

**CALIFORNIA
BOARD OF BARBERING AND COSMETOLOGY**



JUNE 13, 2022

EDUCATION AND OUTREACH COMMITTEE

**1747 North Market Blvd
HQ2 Hearing Room 186, 1st Floor
Sacramento CA 95834**



**CALIFORNIA BOARD
OF
BARBERING AND COSMETOLOGY**



**EDUCATION AND OUTREACH
COMMITTEE**

**MEMBERS OF THE
COMMITTEE**

**Tonya Fairley, Chair
Megan Ellis
Reese Isbell
Yolanda Jimenez
Derick Matos**

**Department of Consumer Affairs
1747 North Market Blvd
HQ2 Hearing Room 186, 1st Floor
Sacramento CA 95834**

*Action may be taken on
any item listed on the
agenda.*

June 13, 2022

**1:00 P.M. or upon Adjournment of
the Licensing and Examinations
Committee Meeting - Until
Completion of Business**

AGENDA

Action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Committee Chair and may be taken out of order. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Committee are open to the public.

1. Call to Order/ Roll Call/ Establishment of Quorum
2. Review and Possible Approval of the March 7, 2022, Committee Minutes
3. Review and Discussion of Current Materials the Board Distributes
During:
 - a. Establishment License and Renewal Issuance
 - b. Inspections
 - c. Citation Mailing
 - d. Enforcement Case Correspondence
4. Review and Discussion of Recent and Upcoming Outreach Events
5. Public Comment on Items Not on the Agenda
Note: The Committee may not discuss or take any action on any item raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting (Government Code Sections 11125, 1125.7(a))
6. Agenda Items for the Next Meeting
7. Adjournment

*Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Committee prior to the Committee taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Committee, but the Committee Chair may, at his or her discretion, apportion available time among those who wish to speak. Individuals may appear before the Committee to discuss items not on the agenda; however, the Committee can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125, 11125.7(a)).

The meeting is accessible to the physically disabled. A person who needs disability-related accommodation or modification in order to participate in the meeting may make a request by contacting: Marcene Melliza at (916) 575-7121, email: marcene.melliza@dca.ca.gov, or send a written request to the Board of Barbering and Cosmetology, PO Box 944226, Sacramento, CA 94244. Providing your request is a least five (5) business days before the meeting will help to ensure availability of the requested accommodations. TDD Line: (916) 322-1700.

No Attachment

DRAFT
CALIFORNIA STATE BOARD
OF
BARBERING AND COSMETOLOGY

EDUCATION & OUTREACH COMMITTEE MEETING

MINUTES OF MARCH 7, 2022

BOARD MEMBERS PRESENT

Megan Ellis
Tonya Fairley
Reese Isbell

STAFF MEMBERS PRESENT

Kristy Underwood, Executive Officer
Carrie Harris, Deputy Executive Officer
Sabina Knight, Board Legal Representative
Allison Lee, Board Project Manager
Marcene Melliza, Board Analyst

BOARD MEMBERS ABSENT

Derick Matos

1. AGENDA ITEM #1, CALL TO ORDER/ROLL CALL/ESTABLISHMENT OF QUORUM

Kristy Underwood called the meeting to order at approximately 11:00 a.m. and confirmed the presence of a quorum.

2. AGENDA ITEM #2, ELECTION OF COMMITTEE CHAIRPERSON

Members were asked to volunteer or nominate a member to be committee chairperson. The chairperson's responsibilities are to run the meetings and communicate directly with Ms. Underwood on any agenda items before each meeting.

Ms. Fairley moved to volunteer as Committee Chairperson. Ms. Ellis seconded the motion. Motion was opened up for public comment. No public comments were made. Motion carried three yes, 0 no, and 0 abstain, per roll call vote as follows: The following Committee Members voted "Yes": Megan Ellis, Tonya Fairley, Reese Isbell.

3. AGENDA ITEM #3, REVIEW AND DISCUSSION OF THE EDUCATION AND OUTREACH REPORT

Staff prepared a report for the Committee on outreach conducted in the past. The Committee members were requested to give input on how outreach efforts can be increased, not only in the industry but for consumers as well.

Ms. Fairley inquired about the Board's participation in events which provide consumers and the industry more information about the Board. Ms. Underwood stated that the Board gets invited to events like consumer fairs. The Board has also done events at the Capital for consumers. These are mainly achieved through legislator offices or the

Department of Consumer Affairs (DCA). The Department of Consumer Affairs has a public information officer assigned directly to the Board.

