



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

BARBER SCHOOL PERMIT APPLICATION INSTRUCTIONS

Each entity looking to obtain a Barber School license shall provide an application for approval in compliance with Occupations Code, Chapter 1601. The application must be completed and signed by the applicant(s). All information provided must be typed or printed in black ink. This application must be submitted on single-sided, 8½" x 11" paper. Please use a paperclip to fasten all pages together, with check or money order on top. Please do not use staples. The following shall be submitted to the Texas Department of Licensing and Regulation P.O. Box 12157. Austin, TX 78711.

1. Name of School – Enter the assumed, legal or DBA name of the School.
2. School Application License Type – Select the type of application you are filing.
3. Organization Type – Select the organization type for your business.
4. School Mailing Address and Contact Information – Enter the School mailing address, phone number, fax number, and email address. This address is where the Department will mail all correspondence and may be a post office box. Provide the contact person's name, telephone, number, and email address. The contact person listed, and email address will be the contact for the Student Hour and Enrollment Automatic Reporting System (SHEARS) Email addresses are a part of the key information required to transact business with TDLR. Your email address is confidential pursuant to the Texas Public Information Act and will not be shared with the public.
5. School Physical Address – Enter the physical address of the School. This address is the actual business location of the School and where permanent records must be kept for auditing and inspection purposes. A post office box is not acceptable for the physical address.
6. Is there a Cosmetology School Operating in the same space? If yes, provide the cosmetology school license number and the hours of operation for each day the cosmetology school is open for business. A cosmetology school can operate in the same space as a barber school, if a cosmetology school license is held, but cannot operate at the same time.
7. Owner's Information – List the name, title contact information and ownership information for each owner of the school.
8. Anticipated Opening Date/Hours of Operation – Enter an approximate date the school will open and hours of operation. All requirements must be met prior to opening and requesting inspection. The initial school inspection must be requested by the school after the school application has been approved by the department. Once the initial inspection is approved and the school permit is received, the school can open.
9. Curriculum – Indicate the course to be offered/taught at the school. The two-page Barber School Curriculum Approval Application MUST be submitted with the school application. The forms are located at www.tdlr.texas.gov/barbers/barberschoolforms
10. Statement of Applicant – Application must be signed by the owner, officer or authorized representative of the school. Be sure to print the name, sign and date the application.

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, TX 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed application, all attachments, and your check or money order. Do not send cash.

For additional information and questions, please visit the Texas Department of Licensing & Regulation website at www.tdlr.texas.gov or reach the Education and Examination division via webform where you can submit your request for assistance and include attachments as needed at <https://ga.tdlr.texas.gov:1443/form/education>. Customer Service can also be reached at (800)803-9202 [in state only], (512) 463-6599, Relay Texas-TDD: (800) 735-2989. Customer Service Representatives are available Monday through Friday 7:00 a.m. until 6:00 p.m. Central Time (excluding holidays).

REVIEW PROCESS

An application is not considered complete and will not be processed until all sections of the application have been completed and all documents have been received. Applications are processed in the order received. Our division cannot specify the length of time it will take to approve a school application. During the review process, you will be notified in writing of any discrepancies/requirements not met.

REQUIRED DOCUMENTS

- \$500.00 Application Fee (Fee is non-refundable)
- Completed School Application (this form must be completed in its entirety where applicable)
- Floor plan showing the building is of permanent construction, clearly indicated restrooms, drinking fountain facilities, classroom and practical areas (must be covered in a hard-surface floor covering of tile or other suitable material). The school is required to have adequate space to provide classroom training for the number of students enrolled.
- The Barber School Curriculum Approval Application (2 pages) for each course to be offered. Curriculum applications may be found at www.tdlr.texas.gov/barbers/barberschoolforms.htm.
- Signed Certification Statement
- Proof of Financial responsibility (*for private post-secondary schools only*). The school must show sufficient funds are available to cover the projected expenses of the school, without relying on student enrollment. Additional information regarding examples of proof of financial responsibility are provided below.
 - Surety bond or licensing permit bond – A specific amount is not required but must be sufficient to cover the school operations and/or student refunds in case funds become low or if the school should close. A bond must cover the school not just the employees. The bonding company must be authorized to do business in the state of Texas. The school name and physical address must be listed on the bond and TDLR needs to be listed as the obligee.
 - A financial statement including a balance sheet which provides the **owner** assets and liabilities.
 - A compilation report completed on the school owner's financial assets and liabilities prepared by a CPA.
 - For a general partnership, the assets of the general partners are considered.

