

THE NEW BRUNSWICK REGISTERED BARBERS' ASSOCIATION

BOARD OF BARBER EXAMINERS OF NEW BRUNSWICK

CHAPTER 82 STATUTES OF NEW BRUNSWICK 2007

Summary: This chapter establishes the criteria to be met in order to obtain a license to operate a barbering school.

REGULATION # 2015-09-002 BARBER SCHOOL

BE IT RESOLVED, by the Council of the New Brunswick Registered Barbers' Association that the following regulation be enacted and inforce upon radification:

1. Definitions. The terms used throughout this chapter shall have the following meanings.
 - A. Barbering. "Barbering" means any one or any combination of the following practices, when done for hire or compensation, upon the upper part of the human body for cosmetic purposes and not for the treatment of disease or physical or mental ailments:
 1. Shaving or trimming the beard, or cutting, arranging, waving or styling the hair;
 2. Giving facial and scalp massage or treatments with cosmetic preparations, either by hand or mechanical or electrical appliances;
 3. Singeing, dyeing, tinting, bleaching or shampooing the hair or applying cosmetic preparations to the hair, scalp, face, neck or upper part of the body;
 4. Removing superfluous hair from the face, neck or upper part of the body; or
 - B. Board. "Board" means the Board of Barber Examiners of New Brunswick.
 - C. Clinic. "Clinic" means the site where Barber services are offered to the public by students of the school as part of their practical training curriculum.
 - E. Clinic Area. "Clinic Area" means those facilities where patrons are served by student barbers.

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- F. Demonstrator. “Demonstrator” means a person who is licensed to practice barbering and engages in performing demonstrations outside establishments licensed by the board in the use of machines, articles or techniques pertaining to practices licensed under this chapter. The term “demonstrator” does not include one who performs demonstrations solely for persons currently licensed to practice barbering under this chapter or under the licensing provision of any other province or state.
- G. Direct Supervision. “Direct supervision” means the physical presence of a licensed instructor in the clinic, clinic area, practice lab or theory classroom to instruct, direct, guide, demonstrate, evaluate or supervise student practice.
- H. Department. “Department” means the Private Occupation and Training Authority (POTA).
- I. Establishment; Shop. "Establishment" or "shop" means a barber shop or salon or any premises, structure, building or part of a building where any activity licensed under this chapter is practiced.
- J. Enrollment Contract. “Enrollment Contract” means the document by which a student agrees to enroll in a school licensed by the Board.
- K. Instructor. “Instructor” means any person licensed by the Board and employed in a school licensed by the Board, to instruct in the practice of barbering except as a demonstrator, as defined in Section 1 (F) of this Chapter, or a student instructor as defined in Section 1 (S) of this Chapter.
- L. Job Shadowing. “Job Shadowing” means the training of a student who is registered in a licensed barbering school in New Brunswick and enrolled in an barbering program and who observes these practices in an actual business shop setting. The student is limited to performing the following tasks:
1. Cleansing and sanitizing tools and implements;
 2. Shampooing clients; and
 3. Receptionist duties.
- M. License. “License” means the authorization given by the Board to operate a school in the Province of New Brunswick.
- N. Minor Student. “Minor Student” is a person under the age of 18.
- O. Person. “Person” means a natural person, partnership, association, corporation or other legal entity.

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- P. Practical Lab. “Practical Lab” means the learning experience in which student barbers perform services on other students or mannequins.
 - Q. School. “School” means any physical facility in which an organized program in the practice of barbering is presented to students seeking to obtain licensure in barbering.
 - R. Student. “Student” means any person who is engaged in learning and acquiring the knowledge and skills taught in the programs offered by a school, but shall not include a student instructor, as defined in Section 1 (S) of this Chapter.
 - S. Student Instructor. “Student Instructor” means any person who is a licensed barber and enrolled in a school in an instructor training program specifically related to the type of license held.
 - T. Theory. “Theory” means the classroom instruction consisting of teaching principles rather than practices.
2. Licenses: General Rules.
- A. License Required. A person may not operate a school in this Province without a valid license from the Board that shall be visibly displayed in the clinic or reception areas of the school.
 - B. Financial Requirements.
 - 1. Each school shall maintain professional liability insurance covering all students and employees and public liability insurance each for at least \$300,000 per occurrence/\$600,000 aggregate limits.
 - 2. A new school applying for an initial license shall provide the Board with a notarized, unaudited financial statement as evidence of sufficient capital, exclusive of proposed tuition, to operate at least 12 months.
3. Licenses, initial. Each person applying for initial licensure to operate a new school shall submit the following to the Board:
- A. A completed application on a form provided by the Board and signed by the person(s) owning the school;
 - B. Documentation that the school meets the requirements specified in this Chapter;

