN EXISTING STUDENT:

Click **ENROLL Student** to see the **ENROLL A STUDENT** page.

You have the option to enroll by **By SSN** or **By Permit Number** (existing student).

SELECT the button for the social security number or permit number and click on **CONTINUE**. **TYPE** in the **SSN** or **Permit Number** and click on **FIND**.

A **VERIFICATION** page that will appear, give you the name of the student that matches the **SSN** or **Permit number** you entered. If correct, click on **CONTINUE**, if not, click on **BACK** to enter a different number.

The **SHOW ENROLLMENT** button will bring up a page that lists all the enrollments for the student. This will give you the students' permit number(s), permit type(s), enroll date(s), drop date(s), total hours and tuition paid.

On the **ENROLL A STUDENT** page, verify the student's information. If the address has changed, you may change on this screen. Enter all required fields that are noted with the **red asterisk *** with valid data.

Click **CONTINUE**, which takes you to a **VERIFICATION** page. If there are any errors, you will see a message in **RED** right under the heading **ENROLL A STUDENT**. **SCROLL** down, find the error and make the correction. Click **CONTINUE** once more.

If you decide that you do not want to continue enrolling the student, click on **ABANDON THIS STUDENT FROM BATCH** to go back to the **ENROLL A STUDENT** page. You may **CONTINUE**, by enrolling the student or go back to the **MAIN MENU**.

If no errors, click on **ADD THIS STUDENT TO BATCH**. A message will appear reminding you to make sure the student's information is correct. If it is, **Click OK**. The next page will say **STUDENT ENROLLMENT**. Here you will see the **Enrollment Batch #** under the heading **Student Enrollment**. At this point, you may **ENROLL MORE STUDENTS, CHECK OUT, DELETE BATCH OR** delete just the student from the batch.

To enroll more students click on **ENROLL MORE STUDENTS** to see the **ENROLL A STUDENT** page. Click on the option that applies, **By SSN** or **By Permit Number** and follow the same process as before. **NOTE: It is very important to provide correct information. Please make sure to verify the social security number.**

To **DELETE THIS BATCH**, click **DELETE THIS BATCH**. You will be taken to a page that asks if you are sure you want to delete this batch. Click on **YES** or **NO** or **MAIN MENU**. If you click **NO**, you be taken back to the previous page. If **YES**, you will get a message that says the enrollment batch has been deleted and you will have to go back to the **MAIN MENU**.

If you decide to "delete" a student from the batch, you will get a message that says "Are you sure you want to delete this student from the batch"? Click on **OK** or **Cancel**. If you click on **OK**, you will be taken back to the **ENROLL A STUDENT(S)** page.

To **CHECK OUT**, click on **CHECK OUT**. The next page will be titled **STUDENT ENROLLMENT**. You will see the student or a list of students you have enrolled, the total number of students added in the enrollment batch and the total amount of fees you will be required to pay, **if applicable**.

If no fee is required, click on **SUBMIT ENROLLMENT**. Next, the page will be **TRANSACTION SUCCESSFUL**. Here you may print the permit and when done, click on **Main Menu**.

If ready to pay, click on **READY TO PAY**. You are now at the **READY TO PAY** page. Read the information provided and at the bottom of the page is "**pay now**", click on **PAY NOW**.

The next page should read **texas.gov Payment Process**. You will see a transaction summary and a transaction detail on what you have processed. Complete the **Customer Billing Information** and click on **Continue**.

Next, will be the **Payment Verification Page**, review the information, complete verification prompt, and select **Make Payment**.

Once your payment is accepted, you will be taken to the **TRANSACTION SUCCESSFUL PAGE**. This is proof of your payment and you may print the student permits from here. When done, click on **Main Menu**.

NOTE: If at any point during enrollment, you go back the **Main Menu**, you will see a **message in red, highlighted**, under **ENROLL A STUDENT(S)**. The message will let you know a batch is incomplete. Complete the enrollment(s), check out or delete the batch. Deleting the batch will require you to start over completely.

TO ENROLL A NEW STUDENT

Click **ENROLL Student** to see the **ENROLL A STUDENT** page.

You will receive two messages before you start enrolling a student. One to remind you to avoid data entry errors, please verify the student's name, date of birth and social security number before submitting. The next will be that multiple logins on multiple computers at the same time for enrollment is not allowed.

Enter the students' social security number without any dashes. Click **CONTINUE**. Complete the student's information on the **ENROLL A STUDENT** page.

