



TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157, Austin, Texas 78711-2157
800-803-9202 – (512) 463-6599 – FAX (512) 463-1512
www.tdlr.texas.gov education@tdlr.texas.gov

TEXAS BARBER SCHOOL CURRICULUM APPROVAL APPLICATION INSTRUCTIONS

PLEASE NOTE:

- The application must be completed and signed by the applicant or authorized designee.
- All information provided must be typed or printed in black ink.

School Name – Enter the official name of the school.

School License Number – Provide the school license number

Course Selection – Select the course (s) for which you are seeking approval.

Provide the following documentation (a copy of the curriculum in Section 82.120 will not suffice)

- An overview of the course
- Course objectives
- Expectations
- How the course will be taught and satisfy the requirements of 82.120
- Daily or weekly course calendars (include a breakdown of hours required for each subject)
- Attendance policy (this must be from school and/or district handbook, copied and/or pasted is acceptable)
- Grading policy (this must be from school and/or district handbook, copied and/or pasted is acceptable)
- Drop and Withdrawal policy
- Make-up hour policy
- Tuition Refund policy (private schools only)
- References/resources being used

A sample syllabus is included as a guideline.

Signature of Applicant (s) and/or Officer (s) – Application must be signed by the owner, officer or other authorized representative of the school. Be sure to print name, sign and date the application.



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APPLICATION FOR:

**Texas Barber School
Curriculum Approval**

PURSUANT TO TITLE 9, OCCUPATIONS CODE, CHAPTER 1601

School Name	License #
School's Mailing Address	

Number, Street and Apt. No	-OR-
	PO Box Number

City	Zip Code

Contact Person	email Address (johndoe@aol.com for example)

()	()
Area Code	Area Code
Phone Number	Fax Number

Select the course(s) that will be offered.

<input type="checkbox"/> Class A Barber (1,500 hours)	<input type="checkbox"/> Hair Weaving (300 hours)
<input type="checkbox"/> Class A Barber (1,000 hours secondary)	<input type="checkbox"/> Barber Technician/Manicurist (900 hours)
<input type="checkbox"/> Cosmetology Operator to Class A Barber(300 hours)	<input type="checkbox"/> Barber Technician/Hair Weaving (600 hours)
<input type="checkbox"/> Manicure (600 hours)	<input type="checkbox"/> Barber Instructor (750 hours)
<input type="checkbox"/> Barber Technician (300 hours)	<input type="checkbox"/> Barber Instructor (500 hours)

Provide the additional information outlined in the instruction sheet.

NOTE: Section 1601.557. Course Length and Curriculum Content.

(a) A barber school shall submit to the department for approval the course length and curriculum content for a course offered by the school. The course length and curriculum content shall be designed to reasonably ensure that a student develops the job skills and knowledge necessary for employment. The school may not implement a course length or curriculum content unless it is approved by the department.
(b) Before issuing or renewing a permit under this chapter, the department shall require a school to account for all course lengths and curriculum contents.

STATEMENT OF APPLICANT(S)

I certify that I will comply with all applicable provisions of the Texas Occupations Code, Chapters 51, 1601, and 1603; Tex. Admin. Code, Title 16 Chapter 60 and the Barbering Administrative Rules, Tex. Admin. Code, Title 16 Chapter 82. I understand that providing false information on this application may result in revocation of the license I am requesting and the imposition of administrative penalties.

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

<School Name>
<Course Title>
<Semester>

COURSE SYLLABUS

<Course dates, times and location>

INSTRUCTOR INFORMATION

<Name>
Email <email address>
Phone <phone number>
Office Hours <Office hours and location>

COURSE DESCRIPTION

<Course Description>

COURSE REFERENCES

Course Textbook <textbook, publisher, year, and chapters/pages>

CLASS EXPECTATIONS

See Examples below:

- Attend each class meeting and arrive on time and stay the entire class period. If an emergency arises that prevents class attendance, late arrival, or early departure, inform the instructor as soon as possible. Keep in mind if you are absent, you cannot participate **and this will affect your participation grade.**
- Turn all cell phones and pagers off during class. If you are involved in a crisis situation and need to be available via cell phone, please talk to instructor prior to the start of class.
- Close laptops during class activities requiring active participation (e.g., dialog, discussions, activities).
- Be actively involved in class by thoughtfully contributing to discussions, tasks, and assignments.
- Support the development of a classroom community of mutual respect, collaboration and support.
- Complete all assignments on time. **Late assignments will not be given credit** except under extreme circumstances as approved by the instructor.

- **It is the student's responsibility** to contact a class colleague to catch up on missed class content and/or to obtain class handouts.
- **No make-up opportunities** for assignments are provided for absences, late arrival and/or early departures unless otherwise approved by instructor.
- Type all assignment using 12-point standard font (e.g., Times or Times New Roman) with margins no greater than one-inch and double-spaced. Hardcopies of assignments should be turned in during class unless otherwise announced in class. If an assignment is submitted by email as an attachment, it must be sent prior to the beginning of the class period in which it is due. Assignments should have the student's name in the header and electronic files should be labeled with the student's name.

COURSE ASSIGNMENT DESCRIPTIONS

<Describe each assignment in detail>

Class Participation and Readings: Students are expected to come to class prepared and engage in class discussions. Assignments should be **read thoroughly and repeatedly, if necessary**, prior to the class period in which they are due. Each class period students should bring all readings. In addition, students are required to bring a paper with talking points on the daily readings. These talking points should include: 2-3 questions based on the readings to provoke conversation. When disagreement occurs, students are encouraged to **respectfully** challenge, listen and demonstrate tolerance for opposing viewpoints. **Keep in mind if you are absent, you cannot participate and your participation grade is affected.**

COURSE REQUIREMENTS & GRADING GUIDELINES

Assignment	Grading Guidelines
<assignment 1 name>	<Points assigned>

100-90 points = A, 89-80 points = B, 79-70 points = C, 69-60 points = F

The instructor reserves the right to make modifications to this syllabus as needed throughout the semester.

COURSE CALENDAR

Week ____	Material covered	Number of Hours	
		Theory	Practical
Ex: Wk 1 Hairdressing (Haircutting)	<p>Theory: client consultation, sectioning of the hair, face shapes, haircutting terminology.</p> <p>Practical: demonstrate men's, children's, and women's haircuts.</p>	4	30

****Show how your course satisfies the requirement of 82.120.**