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- C. A scaled floor plan and description of the school demonstrating conformity with the requirements of this Chapter;
 - D. An outline of the school's curriculum for program offered and an instructional schedule demonstrating conformity with this Chapter;
 - E. Financial information that meets the requirement for financial information and insurance established in Section 2 of this Chapter. Schools in existence prior to November 10, 2015 that continue to operate under the same ownership are exempt from this requirement.
 - F. An application fee of \$100.00 and \$500.00 for the initial license, which shall be issued upon final approval of the application;
 - G. Information about the admissions requirements for students that demonstrates conformity with the requirements set forth in this Chapter;
 - H. Information about the school's records, record keeping procedures and reporting which demonstrates conformity with the requirements set forth in this Chapter; and
 - I. Information about the number and qualifications of the instructional staff that demonstrates conformity with the requirements set forth in this Chapter.
4. Licenses, renewal.
- A. Application. Application for renewal of a current license shall be made annually on forms provided by the Board accompanied by a renewal fee of \$100.00.
 - B. Timely Application. Each license shall expire automatically on its expiration date. Should timely and sufficient application be made prior to the license expiration date, the current license shall continue in effect unless and until the Board takes final action on the application.
 - C. Facility Inspections. A school must be inspected by the Board or its agent and the Fire Marshal or local fire safety officer prior to relicensure.
 - D. Curriculum. An outline of the school's curriculum for each program offered and instructional schedule demonstrating conformity with this Chapter must be submitted with the application for licensure.
 - E. Financial Statement. Financial information that meets the requirement for financial information and insurance established in Section 2 of this Chapter.

Schools in existence prior to November 10, 2015 that continue to operate under the same ownership are exempted.

5. Licenses, nonrenewal.
 - A. The Board may deny either an initial application for licensure or a license renewal application, if the standards and requirements set forth in this chapter are not met. The licensee must also comply with these standards on a continuing basis during the term of the annual license. The licensee's failure to comply at all times with these standards shall constitute grounds for discipline, suspension or recommended revocation of the license. In addition, an application may be denied or an existing license suspended or recommended for revocation if, for financial or other reasons, it appears unlikely that the applicant or licensee will be able to deliver instruction as described in its catalog, promotional materials, circulars, enrollment or application forms and enrollment contract forms.
 - B. An action to deny renewal of a license shall be taken in accordance with the *Registered Barbers' Act*.

6. Physical Facilities.
 - A. Separation From Establishments. (Current Schools exempt)
 1. Every school shall operate physically separate and apart from an establishment. Nothing herein shall prevent a licensee from also owning or operating an establishment.
 2. Any exterior or interior signs shall specify that the facility is a school and not an establishment.
 - B. Minimum Space Requirements.
 1. A minimum of 20 square feet of classroom and practical lab space per attending student at any given class hour shall be provided for theory and practical instruction. (Existing Schools will be exempted from this requirement)
 2. A minimum of 30 square feet of clinic space per attending student at any given class hour shall be provided in a work area measuring at least 5 by 6 feet. (Existing Schools will be exempted from this requirement)

- C. Required Facilities.
1. Each school shall include on site the following facilities:
 - a. At least one classroom for instruction in the theoretical components of the curriculum; (Existing Schools will be exempted from this requirement)
 - b. A clinic room with all equipment and apparatus necessary for clinic training, as provided in Section 9 (B);
 - c. Adequate rest room facilities for the student population and staff, affording separate facilities for men and women;
 - d. A dispensary with an inventory of various brands of supplies and equipment sufficient for the needs of the student population;
 - e. Office space separate from classrooms and clinic;
 - f. Private lounge for the use of students;
 - g. At least one sanitary drinking fountain (a separate fixture not in combination with any other tap and outside any lavatory), using a non-oxidizing guard;
 - h. A locker for each student enrolled; and
 - i. A resource library for the use of students.
 2. The school may maintain, with written approval from the Board, an off-site classroom which meets all of the applicable criteria for an outside classroom.
- D. Signs. Each clinic area shall display the following signs in conspicuous placement:
1. A sign specifying that the clinic is operating under the auspices of the school and that all work is being done by students under an instructor's supervision;
 2. A sign designating the clinic price schedule in letters at least 1 inch high;
 3. A sign stating that a patch test is required 24 hours before the application of any product that contains an aniline derivative or an amine. Records of such tests shall be signed by the patron and the student and shall be available at all times;

4. A sign stating that students are booked according to required and needed training and cannot be specifically requested by patrons; and
5. A sign informing the public, students and staff, of the address and telephone number of the Board in order to file a complaint.

