

FLORIDA BARBERS' BOARD **FREQUENTLY ASKED QUESTIONS AND ANSWERS**

BOARD INFORMATION

1. What are the functions of the Florida Barbers' Board?

The Florida Barbers' Board regulates barbers, restricted barbers, barber assistants and barbershops.

2. Does the board have a website?

Yes, the board's website can be accessed via www.MyFloridaLicense.com > Doing Business With Us > Barbers.

3. What are the statutes and rules that govern Barbers?

Chapter 476 of the Florida Statutes and Rule 61G3 of the Florida Administrative Code.

4. Where can I obtain the laws and rules of the Board?

The laws and rules may be obtained on the Board's website at www.MyFloridaLicense.com > Doing Business With Us > Barbers > Statutes and Rules.

If you need further assistance, you may call the Customer Contact Center at 850.487.1395.

5. When and where is the next board meeting?

The dates and locations are available online at www.MyFloridaLicense.com > Doing Business With Us > Barbers > Board Meeting Information.

6. Where can I obtain a copy of the board meeting agenda or past minutes?

Agendas and minutes are available online at www.MyFloridaLicense.com > Doing Business With Us > Barbers > Board Meeting Information.

LICENSURE INFORMATION

1. How do I become a licensed barber in Florida?

To become a licensed barber in the State of Florida you must attend a Florida barbering school and successfully complete a minimum of 1,200 hours of barber training. Upon completion of the educational hours, a completed examination application should be submitted to the department for processing, along with the applicable fees. Once the examination application has been approved, you will be contacted by the department's examination vendor, Pearson VUE, to schedule a date and time for the written examination. The website for Pearson VUE is www.pearsonvue.com.

Forms are available online at www.MyFloridaLicense.com > Apply for a License.

2. Can I still work if I fail the examination?

Yes. If a Florida barbering student passes his or her first licensing exam, the student may work in a licensed barbershop:

- under the supervision of a licensed barber who is physically present when the student is working; and
- so long as the student posts his or her exam results and a recent photo at their station.

If a Florida barbering student fails the exam, he or she may not work until:

- he or she applies to the department for reexamination;
- he or she provides the shop or salon owner with a copy of his or her reexam application and the exam authorization letter from the testing vendor; and
- he or she posts exam results and a recent photo at their station.

In order to continue working, a barbering student has 180 days from the date of his or her first exam to complete the exam. Should the student fail the exam a second time, the student cannot work until he or she successfully passes the exam and receives a barber license from the department.

3. What does “under the supervision” of a licensed barber signify?

The term “under the supervision” of a licensed barber signifies that the supervising individual holds a current and active Florida barber’s license and is physically present at all times when the applicant is performing barbering services. However, the supervised work practice exception does not apply to an individual who has applied by endorsement from another state or country. Endorsement applicants must have their Florida barbers’ license prior to practice.

4. I have a license in another state and/or country. How do I obtain a Florida license?

You must complete an endorsement application, which is available online at www.MyFloridaLicense.com > Apply for a License.

5. What does endorsement mean in terms of my license?

Endorsement means that you are eligible for licensure without any additional schooling or examination.

6. What are the qualifications for an endorsement application?

Applicants for endorsement must:

- Complete a minimum of 1,200 hours of schooling in a program similar to, comparable to, or more stringent than what is required of Florida students;
- Demonstrate that he or she has satisfactorily completed a written examination comparable to or more stringent than the examination administered by the department;

- Demonstrate that he or she possesses a current, active license in another state or country; and
- Apply and pay the required application fee of \$255.

Apprentice licensees are not eligible for endorsement. All barber endorsement applications must include an education evaluation that was conducted by a credential evaluation service which is a member of the National Association of Credential Evaluation Services (NACES). A complete listing of NACES members is located on the barbers' web page. If the NACES evaluation is not included with the endorsement application, it will be considered deficient.