INSPECTION PROCESS

Once school application requirements have been met, you will receive an e-mail that "All application requirements have been met" with an attached Initial School Inspection Request Form. The barber school owner/representative must request the initial school inspection from the department. Upon receipt of the request, the inspector will contact the owner/representative to schedule the date for initial inspection.

In order, to be eligible for inspection, all equipment must be installed and the school ready to open.

SCHOOLS MAY NOT OPERATE OR ENROLL STUDENTS UNTIL THE INSPECTION HAS BEEN PASSED AND THE SCHOOL PERMIT HAS BEEN ISSUED.

ALL REQUIREMENTS MUST BE MET WITHIN 12 MONTHS OF THE FILING DATE OR THE APPLICATION WILL BE TERMINATED.

Additional Owner Information Mailing Address and Contact Information: (if necessary)

Business Name/Owner Name _____

Ownership % _____

Federal ID No. or Owner Social Security No.: _____

Mailing Address: _____
Number, Street Name, Suite Number City State Zip Code

Phone Number _____

Email Address _____

Additional Owner Information Mailing Address and Contact Information: (if necessary)

Business Name/Owner Name _____

Ownership % _____

Federal ID No. or Owner Social Security No.: _____

Mailing Address: _____
Number, Street Name, Suite Number City State Zip Code

Phone Number _____

Email Address _____

8. Anticipated Opening Date/Hours of Operation:

Opening Date: _____

Business Days/Hours of Operation:

Sunday: _____ Monday: _____ Tuesday: _____ Wednesday: _____

Thursday: _____ Friday: _____ Saturday: _____

9. Curriculum: (Select the Course Types that will be offered)

- | | |
|--|---|
| <input type="checkbox"/> Class A Barber (H.S.1000 Hours) | <input type="checkbox"/> Barber Technician/Manicurist (900 Hours) |
| <input type="checkbox"/> Class A Barber (1000 Secondary Hours) | <input type="checkbox"/> Barber Technician/Hair Weaving (600 Hours) |
| <input type="checkbox"/> Class A Barber Crossover (300 Hours) | <input type="checkbox"/> Hair Weaving (300 Hours) |
| <input type="checkbox"/> Manicurist (600 Hours) | <input type="checkbox"/> Barber Technician (300 Hours) |

Note: Attach Curriculum Approval Applications for each Course requested. Curriculum Applications can be found at: www.tdlr.texas.gov/barbers/barberschoolforms.htm

CERTIFICATION STATEMENT OF REQUIRED DOCUMENTATION

School Name: _____

By placing a check mark in each applicable box below and by my signature, I certify that the required documentation will be maintained and made available to the Department. I certify that I am providing accurate information and will comply with all applicable provisions of the Texas Occupations Code, Chapter 51 Texas Administrative Code, Title 16, Chapter 51, 1601 and 1603; Texas Administrative Code, Title 16, Chapter 60 and the Barber Administrative Rules, Texas Administrative Code, Title 16, Chapter 82. I understand that providing false information on this application may result in revocation of the license or approval I am requesting, and the imposition of administrative penalties inspection violations can be imposed if I am not compliance with the following:

Place an (X) in each box confirming compliance with these requirements:

- School has adequate space, equipment, lighting, and instructional materials to provide quality classroom training to the number of students enrolled. (Section 1601.353(b)(1) and Section 82.23(a) - (e))
- School will be responsible for compliance with the health and safety standards. (Section 1601.353(a), Section 1601.552, and Section 82.72(s))
- Only the curriculum course types which have been approved by the department will be offered by the school. The curriculum certificate of approval will be posted in a conspicuous place. (Section 82.72(m))
- The school will have one instructor for each 25 students on the school's premises. (Section 82.72(aa))
- School will maintain one album displaying the student permits, including affixed picture, of all enrolled student. The permits shall be in alphabetical order. No student may accrue hours for practical work or theory unless the student's permit is displayed. (Section 82.72(l))
- No business other than the teaching and practicing of barbering can be operated on the premises of a barber school. Exceptions being, offering cosmetology and sharing the same space, not at the same time or vending machines or retail products directly relating to hair care. (Section 82.72(n))
- A barber school must display in the establishment, in a conspicuous place clearly visible to the public, a copy of the establishment's most recent inspection report issued by the department. (Section 82.72(z))
- The school will maintain and have available for department and/or student inspection the monthly progress report, documenting the daily attendance record of each student and number of credit hours earned. (1601.561(a) and (Section 82.72(y))
- Except for a documented leave of absence, the school will electronically submit a student's withdrawal or termination to the department within 10 calendar days after the withdrawal or termination.
- Except for a documented leave of absence, a school shall terminate a student who does not attend a barber curriculum for 30 days. The school will follow all requirements for withdrawal or termination of a student. (Section 1601.254 and Section 82.74)
- Barber schools may not increase, decrease, or withhold for any reason the number of credit hours earned by a student. (Section 1601.558)
- The school will at least one time a month, submit to the department an electronic record of each student's accrued hours. (Section 82.72(w))

CERTIFICATION STATEMENT OF REQUIRED DOCUMENTATION (continued)

- If a change in ownership or ownership change occurs, the school will notify the department of the change no later than the 10th day before the date the change takes effect. (Section 1601.554(b) and Section 82.29)
- The school will not change the school location unless it seeks approval from the department before the change takes place. (Section 1601.554(b) and Section 82.29)
- The school will furnish each prospective student with a course outline, schedule of tuition and other fees, school's refund policy, grading policy and rules relating to incomplete grades, rules of operation and conduct including absences, department information to direct complaints and current rates of job placement and employment of students completing a course of training. (Section 1601.556)
- The school will maintain a cancellation and settlement policy that provides a full refund of all money paid by a student (Section 1601.562)
- The school will maintain a refund policy to provide for a refund of the unused part of tuition, fees and other charges paid by a student who, after the expiration of a cancellation period established under Section 1601.563. (Section 1601.563)
- The school will follow all requirements for payment of a refund to the student. (Section 1601.566)

10. SIGNATURE OF CERTIFICATION STATEMENT

_____ Signature of Owner, Officer, or Authorized Representative	_____ Date Signed
_____ Printed Name of Owner, Officer, or Authorized Representative	_____ Title
_____ Signature of Owner, Officer, or Authorized Representative	_____ Date Signed
_____ Printed Name of Owner, Officer, or Authorized Representative	_____ Title



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REQUIRED EQUIPMENT CHECKLIST

PLEASE USE THIS CHECKLIST AS A SELF-ASSESSMENT PRIOR TO REQUESTING THE INSPECTION
Building and Classroom Equipment:

- ✓ A building is of permanent construction, has classroom and practical areas that are covered in a hard-surface floor covering of tile or other suitable material
- ✓ Fire extinguisher with current inspection report
- ✓ Sign on front outside portion of building in a prominent place, with 10-inch block letters reading "BARBER SCHOOL-STUDENT BARBERS"
- ✓ Prominently displayed printed signs inside on each wall, noting "BARBER SCHOOL – STUDENT BARBERS"
- ✓ Posted copy of Sanitation Rules
- ✓ Posted Consumer Complaint Sign
- ✓ Access to permanent restrooms
- ✓ Access to adequate drinking fountain facilities
- ✓ Adequate space, equipment, lighting, and instructional material
- ✓ Appropriate number of chairs for the number of students enrolled
- ✓ Instructor's desk in classroom
- ✓ Adequate supply of permanent wave rods and optional hairstyling rollers
- ✓ Two mannequins, one long-haired and one short-haired
- ✓ A minimum of one hairpiece and hair extensions for weaving
- ✓ Clock
- ✓ Bulletin board
- ✓ Chalk board or dry erase board
- ✓ One hooded hair dryer
- ✓ An autoclave, dry heat sterilizer or ultraviolet sanitizer, if providing manicure or pedicure nail services
- ✓ For each student in attendance on the practical floor, enrolled in a manicurist course, one complete manicure table, one complete set of manicuring implements for plain and sculptured nails, and one textbook with complete instructions.

Required documentation to be posted in the licensed school:

- ✓ A copy of the school's initial school inspection report
- ✓ The Curriculum "Certificate of Approval"
- ✓ Barber School Permit
- ✓ Sanitation Rules
- ✓ Consumer Complaint Sign