Information with an "asterisk" in **RED** is required information.

Click in the first box "last name". The "**TAB**" button will move you from field to field.

- Type in the **last name** of the student
- Type in the **first name** of the student
- If provided, type in the middle name.
- If provided, type in the suffix (eg Sr Jr III etc)
- Type in the **date of birth** for the student in the exact format (mm/dd/yyyy)
You will receive a reminder on the **VERIFY** page if the student is less than 17 years of age.
- Gender: Click on the appropriate button

Click **Verify**, view information entered. **Has the student's name and birthdate been entered in the correct format?** If not, click on **MODIFY** and make the corrections.

If no updates, click on **Continue**.

NOTE: There is the possibility of receiving the following message when verifying the enrollment:

"We currently have a person in our system with the same name and date of birth, but a different social security number. Please verify that the social security number, name and date of birth provided is correct. If it is correct, then click **VERIFY INFORMATION IS ACCURATE button. If incorrect, please click **MODIFY** button to modify information before you add this student to the batch.**

If you want to remove the student and continuing to enroll other students, please click **ABONDON THIS STUDENT FROM BATCH button.**

- Type in the **students' mailing address**. Two lines provided, if needed. This is where TDLR will mail the law and rules book (for new students only) and other correspondence. You must use the following street address format:
 1. **No punctuation or symbols**
(NO: E. 10 St. Apt. #15;
YES: E 10 St Apt 15)
 2. **No address longer than 30 spaces (letters, numbers, and spaces in between)**
(NO: 1 Midland Highway East Southwest Apartment Number 9;
YES: 1 Midland Hwy E SW Apt 9)
 3. **If an address with an apartment number doesn't fit on one line, put the apartment information on the first line and the street address on the second line of the address**
(NO: 1234567890 Midland Hwy E SW Apt Number 1234567890;
YES: Apt 12345678890
1234567890 Midland Hwy E SW)
 4. Type in the **city**
 5. Select the **state**
 6. Type in the **zip code**
 7. Type in the students daytime phone number (**TAB** to each box)
 8. Type in students email, if provided
 9. **Course type**. CLICK on the down arrow where it says **Select Course Type**, **CLICK** on the course type the student will be enrolling. Click on the **Curriculum Type**.

- 10. **TAB** to the **Enrollment Date**. Type in the enrollment date in the exact format as shown (mm/dd/yyyy) and must be within the last 3 months. It cannot be in the future.
- 11. **TAB** to **"Is this a high school program?"** CLICK on the **Yes** or **No** button.

- 12. **Cosmetology Only:**
 Have you **graduated from high school, obtained a GED or passed an ATB?**
 Click on **Yes** or **No**
 If **Yes**, you graduated from high school, type in the **name of the school, city, state and the date of graduation**.
 (If student is from another country, see **Tips and Troubleshooting**)
 If **Yes**, you obtained a GED or pass an ATB, type in the **name of company, city, state, and the date you received the GED or passed the ATB**.

- Barbering Only:**
 Have you **completed the 7th grade?**
 Click on Yes or No

- 13. **Student Certification**, **CLICK** on the box. This is certifying that the student will comply with all law and rules.

If you are done, **CLICK** on **CONTINUE**. This takes you to a **VERIFICATION** page. If there are any errors, you will see a message in **RED** right under the heading **ENROLL A STUDENT**. **SCROLL** down, find the error and make the correction. **CLICK** on **MODIFY** to accept the changes.

Be certain to review this data to ensure its accuracy. You may receive a message if the address is not correct. Make corrections and click **ACCEPT**. If you do not need to make any modifications, you are ready to pay and print the permit.

If you decide that you do not want to continue enrolling the student, click on **ABANDON THIS STUDENT FROM BATCH** to go back to the **ENROLL A STUDENT** page. You may **CONTINUE**, by enrolling the student or go back to the **MAIN MENU**.

If no errors, click on **ADD THIS STUDENT TO BATCH**. A message will appear reminding you to make sure the student's information is correct. If it is, click **OK**.

Next page will say **STUDENT ENROLLMENT**. Here you will see the **Enrollment Batch #** under the heading **Student Enrollment**.

At this point, you may **ENROLL MORE STUDENTS, CHECK OUT, DELETE BATCH OR** delete just the student from the batch.

To enroll more students click on **ENROLL MORE STUDENTS** to see **ENROLL A STUDENT** page. Click on the option that applies, **By SSN** or **By Permit Number** and follow the same process as above.