7. Health, Sanitation, and Safety Requirements.

- A. A school shall comply with all applicable Provincial and local laws, regulations and ordinances, including all Board laws and rules.
- B. A school shall be kept in a clean, sanitary and orderly condition, with adequate provision for waste disposal, including covered receptacles for waste.
- C. A school shall be adequately lighted, ventilated, and temperature controlled for the comfort and safety of staff, students and patrons.
- D. An adequate supply of hot and cold running water shall be provided for all sinks, laboratories and shampoo bowls. There shall be a convenient means of regulating the hot water temperature. Shampoo bowls or the lines thereto shall be equipped with a back flow preventer.
- E. A school shall have at least one first aid kit of commercial quality that shall be maintained and readily accessible for use in the clinic area.

8. Instructional Staff.

A. Licenses Required.

1. All instructors in barbering shall hold valid instructor licenses issued by the Board, except for instructional services provided by demonstrators, student instructors and specialists, as provided in this section.
2. All instructor licenses must be visibly displayed in the clinic area or reception area.
3. All students must be registered as a student with the Board. The school shall retain and make available upon request a roster of current students enrolled.
4. All student instructors shall hold valid barbering license issued by the Board. The licenses must be visibly displayed in the clinic area or reception area.

B. Unlicensed Staff.

1. A demonstrator may provide the services described c.82 SNB 2007, s.22(3)
2. A student instructor may be used for instruction in barbering only when under the direct supervision of a licensed instructor and only where the student instructor has completed 250 hours of study toward an instructor's license. A student instructor shall not be used in place of an instructor.
3. A specialist may instruct those areas of barbering that include related health and medical knowledge.
4. A school may employ persons not licensed as barbers or instructors who are knowledgeable in areas related to the practice of barbering or to the operation of an establishment, including but not to limit, attorneys, accountants and business management specialists and hairstylists.
5. A licensed barber with five year (5) experience, may substitute in a licensed school, under the supervision of a licensed instructor, for up to three (3) days in a period of one (1) year.

C. Instructor to Student Ratios.

1. Each school shall provide a licensed instructor in each theory classroom, when instructional activity is taking place.
2. Each school shall provide a 18:1 student to instructor ratio or better, in the school clinic area and practical lab. However, a school may utilize a qualified student instructor under the direct supervision of an instructor for a ratio between 15:1 and 18:1.

9. Instructional Materials.

A. Printed Materials.

1. All textbooks, manuals and other printed instructional materials used in the course of study shall be authoritative and current and by authors, editors or publishers recognized as authorities in the field of barbering.
2. A school shall maintain a supply of current reference books, technical journals and professional magazines that are available to students and

instructors in a reference library. Appendix C contains a list of publications that are recommended for inclusion in a reference library.

B. Basic Clinic Equipment.

1. The following equipment shall be provided in the school clinic:
 - a. One (1) station with mirrors and an adjustable barber chair per two (2) students at any given clinic hour. An adjustable reclining chair with headrest per two (2) students at any given clinic hour shall be provided for students in the barbering program;
 - b. Two (2) shampoo bowls;
 - c. One (1) electric clipper per student;
 - d. One (1) adequately sized covered hamper for soiled towels with additional hampers required at the ratio of one (1) to twenty (20) stations;
 - e. Vibrator, electric tapering clipper and strops and hones for students enrolled in the barbering program; and
 - f. One (1) adequately sized covered refuse container for every ten (10) stations.
2. Two (2) mannequin of first quality hair shall be furnished by the school for each student or included in the student kits.

C. Student Kits.

1. Each barbering student shall be required to obtain and maintain at least the following equipment during enrollment at the school:
 - a. One (1) or more textbooks on the practice of barbering;
 - b. One (1) electric clipper (tapering);
 - c. One (1) apron clip;
 - d. One (1) butch comb;
 - e. One (1) straight razor (injectable blade);
 - f. One (1) electric edger;

- g. One (1) hair dryer (gun type);
- h. One-half dozen combs;
- i. One (1) tool case;
- j. Shampoo cape;
- k. One (1) pair blending shears;
- l. One (1) regular hair brush;
- m. One (1) neck dusting brush;
- n. One (1) pair of haircutting shears;
- o. Hair cloth;
- p. A mannequin of good quality, if not part of the school's basic equipment;
- q. Spray bottle; and
- r. Barbacide or similar disinfection bottle with solution.

10. Tuition, Fees and Refunds. All information must be current and up to date.

- A. Publication of Financial Obligations. Student tuition, fees and refund policies must be clearly and completely stated in the school's catalog and on the enrollment contract.
- B. Enrollment Contracts. The school's enrollment contract must clearly describe the obligations of the school and the student. A copy of the enrollment contract shall be made available to the student prior to his or her signing and a copy of the completed enrollment contract shall be given to the student immediately upon final execution of the enrollment contract.
- C. Fees and Charges. A student shall not be charged for any supplies, material, apparatus or equipment provided in the student kit or used in the clinic unless the enrollment contract clearly contains a list of these charges, except that students may be charged for supplies or materials furnished for the student's personal use.