Ms. Underwood explained that the budget limits the involvement of the Board. The Board had considered doing a more extensive campaign for a 'Look for the License,' similar to one done several years ago. Previously, the Board displayed posters directed towards consumers in certain malls, but the campaign could not be done this time because it was costly. The Board is open to suggestions on how to reach consumers in a better way within the financial budget.

Regardless, the Board has been successful with reaching the industry through various means, according to Ms. Underwood. Some of the ways used to reach the industry include sending out email blasts. There are also trade shows throughout the state, which are currently on hold due to COVID. There's also Safe Sandal Season, where some members of staff sometimes go on live TV to talk about safety during pedicures. The Department of Consumers Affairs also assists in trying to get the media outreach on the news, such as Good Morning Sacramento.

Mr. Isbell asked about the status of the industry outreach, especially after the passage of Senate Bill 803. He also asked about the extent of involvement of the Board in reaching out to practitioners apart from doing trade shows or schools. Ms. Underwood stated that individual licensees could only be reached through emails or social media. However, reaching out through Facebook had proven difficult during COVID because staff had to be assigned to those duties. The Board's Facebook presence had to be limited because most of the industry thought that the Board was an association to protect licensees (instead of consumers). A lot of education has been done through the Board meetings and COVID outreach to reminder licensees that the Board's role is consumer protection, not advocacy for the industry.

Email blasts are usually sent out, but since an email address is not required as part of the application process, some licensees do not get the emails. The only other way to ensure that more licensees are reached is by doing an actual mail out, but this would be costly for the Board. Mr. Isbell indicated asked how often the Board mails out information. Ms. Underwood stated that mailed information is sent any time an establishment license is issued. She further explained that those would be potential opportunities to include other educational printouts, depending on the costs.

Licensees are usually informed of any regulation changes, especially health and safety regulations. Information is sent out in multiple languages. Everything is usually translated into Spanish, Vietnamese, and Korean. Health and safety regulations are also translated into traditional and non-traditional Chinese, Farsi, and Arabic. These are not mailed out as the links are available online.

4. AGENDA ITEM #4, DISCUSSION ON FUTURE PLANS FOR OUTREACH AND EDUCATION, AND POSSIBLE RECOMMENDATIONS TO THE BOARD

Chair Fairley stated that licensee education on the role of the Board in consumer protection should continue. In response to a question from Ms. Ellis, Ms. Underwood stated that more future webinars for licensees might be considered. Staff will put together a plan and bring it back to the Committee. Ms. Underwood stated that the webinars were targeted towards the barbering and cosmetology industry in the past. She suggested that future webinars should target schools so that the students can get to know more about the Board. Ms. Underwood also proposed providing the Committee with examples of what is mailed with establishment licenses, what is provided at inspections, and information provided with citations.

Chair Fairley asked if only DCA employees were allowed to attend webinars and events or if Board and Committee members could also attend. Ms. Underwood stated that it has been mostly staff from the Board working with DCA. Some Board members are usually invited to the events as well. Chair Fairley opined that having the Board members attend such events would give those who do not have industry experience the opportunity to understand what goes into the events.

Ms. Underwood mentioned that the Board had participated at speaking engagements at the Mexican Consulate in Los Angeles that turned out to be a success. She suggested that the Committee looks into doing such an event again to reach the non-English speaking communities.

The Board also has a lot of support from the Vietnamese Community. The Board attend their Facebook live and YouTube events. They are also working directly with the legislators for town halls.

Ms. Underwood recommended that staff include the previously discussed information in the Committee packets for the next meeting. Information on plans, such as upcoming events, will also be included.

Staff will be attending the ISSE Long Beach Show scheduled for June this year. Ms. Underwood indicated that the Board is very popular at trade shows because they usually have a table with a sign that says most items that are for sale at the trade shows might not be within one's scope of practice or might be illegal in California. It is also helpful for the Board to attend the trade shows to ensure that licensees do not purchase equipment that they should not have in their establishments.

Ms. Underwood stated that she had been asked to speak at several schools via webcast. She will be doing one speaking engagement next week in the evening to talk to students about Senate Bill 803. This will also be an excellent opportunity to reach some of the prospective future licensees.

Mr. Isbell inquired if any videos were available for any outreach done by speaking at conventions. Ms. Underwood will send the links to the videos for the Committee to look at.