To **DELETE THIS BATCH**, click **DELETE THIS BATCH**. You will be taken to a page that asks if you are sure you want to delete this batch. You may click on **YES** or **NO** or **MAIN MENU**. If you click **NO**, you will be taken back to the previous page. If **YES**, you will get a message that says the enrollment batch has been deleted and you will have to go back to the **MAIN MENU**.

If you decide to "delete" a student from the batch, you will get a message that says "Are you sure you want to delete this student from the batch"? Click on **OK** or **Cancel**. If you click on **OK**, you will be taken back to the **ENROLL A STUDENT(S)** page.

To **CHECK OUT**, click on **CHECK OUT**. The next page is titled **STUDENT ENROLLMENT**. Here you see the student or a list of students you have enrolled, the total number of students added in the enrollment batch and the total amount of fees you will be required to pay.

If ready to pay, click on **READY TO PAY**. You are now at the **READY TO PAY** page. Read the information provided and at the bottom of the page is "pay now", click on **PAY NOW**.

The next page should read **texas.gov Payment Process**. You will see a transaction summary and a transaction detail on what you have processed. Complete the **Customer Billing Information** and click on **Continue**.

Next, will be the [Payment Verification Page](#), review the information, complete the verification prompt and select **Make Payment**.

Once payment is accepted, the next page will be the **TRANSACTION SUCCESSFUL PAGE**. This is proof of your payment and you may print the student permits from here. When done, click on **Main Menu**.

NOTE: If at any point during enrollment, you go back to the **Main Menu**, you will see a **message in red, highlighted** under **ENROLL A STUDENT(S)**. The message will let you know a batch that is incomplete. Either complete the enrollment(s) and check out or delete the batch. Deleting the batch will require complete start over.

[VIEW ENROLLMENT HISTORY](#)

This option allows you to see a list of batches that you have processed. You may click on a batch number (in blue) and see the list of students for that batch. It will also show the amount paid. A permit can be printed from this page, if one is needed.

[PRINT PERMIT](#)

Print permit function may be used to print another permit.

Click **PRINT PERMIT**. The **Print Student Permit** screen will come up. **TYPE** in the students' permit number and click on **PRINT PERMIT**.

A new window will open up showing the permit. Select the **PRINT** option on your toolbar and print the permit.

Close the window when completed.

Click **MAIN MENU** to return to the main menu.

[SHOW ENROLLMENT](#)

CLICK on **SHOW ENROLLMENT** and then select the button for **BY SSN** or **BY PERMIT NUMBER**.

CLICK on **CONTINUE**, type in the student permit number and **CLICK** on **FIND**.

STUDENT ENROLLMENT page will appear. This page will list all of the schools this student has attended, along with permit number(s), permit type(s), enrollment date(s), drop date(s), total hours, tuition paid and academic hours (high school only).

When done, **CLICK** on **MAIN MENU** to return the main menu for more processing.

[EDIT STUDENT PROFILE](#)

This function will allow the school to edit a student's mailing address, phone number and email address.

NOTE

For a name change, misspelling or typo, a student must submit a signed and dated written request and an official document verifying the new name. An example of an official document would be a court document, driver's license, social security card. Fax to (512) 475-2871.

****When a student checks in at the examination site, the name provided to TDLR must match the name on their "valid" form of government ID.

For a date of birth correction, please provide a copy of the student's drivers license or birth certificate.

For corrections to an enrollment such as type, please submit the contract showing the correct enrollment type and date.

To make changes, click on **EDIT STUDENT PROFILE**.

Type in the student permit number and click **FIND**. The student information is displayed.

Make the necessary changes, and click on **CONTINUE**. A **VERIFICATION** page will appear. If correct, click on **UPDATE STUDENT PROFILE** button. **MODIFY** will take you back to the edit screen again.

A new page with the statement "Update Student Profile is successful" will appear.

Click on **MAIN MENU** to return to main menu.

[DROP A STUDENT](#)

DROP STUDENTS AS SOON AS THEY ARE NO LONGER ENROLLED!

When a student is no longer enrolled in your school (for any reason) they must be dropped within 10 calendar days. A student on a documented leave of absence is still "enrolled" in school.

To drop a student, click on **DROP A STUDENT** on the **MAIN MENU**.

This takes you to the **DROP A STUDENT** screen. Type in the student permit number for the student you wish to drop.

Click **FIND**. A screen will appear with the student's information for you to verify that you will be dropping the correct student.