- D. Refund Policies. Every school must adopt a refund policy for cancellation and termination which must, at a minimum, comply with the following:
1. An applicant not accepted by the school shall be entitled to a refund of all monies paid;
 2. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing within three (3) business days of the signing of the enrollment contract, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies whether or not the student has actually started training;
 3. If a student cancels his/her contract more than three (3) business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a registration or enrollment fee as disclosed in the enrollment contract. A school can charge pre-enrollment fees, such as a registration fee, application fee, enrollment fee, matriculation fee, etc., provided that the sum total of all such pre-enrollment fees does not exceed \$100.00 or 15% of the contract price of the course, whichever is less;
 4. The Board considers any Refund Policy to be fair and equitable if it provides for a refund of tuition at least as large as tuition adjustment guidelines promulgated from time to time by the Department (POTA);
 5. Enrollment time is defined as actual clock hours in attendance to the date of the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded within forty-five (45) days of formal cancellation by the student as defined in #2 of this section or formal termination by the school, which shall occur no more than thirty (30) days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return;
 6. In situations where mitigating circumstances exist, schools are encouraged to adopt a policy whereby the refund to the student may exceed the Minimum Cancellation and Settlement Policy;
 7. All extra costs which are not included in the tuition price, such as books, equipment and graduation fees, must be stated in the catalog and contract, and any non-refundable items must be identified; and

8. Any termination/withdrawal fee must be identified in the catalog and on the contract and may not exceed \$250.00.
- E. School Closure Policy. If a school closes after students have enrolled, or if a course is canceled after students have enrolled and instruction has begun, any applicable teach-out plan for students participating in student financial assistance programs must comply with the following requirements:
1. The teach-out plan must offer the student a reasonable opportunity to promptly resume and complete the canceled course(s) of study or substantially similar courses of study at a school (or schools) which offer similar educational programs and has (have) no business connection with the original institution;
 2. The teach-out school shall not charge the student an amount greater than that for which the student was responsible and has not yet paid to the original school for the period covered by the teach-out;
 3. The original school shall, in the event that the teach-out becomes necessary, arrange for individual notices of the availability of the teach-out plan to be sent to affected students and diligently advertise such availability. Agreements among institutions may provide that teach-out notices may be sent by the teach-out school(s);
 4. The teach-out plan must be approved by the Board;
 5. A brief description of the teach-out plan must be published in the school's catalog and enrollment contract; and
 6. Students who are not recipients of financial aid shall be entitled to a pro-rata refund of tuition.
- F. Course Cancellation Policy. If a course is canceled subsequent to a student's enrollment, but before instruction in the course has begun, the school shall, at its option:
1. Provide a full refund of all monies paid; or
 2. Provide a teach-out program for students to complete the course.
- G. Notice of the Policies. The enrollment contract must outline clearly the obligations of both the school and the student and provide details of the cancellation and settlement policy of the school. A copy of the enrollment contract and other data covering student costs must be furnished to the applicant before any payment is made. No enrollment contract is binding until it has been

accepted in writing by an appropriate official of the school. The school's cancellation and settlement policy must also be included in the school catalog.

- H. Tuition Adjustment Guidelines. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered as meeting minimum standards for refunds:

PERCENTAGE TIME TO TOTAL TIME OF COURSE	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- I. No Penalties. No school shall penalize a student through monetary means for days absent due to illness verified by a doctor's certificate, and no school shall withhold affidavits after satisfactory academic completion of any program, **provided all financial obligations have been met by the student.**
- J. Third Party Assignments. If promissory notes or contracts for tuition are sold to third parties, the school shall insure that the third party shall comply with the cancellation and settlement requirements identified in this section.

11. Admissions.

- A. Minimum Age and Educational Qualifications. A school shall enroll only those students who are 15 years of age or older and who:
1. Have completed the 9th grade in an approved secondary school in this Province or other jurisdiction; or
 2. Have demonstrated equivalent instruction or GED; or
 3. Are currently enrolled in a public school program under which he or she has been excused for alternative instruction for a program of work, work-study or training.
- B. Nondiscrimination. Each school approved under this rule shall admit students without regard to race, nationality, color, ethnic origin, religion, sex or marital status.