7. How do I make a personal name change on my license?

Requests for a name change should be directed to DBPR, Central Intake Unit, License Maintenance Section, 1940 North Monroe Street, Tallahassee, Florida, 32399-0783. A name change must be submitted in writing along with a copy of the legal document granting the name change.

8. What services can a restricted barber perform?

As a restricted barber you are authorized to perform haircuts and styles, including the application of hair tonics and hair spray. A restricted barber is not allowed to apply any other chemical preparations or solutions to the hair. A restricted barber is allowed to perform full facial shaves; mustache and beard trimming; shampooing, conditioning and blow drying hair; and scalp treatments and facials.

9. Am I allowed to perform manicure/pedicure/nail extension services with my barber's license?

No, barbers are not allowed to perform these services. However, the service of cutting, trimming, polishing or cleansing the natural fingernail can be performed by a licensed barber who was licensed prior to October 1, 1985.

10. How can I find a list of barber schools in the State of Florida?

You may contact the Department of Education at 850.245.9899 or www.fldoe.org for a list of public schools, or the Commission for Independent Education at 850.245.3200 or www.firn.edu/doe/cie for a list of private schools.

11. How can I obtain a barbershop license?

You must complete the barbershop application and pay the required application fee. The application inquires about items such as square footage, the number of sinks and chairs, how many individuals are employed, the shop ownership and other barbershop questions included in the barbers' laws and rules. After your barbershop license is issued, within approximately 90 days, an inspector will visit your shop unannounced for the initial inspection. You can open your barbershop when you receive the barbershop license. You do not need to wait to open until you are inspected.

12. I am moving to another state. How do I obtain a license certification?

Submit a license certification request to the Department of Business and Professional Regulation, Florida Barbers' Board, 1940 North Monroe Street, Tallahassee, Florida, 32399-0783. Your request should include your name, license number, where the certification should be mailed, and your payment of \$25. Please allow 30 to 45 days for processing.

13. I submitted \$25 and a request for license certification and was told by the department it was mailed more than 30 days ago. I have yet to receive the requested document. What do I do?

Please submit a new request with the required \$25 fee and a new certification will be processed.

14. My barbershop has moved. How do I make this change on my license?

A barbershop license is not a transferable document. If the location, ownership, or business name of the barber shop changes, you must submit a new barbershop application, pay the application fee of \$130 and surrender the old barbershop license.

15. Can I change my address online?

Yes. Visit our website at www.MyFloridaLicense.com > Renew/Maintain A License. You can also change your telephone number and email address here.

16. Your website provides for "main", "mailing", and "location" addresses. What are the differences?

Three types of addresses have been established to support your needs: main, license mailing, and license location.

Main Address - This address is the primary address on file.

License Mailing Address - This is the address where the mail associated with a particular license will be sent (if different from the main or license location addresses).

License Location Address - This is the address where the place of business is physically located.

An example of the use of different addresses:

If Jane Doe is a contractor that works for ACME Builders, she may have 3 different addresses listed in her profile. Her main address would be the address of ACME Builders' corporate headquarters. Her license mailing may be her home so she doesn't have to visit the office to pick up her mail. Finally, her License Location would be the address of the ACME Builders' local office where she works. If Jane Doe worked independently, she might have only one address on file (Main Address) as her office is the same place she wishes to receive her mail.

17. Can I change all license addresses online?

The main address and license mailing address can be changed online for all license types. License location addresses can also be changed online, except for Barbershops, Cosmetology Salons, Veterinary Establishments, and Talent Agencies. The location for these license types is tied to the license, so a location change will require submission of a new application.

18. How can I change my address if I do not have a computer?

You may submit the change in writing or by fax to:
Department of Business and Professional Regulation
Central Intake Unit – License Maintenance
1940 North Monroe Street
Tallahassee, FL 32399-0783
Fax: 850.922.2918

APPLICATION ASSISTANCE

1. How can I obtain assistance on completing my application?

If you have questions or need assistance completing your application, please contact the department's Customer Contact Center at 850.487.1395.