Tab to "Additional Class Hours Earned Since Last Month" and type in any additional hours.

Tab to "Additional Field Trip Hours Earned Since Last Month" and type in any additional field trip hours.

Tab to Additional Distance Education Hours Earned Since Last Month" and type in any additional distance education hours.

Tab to "Last Date Attended (mm/dd/yyyy)" and type in the last date the student attended your school.

For **Cosmetology**:

Answer the following:

Academic Hours Complete? (high school only)	Yes or No
Tuition Paid?	Yes or No

Click **VERIFY**.

A page showing the entries performed will appear. A statement is at the bottom of the screen showing how many hours the student will have as of result of the drop. You may modify your entry by clicking on **MODIFY** or go ahead and **CLICK** on **DROP**.

Click **DROP**. The **DROP A STUDENT** screen will appear with a statement that the "student <name> is successfully dropped from your school".

When the drop is processed, a confirmation e-mail is sent. Click on **MAIN MENU** when done.

DROPPING STUDENTS PRIOR TO POSTING MONTHLY HOURS

If hours for the previous month have not been posted for a student you intend to **DROP**, you must first **POST** the hours from the previous month and then **DROP** the student adding any hours earned in the current month.

For example:

Problem

Sally earned 50 hours in July and only needed 18 more hours to finish her curriculum. Sally earned the 18 additional hours by August 5th. The school has not yet posted July hours but wants to **DROP** Sally.

Solution

First, the school must **POST** the 50 hours Sally earned in July, *then* the school can **DROP** Sally entering the 18 hours she earned in August.

EDIT A DROP

Click on **EDIT A DROP** to see the **EDIT A DROP** page.

Type in the student permit number to be edited, click on **FIND**. The **EDIT STUDENT DROP INFORMATION** screen will appear.

To **EDIT** a record, click **EDIT** on the line of the student record you wish to edit.

For **Cosmetology**:

Answer the following:

Academic Hours Complete? (high school only)	Yes or No
Tuition Paid?	Yes or No

Make the corrections and click on **UPDATE** to accept change(s). The **EDIT STUDENT DROP INFORMATION** screen showing the changes made will appear.

If on the **EDIT STUDENT DROP INFORMATION** page, it is determined an edit is not necessary, click on the **BACK** button to return to the previous screen. If the drop was in error, click on **CANCEL THIS DROP**. If drop is cancelled a screen will appear that says **"Drop has been canceled"**.

Return to **MAIN MENU** or **EDIT ANOTHER** record.

LOG OUT

From the **MAIN MENU**, click on **LOG OUT** when you are done.

TIPS AND TROUBLESHOOTING

- **Enrolling students and posting hours** – Only an authorized official or representative of the school can enroll or post hours. Students should not enroll themselves in SHEARS.
- **Note:** One computer should be designated for use when accessing SHEARS. If more than one computer is used, this will create multiple errors within the system.
- **Enrolling students** – Use extreme caution when entering a student's information. **Verify** student name and spelling, enrollment in program type, valid social security number, date of birth and enrollment date. Follow the correct name format – last name, first name, middle initial.
- **Enrollment Errors-** If the student was enrolled in the wrong program, please submit a copy of the contract indicating the correct program and enrollment date.

NOTE: This information appears each time hours are posted. The error should be noticed immediately when posting hours for the first time or printing the permit.

- **Note:** You must mail in student permit applications for those students who **do not** have a social security number.
- **Posting hours** - If you enroll a student on 03/01/2007 with an enrollment date of 10/01/2006 then you will have to go back and post hours for every month in shears up to the current month of 03/01/2007. Shears will not allow you to post all hours in one month.
- **Entering clock hours** – A school can only enter up to 250 hours a month
- **Enter credit hours** – Post the hours at the end of the module or course.
- **Feedback** - If you experience any issues using SHEARS make sure you contact us by clicking the FEEDBACK button on the main screen of SHEARS.
- **Changing hours** – You can view the hours of a student in SHEARS. Please review the student hours and use the edit button if you need to adjust hours for a student prior to contacting TDLR.
- **Eligibility** - Please check the website for the eligibility status of a student prior to contacting TDLR: www.tdlr.texas.gov/CosmoDataSearch or www.tdlr.texas.gov/BarberDataSearch
- **Name change/correction** –
- For a “legal” name change, misspelling or typo, a student must submit a signed and dated written request and an official document verifying the new name. An

example of an official document would be a court document, driver's license, social security card. Fax to (512) 475-2871.