- C. Enrollment Dates. The enrollment period(s) may be set by the school. However, the total enrollment must comply with the minimum square footage per student and the instructor/student ratio as required in this Chapter.
- D. Minors. The school shall not enroll any minor student or enter into any enrollment contract with a minor student without the informed consent of the student's parent or legal guardian.
- E. Publication of Admissions and Eligibility Requirements.
 - 1. The school requirements for initial admission, transfer and general eligibility for continuing enrollment shall be clearly stated in writing and made available, in writing, to each prospective student prior to enrollment.
 - 2. Each applicant for enrollment shall be informed, in writing, of the financial obligations he or she is undertaking upon enrollment in the school, the program being offered, the names and qualifications of instructors and the standards of student conduct (academic and other) which must be met.
- F. Transfers.
 - 1. Transfers. Should a student transfer from one school to another within the Province, the student must provide the official transcript to the transfer school. This shall be done within ten (10) business days, provided the student has made satisfactory arrangements for any unpaid balance due the school from which he or she is transferring. The transcript shall contain a record of hours satisfactorily completed and all related instructional information pertaining to the student's progress in the course enrolled. The transfer school shall credit the time satisfactorily spent in another school in the Province against the required minimum number of hours required for the specific transferring program.
 - 2. Transfers from Out-of-Province. Should a student transfer to this Province from a school in another jurisdiction, the student must provide an official transcript to the transfer school. The transcript shall contain a record of subject areas and hours satisfactorily completed and all related instructional information pertaining to the student's progress in the course enrolled. The transfer school shall credit the time satisfactorily spent in another school against the required minimum number of hours required for the specific transferring program.

3. Instructional Areas. A school may only offer courses of study relating to employment for which the student may be licensed in the Province of New Brunswick.

12. Advertising.

- A. All advertising materials sponsored by the school shall describe the facility as a school. Neither the wording nor the placement in advertising media shall confuse the services of the school with the services of an establishment.
- B. Published materials, oral statements or other advertisements sponsored by the school shall be factually accurate descriptions and shall avoid superlatives that cannot be objectively measured or verified.
- C. The school catalog shall contain information about how a complaint may be filed with the Board. This information shall include at a minimum the Board's address and telephone number.

13. Records.

- A. Student Academic and Financial Records.
 1. A school shall keep accurate and updated records showing the amount of instruction in each subject successfully completed by each student.
 2. A school shall maintain an affidavit for each barbering student, signed by the student and the instructor(s), indicating successful completion of two hundred (200) hours of instruction and twenty (20) percent of each component of the practical curriculum, before allowing the student to begin services on clinic patrons.
 3. A school shall maintain on the premises for a period of five (5) years complete and up-to-date records for each student, including the date of entrance, a record of daily attendance, a record of progress through the program, a record of hours completed in both theory and practical instruction, the graduation date or date of withdrawal, a copy of the enrollment contract, and a record of the payment of tuition and fees.
- B. Placement Records. If the school provides placement services, placement records shall be kept current and shall include such information as job opportunities, job placements and follow-up activities.

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- C. General Data. General data and statistics (not identifiable as to specific individual students) concerning the success of school graduates on licensing examinations shall be systematically recorded annually and shall be available at the school for review by any student or prospective student.
 - D. Storage. Fire-resistant filing cabinets shall be provided for storage of student and financial records, for protection against fire loss, tampering and vandalism.
 - E. Student Access.
 - 1. A student shall have the right, at all reasonable times during the school day, to inspect, review and copy all educational records concerning him or her held by the school, upon 48 hours notice to the school.
 - 2. If the student is a minor, a parent or legal guardian shall also have the right to inspect, review and copy all educational records of his or her minor child.
 - 3. A school may charge a nominal fee for any copies of documents requested by the student or in the case of a minor the parent or legal guardian.
 - F. Disclosure of Records. The disclosure of all student academic and financial records, placement records and other records retained by the school shall be available to the Board upon request.
14. Course of Study/Program - Barbering.
- A. General Requirements.
 - 1. Each school shall offer a course of study of at least, eight hundred and sixty five (865) hours distributed over a minimum of six (6) months to prepare students to become apprentice licensed barbers.
 - 2. Student instructional time shall not exceed forty (40) hours per week, including theory, practical classes and clinic activity.
 - 3. Curriculum and instruction shall be presented in an orderly, sequential development.
 - 4. Each school shall maintain regular class hours with a daily schedule. Theory, practical classes and clinic schedules shall be established at the

start of the course of study and posted for students and instructors. A period of time for make-up work shall be established for students.

5. Upon satisfactory completion of a course of study of at eight hundred and sixty five (865) hours, a student shall be issued an affidavit to establish eligibility for the New Brunswick barbering licensing examination.