2. Where do I mail the application?

Department of Business and Professional Regulation
Central Intake Unit
1940 North Monroe Street
Tallahassee, FL 32399-0783

3. What are the fees for the various barber applications?

- Initial Barbers' Examination Application - \$228*
- Initial Restricted Barbers' Examination Application - \$246*
- Barbers Reexamination Application - \$123*
- Restricted Barbers Reexamination Application - \$141*
- Barber Endorsement Application - \$255
- Initial from Null & Void Application - \$105
- Barbershop Application - \$130

*Additional fees must be paid to the testing vendor when scheduling your examination

4. Where can I find the various barber applications?

Board forms are accessible online at www.MyFloridaLicense.com > Apply for a License.

RENEWAL INFORMATION

1. How do I renew my license?

You may activate a personal account with the department by going online at www.MyFloridaLicense.com and renew your license by paying the required renewal fee. You may also make an electronic renewal payment by calling the Customer Contact Center at 850.487.1395 or by returning the renewal notice along with a check made payable to the Department of Business and Professional Regulation, 1940 North Monroe Street, Tallahassee,

Florida 32399-0783. Please note that the license renewal will not be processed until your continuing education hours have been completed.

2. My Florida barbers' license is null and void. Can the license be reinstated?

A null and void license cannot be reinstated, however, you can reapply for licensure.

3. I sent in my renewal fee but did not receive a license because I did not complete my continuing education requirements. Can I obtain a refund of my payment?

The payment is not refundable. The department has processed your renewal and notified you that continuing education is required for issuance of the license. You may renew as inactive with out the required continuing education if you prefer; however, you may owe a delinquent fee if you did not submit your payment prior to the expiration date.

CONTINUING EDUCATION INFORMATION

1. What are the continuing education requirements to renew my license?

You must complete a board-approved HIV/AIDS continuing education course as a condition of your license renewal. All continuing education HIV/AIDS courses must be completed from a Barbers' Board approved continuing education provider.

2. How may I obtain a list of board-approved continuing education providers and courses?

A list of board-approved HIV/AIDS continuing education providers and courses is available online at www.MyFloridaLicense.com > Doing Business With Us > Barbers.

COMPLAINTS

1. I have a complaint about a barber or barbershop. Whom do I contact?

Contact the department's Customer Contact Center at 850.487.1395 or file a complaint online at www.MyFloridaLicense.com > For Consumers > File a Complaint against a Business or Professional.

2. I have a complaint about an unlicensed barber or barbershop. Whom do I contact?

Contact the department's toll-free unlicensed activity complaint line at 1.866.532.1440 or file a complaint online at www.MyFloridaLicense.com > For Consumers > File a Complaint against a Business or Professional.

3. I recently visited a barbershop that allowed smoking. Whom should I contact to lodge a complaint?

Please contact the Florida Department of Health at 1.800.337.3742 for assistance.

SPECIAL BOARD ISSUES

1. Can I have an animal in my barbershop?

No. Animals are not permitted inside a barbershop, with the exception of closed aquariums or service animals.

2. Can a barber work in a cosmetology salon or a cosmetologist work in a barbershop?

A licensed barber is allowed to work in a cosmetology salon as long as a licensed cosmetologist is also employed. A licensed cosmetologist is allowed to work in a barbershop as long as a licensed barber is also employed.

3. I want to cut hair in a nursing home. What do I need to do?

There is a provision in the laws and rules allowing licensed barbers to perform barbering services on individuals residing in a nursing home and exempting these barbers from having to offer their services in the otherwise required licensed barbershops. The arrangements for barbers to offer their services in a nursing home must be made through a licensed barbershop and the information as to the name of the client and the address at which the services are to be performed shall be recorded in the appointment book which must remain at the barbershop and be made available upon request to any department inspector.

IMPORTANT INFORMATION

By July 1, 2008, all barbers, restricted barbers, and barber assistants must attach a 2" X 2" photograph taken within the last two years to their license and must have the license and the photograph permanently laminated and displayed at their place of employment in plain view of the work station.