*** When a student checks in at the examination site, the name provided to TDLR must match the name on their "valid" form of Government ID.

For a date of birth correction, provide a copy of the student's drivers license or birth certificate.

- **Entering hours and Hundredths of hours** - SHEARS will not accept minutes. Please see the discussion of this topic on Page 3.
- **Editing an enrollment** - If you need to change the status for academic hours complete (high school) or tuition paid you can do so by clicking the edit drop button. See discussion in the section called Edit A Drop in this manual.
- **Editing hours**- If hours need to be edited by TDLR, provide proof such as attendance report or record of hours.
- **Out-of-country addresses** - If the student graduated from a high school that was out of the country, enter the schools name in the name block, enter the city where the school was located and leave state at Texas.

APPENDIX

Cosmetology Curriculum Requirements

		Max. Distance Education
Operator (Private and Public Post-Secondary)	1,500	375
Operator (Public Secondary)	1,000	250
Class A Barber to Cosmetology Operator	300	75
Esthetician	750	188
Esthetician/Manicurist	1200	300
Manicure	600	150
Eyelash Extension	320	80
Hair Weaving	300	75
Wig	300	0
Instructor	750	188
Instructor (1 year experience)	500	125

(Distance education requires approval prior to offering)

Field Trip Hours

A student may obtain the following field trip curriculum hours:

- a maximum of 75 out of the 1500 hours operator course
- a maximum of 50 out of the 1000 hours operator course
- a maximum of 30 hours for the manicure course
- a maximum of 30 hours for the esthetician course
- a maximum of 60 hours for the esthetician/manicurist course
- a maximum of 15 hours for the eyelash extension course
- a maximum of 30 hours for students taking the 750 hour instructor course
- a maximum of 20 hours for students taking the 500 hour instructor course

Students must be under the supervision of a licensed instructor from the school where the student is enrolled at all times during the field trip. The instructor-student ratio required in a school is required on a field trip.

Complete documentation is required, including student names, instructor names, activity, location, date, and duration of the activity.

NOTE: No hours are allowed for travel.

Barber Curriculum Requirements

Class A Barber (Private and Public Post-Secondary)	1,500*
Class A Barber (Public Secondary)	1,000*
Cosmetology Operator to Class A Barber	300*
Barber Instructor	750
Barber Instructor (1 year experience)	500
Manicurist	600*
Barber Technician/Manicurist	900*
Barber Technician/Hair Weaving	600*
Barber Technician	300*
Hair Weaving	300

*Each student must complete practical applications of the curriculum

Field Trip Hours

A student may obtain the following field trip curriculum hours:

- a maximum of 75 hours out of the 1,500 hour Class A Barber course
- a maximum of 50 hours out of the 1,000 hour class A Barber course
- a maximum of 30 hours for the Manicure course
- a maximum of 20 hours for the Barber Technician course
- a maximum of 45 hours for the Barber Technician/Manicurist course
- a maximum of 30 hours for the Barber Technician/Hair Weaving course
- a maximum of 20 hours for the Hair Weaving course
- a maximum of 35 hours for the 750 hour Instructor course
- a maximum of 25 hours for the 500 hour Instructor course
- a maximum of 15 hours for the Cosmetology Operator to Class A Barber course.

Students must be under the supervision of a licensed instructor from the school where the student is enrolled at all times during the field trip. The instructor-student ratio required in a school is required on a field trip.

Complete documentation is required, including student names, instructor names, activity, location, date, and duration of the activity.

NOTE: No credit may be earned for travel.

GLOSSARY

Cosmetology Course TYPEcodes

COP	Operator
CMA	Manicurist
CFA	Esthetician
CMF	Esthetician/Manicurist
CEE	Eyelash Extensions
CHW	Hair Weaving
CWG	Wig
CIN	Operator Instructor
CMI	Manicure Instructor
CFI	Facial Instructor
MFI	Manicure/Esthetician Instructor
CEI	Eyelash Extension Instructor
CWI	Wig Instructor

Barber Course TYPECodes

BCA	Class A Barber
BIN	Instructor
BMI	Manicure Instructor
BTI	Technician Instructor
BWI	Hair Weaving Instructor
TMI	Technician/Manicurist Instructor
TWI	Technician/HairWeaving Instructor
BMA	Manicurist
BTC	Technician
BTM	Technician/Manicure
BTW	Technician/Hair Weaving
BHW	Hair Weaving