- B. Curriculum Components. Every school shall furnish instruction in sterilization, sanitation and the use of electrical apparatus and electricity as applicable to the practice of barbering. Each school shall arrange its course of study to include, but not be limited to, the following components:

Theory	Practical
Sanitation	Shampooing
Sterilization	Hair Styling
Hygiene	Hair Coloring, including rinses,
Bones	tints, dyes, bleaches and
Muscles	reconditioning
Nerves	Hair Cutting (Men, Women &
	Children)
Vascular System	Shaving, Trimming Beards and
Circulation	Mustaches
Hair	Styling
Skin	Chemical Relaxing
Electricity	
Establishment/Shop Management	
New Brunswick Barber Laws /Rules	

- C. Time Requirements.

1. The schedule of courses and hours in Appendix A is recommended as a guideline for an appropriate course of study in barbering.
2. All actual hours of instruction attended during regular school hours shall be applied to the total clock hour requirement of eight hundred and sixty five (865) hours.
3. A student, after completion of the eight hundred and sixty five (865) hours of instruction, is required to perform job shadowing in a licensed establishment or shop for one hundred and twenty (120) hours. Verification shall be retained in the student's academic records.
- 4.(a) A student will not be permitted to participate in the provincial examination unless and until the minimum eight hundred and sixty five

(865) hours of instruction, have been completed and certified by the school.

- 4.(b) A Student may participate in the provincial examination prior to the required job shadowing in a licensed establishment for the one hundred and twenty (120) hours.

D. Prohibitions.

1. The school shall not deduct earned clock hours or assign additional clock hours beyond the number of actual student clock hours identified in the enrollment contract.
2. The school shall not assign additional clock hours as a penalty for any student actions not directly related to proficiency in barbering studies.

E. Assessment Requirements.

1. Each student shall be tested no less frequently than quarterly on components of the curriculum, as part of the required course of study.
2. Students shall receive no less frequently than quarterly official school reports on their progress and standing in classroom theory, practical instruction and clinic work.
3. A student shall have the opportunity to meet with instructors to discuss his or her work, particularly his or her deficiencies, and all records pertaining to the student's progress shall be available for the student's review.

F. Clinic Services.

1. Minimum Preparation.
 - a. A minimum of two hundred (200) hours of instruction in theory and practice shall be required in the fundamental barbering curriculum before a student may practice barbering services on patrons in a clinic. Also, no student shall perform barbering services until he or she has completed at least twenty (20) percent of the recommended hours of instruction in the service to be performed (see Appendix A).
 - b. A record of each student's successful completion of the two hundred (200) hours and twenty (20) percent of the time recommended for each operation shall be signed by the student

and shall be maintained by the school and made available for inspection by the Board or agent of the Board.

2. Evaluation. All barbering services performed on patrons shall be evaluated and recorded by an instructor on a form provided by the school, describing the services performed and any corrections made by the instructor.
 3. Scheduling. Students participating in the clinic shall be scheduled on a regular basis for theory and practical classroom instruction and may not be excused from regularly scheduled classes to serve clinic patrons.
 4. Prohibitions.
 - a. Instructors shall not perform barbering services on clinic patrons, except for instructional purposes. They shall not receive payment for such instructional activity.
 - b. A clinic may not be labeled, referred to or advertised as an establishment. All school literature shall clearly refer to the clinic as a part of a school and as staffed by student barbers supervised by licensed instructors.
 - c. A student shall not use “**guards or guides**” for completion of a haircut unless such haircut is a “**buzz cut or butch cut**”. Students shall use clipper over comb, scissor over comb and other techniques to ensure that they understand the basics of the barber occupation.
15. Recruitment. A person may not offer any course of instruction, solicit students or enroll students in any school of barbering until the school holds a valid license issued by the Board.
16. Reports.
- A. Student Enrollment, Board Registration and Completion.
 1. A school shall register all students enrolled in a program of learning prior to providing services to the public, by submitting the following:
 - a. A completed registration form provided by the Board;
 - b. A copy of the student’s proof of age;

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- c. A copy of the student's completion of the 9th grade or its equivalent (exception for Section 11(A)(3); and
 - d. The required fee with 2 colour passport style photographs.
 2. A school shall forward to the Board within ten (10) business days an affidavit attesting to the student's completion of eight hundred and sixty five (865) hours of instruction in barbering, provided the student has met all financial obligations to the school.
 17. Course of Study - Student Instructor.
 - A. General Requirements.
 1. License Required. A person may not be admitted to a course of study to instruct barbering who does not hold a valid barber license specific to that course of study.
 2. Records. Attendance, academic and hourly records shall be maintained for all student instructors.
 3. Total Hours. The course of study for the preparation of barbering instructors shall total at least one thousand (1,000) hours in no less than six (6) months of classroom theory and practical instruction, including clinic work. Appendix B provides recommendations for hours of instructions for student barber instructors.
 4. Curriculum Components. The course of study shall include the following components:
 - a. Orientation and review of all subjects taught in the barber instructor course of study, based upon enrollment;
 - b. Introduction to teaching, including lesson planning, testing, assessments, teaching techniques, teaching aids and classroom management;
 - c. New Brunswick Barber laws and rules; and
 - d. Related laws and rules of the Province, including health and sanitation, fire safety, labour, unemployment compensation, workers' compensation and equal opportunity employment laws.

18. Change of Ownership.

- A. Non-transferability. Initial or renewal licenses issued to a person pursuant to this chapter are not transferable. Prior to the effective date of the transactions specified in subsections B and C below, the new owner must have applied for and received an initial license in order for operations of an existing school to continue. Refer to Section 1 (O) of this chapter for the definition of a “person.”
- B. Sole Proprietors. An initial or renewal license issued to a sole proprietor shall be void upon the voluntary or involuntary sale or transfer to any other person of the school or any ownership interest in the school other than a bona fide mortgage or security interest. A sole proprietor shall notify the Board of any impending sale or transfer at least sixty (60) days prior to the effective date of the transaction.
- C. Partnerships. An initial or renewal license issued to a partnership shall become void upon:

1. The voluntary or involuntary sale or transfer to any other person of the school or any ownership interest in the school, other than a bona fide mortgage or security interest; or
2. Any change in the composition of the partnership, other than the reallocation of the ownership interests of an existing partner or the withdrawal of a partner.

A partnership shall notify the Board of any impending sale, transfer or change in composition at least sixty (60) days prior to the effective date of the transaction.

- D. Corporations. An initial or renewal license issued to a corporation shall become void upon the voluntary or involuntary sale or transfer to any other person of the school or any ownership interest in the school other than a bona fide mortgage or security interest.

A corporation shall notify the Board of any impending sale or transfer at least sixty (60) days prior to the effective date of the transaction.

A corporation shall notify the Board at least forty five (45) days prior to:

1. Any change of ownership, legal or equitable, of the corporation’s stock; or
2. The issuance of additional stock to persons other than current shareholders.

19. Close of a School - Records. Should a school close permanently, all student academic and attendance records shall be forwarded to the Board.

20. Applicability of Rule.
 - A. Effective Date.
 1. This rule shall become effective upon adoption by the Board.
 2. All schools operating or proposing to operate in the Province on or after November 10, 2015, shall make application for an initial license from the Board.
 3. This rule shall govern all schools and all prospective schools, as of the effective date of this Chapter. Schools that previously held licenses issued by the Board may continue to operate under those licenses until the expiration date of the licenses.

21. Authority of the Board.
 1. The Board shall gather, maintain and publish the results of examinations as it pertains to schools and the ratio of their students pass/fail rates.
 2. Board shall have the authority to inspect, at reasonable hours, the schools records of attendance for verification of attendance without prior notice and the academic records of a student. Accumulated student hours shall be posted in the school office.
 3. The Board shall conduct the provincial examinations where practical at a school registered under this rule.
 4. The Board may suspend or revoke a school registration for a violation of any section of this regulation or the *Registered Barbers' Act* .
 5. The Board shall have the authority to alter, amend, repeal or otherwise modify this regulation, and publish such changes or modifications under the authority of the Board by virtue of the *Registered Barbers' Act*, s.17

APPENDIX A

Guidelines for minimum hours of instruction for Barbering.

It is recommended that the following minimum hours of instruction and number of services include theory as well as practical work:

1. Every School licensed, as a Barber School shall instruct the following: -

Course of Studies:

SUBJECT	Weeks Required	Hours Required
A. <u>Theoretical Studies:</u>		
a. Bacteriology		
b. Sterilization; sanitation		
c. Skin, scalp and hair		
d. Diseases, disorders of skin, scalp and hair		
e. Cells, anatomy and physiology		
f. Diseases, disorders unique to barbering	1.25 weeks	50 hours
B. <u>Practical subjects with Theoretical Applications:</u>		
a. Shampoo, rinses and conditioners		
b. Scalp & hair products and treatments		
c. Hair shaping		
d. Hairstyling		
e. Care of styling wigs and hair pieces		
f. Hair coloring and bleaching		
g. Shaving		
h. Superfluous hair removal		
i. Implements, linen and barber chair		
j. Hair-shaping and barbering		
k. Cutting and styling over curly hair		
l. Mustache and beard cutting/trimming and coloring		
m. Scalp and facial treatments for men		
n. Hairstyling for men		
o. Shaving and honing of razor	4.0 weeks	160 hours
C. <u>Business Procedures:</u>		
a. Desk, telephone and reception training		
b. Applied sanitation (normal clean-up)		
c. Hygiene, grooming and ethics		
d. Personality development		
e. Salesmanship		
f. Business Management		
g. Record Keeping (customer and business)	1.00 weeks	40 hours

D. Practical Subjects and Requirements:

a.	Haircutting/ various hair types (demonstrations)	1.75 weeks	70 hours
b.	Hair color and bleaching (all types)	1.75 weeks	70 hours
c.	Scalp and hair treatments <i>Products</i> <i>Scalp treatments and massage</i> <i>Hair conditioning and treatments</i>	1.25 weeks	50 hours
d.	Haircutting (Hands on by Student) <i>Men's, singe, razor, clipper and scissors</i>	3.00 weeks	120 hours
e.	Required haircutting <i>Style cuts: Short, Medium and Long</i> <i>Tapering and other techniques</i> <i>Clipper variations: Crew cut, Flat Top, Taper</i> <i>Razor cutting for Men</i> <i>Cutting over curly hair</i>	3.00 weeks	120 hours
f.	Wet hair services: Shampoo/Rinsing	0.75 weeks	30 hours
g.	Shaving – Face and Neck/Ears	1.75 weeks	70 hours
h.	Styling for men: Air waving/blow drying	0.25 weeks	10 hours
i.	Scalp and facial treatments for men <i>All types must include Alopecia, dry & oil</i>	0.625 weeks	25 hours
j.	Men's hair pieces care and styling	0.25 weeks	10 hours
k.	Mustaches and beards	0.25 weeks	10 hours
l.	Laws relating to Barbering in New Brunswick <i>Association Act & By-Laws</i> <i>License Requirements & Fee's</i> <i>Sanitation codes</i> <i>Building and Other permits/licenses</i>	0.25 weeks	10 hours
m.	In shop practical for student (with assessment)	3.00 weeks	120 hours

E. Course Hours and Weeks Required:

a.	Hours required for graduation as Apprentice Barber Assessment)	865 (School) + 120 (shop)
b.	Weeks required for graduation as Apprentice Barber	22 (School)
c.	Additional hours required for Registered Barber Status	380 (in working shop)

APPENDIX B

Guidelines for minimum hours of instruction for Barber Student Instructor.

It is recommended that the following minimum hours of instruction include theory as well as practical work as it applies to instructing students:

SUBJECT	HOURS
Theory	100
Facials	35
Shaving, trimming beards and mustaches	40
Scalp Treatment	50
Hair Styling and Cutting	100
Hair Coloring and Bleaching	75
Shampooing	25
Women Haircutting / Styling	40
Desk receptionist, purchasing supplies, and grading student papers	50
Floor supervision, teaching methods, and lesson planning	175
Salesmanship	25
Lectures and Demonstrations	75
School records, student enrollment, collections, and office work	50
Laws that pertain to barbering	160
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TOTAL HOURS	1,000

APPENDIX C

SUGGESTED TEXTS FOR REFERENCE LIBRARIES

Van Dean Manual, Milady Publishing Corp. (1987)

Pivot Point Designer Framework, Pivot Point International, Inc. (1997)

Hair Structure & Chemistry Simplified, Milady Publishing Corp. (1972)

Milady's Exam Review for Professional Instructors, Milady Publishing Corp. (1995)

Milady's Standard Textbook of Professional Barber Styling, Milady Publishing Co. (1999)

The Motivated Salon, Mark D. Foley, Milady Publishing/Salon Ovarions (1997)

Public Relations for the Salon, Milady Salon Ovarions (1997)

Salon Ovarions Staffing Policies and Procedures, Milady Publishing Co. (1996)

Salon Ovarions Tax and Financial Primer, Mark E. Battersby, Milady Publishing Co. (1996)

Salon Ovarions Marketing and Advertising for the Salon, Dr. Henry J. Gambino, Milady Publishing Co. (1996)

Salon Ovarions Guide to Becoming a Financially Solvent Salon, Leslie Edgerton and Glen R. Allie, CPA, Milady Publishing Co. (1996)

Salon Ovarions The Multicultural Client: Cuts, Styles, and Chemical Services, Milady Publishing Co. (1996)

Milady's Life Management Skills for Cosmetology, Barber-Styling, and Nail Technology, Catherine Lamb, Milady Publishing Co. (1996)

STATUTORY AUTHORITY: c.82 SNB 2007, s.6(1)(b)(v)

EFFECTIVE DATE:

2015-11-10 - as "**Rules for Certifying Barber Schools**"

AMENDED: 2015-09-09

REGULATION # 2015-09-002

Shall replace the following regulations:

Regulation No: 2007-05-10 (Course of Study for Barber Student)

Regulation No: 2007-05-02 (Operation of Schools of Barbering)

IT WAS RESOLVED AND HEREBY ENACTED:

Dated in the Province of New Brunswick on the 10TH day of November, 2015.



Stan Curran III, Secretary-Treasurer