Public Comments:

- Jamie Schrabek of Precision Nails stated that the license campaigns which the DCA promotes across different agencies do not do much good when their licensees can have their government-issued license in one name and yet advertise with a completely different name. This is also the case for establishment licenses. She pointed out that there should be some statutory requirement that licensees must use their government name and license number. This would enable a customer who is verifying an establishment to find it in the BreEZe system. She felt that it was unfair to invest time and money into BreEZe when it did not function as expected. Ms. Schrabek also indicated that consumers and licensees should be informed of the Gender Tax Repeal Act of 1995, which prohibits gender-based pricing discrimination. She stated that most people don't understand that they should not be charging different prices for the same product or service. She further added that educating the people on the Bill would be an opportunity for greater outreach. Lastly, Ms. Schrabek stated that licensees need to be made aware of legislation that involves the industry. She cited AB 1003 about wage theft and added that licensees should know that they need to be compensated legally.

5. AGENDA ITEM #5, PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No comments were received from the public.

6. AGENDA ITEM #6, AGENDA ITEMS FOR THE NEXT MEETING

Ms. Underwood recommended that the Committee meetings be held quarterly. She stated the Committee will be giving meeting reports at the subsequent Board meetings. Committee members will be asked for input on meeting schedules for the rest of the year and future meetings to continue web-based meetings will depend on proposed legislation.

7. AGENDA ITEM #7, ADJOURNMENT

There being no further business to discuss, the meeting adjourned at approximately 11:45 a.m.

Establishment License Issuance Materials

- Message to the Consumer with Introduction
- Owners Must Know This
- Gender- Based Discrimination Policy
- Self- Inspection Worksheet
- Most Common Violations Cited During an Inspection
- Schedule of Administrative Fines

Renewal Issuance Materials

- Governor Newsom's Fee Relief Information



EFFECTIVE JANUARY 1, 2018

The Board of Barbering and Cosmetology’s Health and Safety Rules poster no longer needs to be displayed in the reception area of the establishment.

The new “Message to the Consumer” must be posted in the reception area of the establishment.

For your convenience, a copy of the “Message to the Consumer” is on the back of this page.

To obtain a color copy of the “Message to the Consumer”:

- **Visit the Board’s website at www.barbercosmo.ca.gov**
- **Print the “Message to the Consumer”**
- **Post in the reception area of your establishment.**

905. Posting of Consumer Information Message

Approved-school owners and licensed establishment owners both shall post a copy of the board’s “Message to the Consumer” (BBC-CP01(2/2017)), which is hereby incorporated by reference, conspicuously in the reception areas of their schools and establishments.

Interested in receiving Board information via email?

- **Subscribe to the BBC Email List by going to www.barbercosmo.ca.gov**
- **Select Join Our Email List in the Quick Hits section on the home page.**

If you have any questions please contact the Board at barbercosmo@dca.ca.gov and enter “Message to the Consumer” in the subject line.



MESSAGE TO THE CONSUMER

TO FILE A COMPLAINT, PLEASE CONTACT THE BOARD AT
www.barbercosmo.ca.gov

(800) 952-5210

The Board's laws and regulations can be found on the Board's Web site at
www.barbercosmo.ca.gov
or in B&P Code Sections 7301-7426.5 and Title 16 CCR Sections 901-999.





BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR, GAVIN C. NEWSOM

BOARD OF BARBERING AND COSMETOLOGY

P.O. Box 944226, Sacramento, CA 94244-2260

P (800) 952-5210 F (916) 575-7281 www.barbercosmo.ca.gov



OWNERS MUST KNOW THIS

- An inspection can be done at any time the establishment is open or services are being performed. You should not prevent the inspection. Refusing an inspection will lead to a citation and fine.
- Owners must have access to all rooms, drawers, roller carts, etc. Inspectors must inspect all locked areas, so make sure you have a key (even if the key belongs to a booth renter/independent contractor).
- A Self-Inspection Sheet has been included with this mailing. Use this to prepare yourself and anyone working in the establishment for an inspection.
- The Top Violations Sheet has been included with this mailing. These are the violations that are most commonly found in establishment. Review this information so you do not receive a citation and fine for these violations.
- The Schedule of Administrative Fines has been included with this mailing. Become familiar with the cost of violations.

Visit the Board's website (www.barbercosmo.ca.gov) for additional information on:

Joining the Board's E-Mail List for All Updates

Industry Bulletins

Illegal Tools

Frequently Asked Questions

Laws and Regulations

Join the e-Mail list

Information is available on the website in English, Vietnamese, Spanish and Korean.

NOTICE TO LIMITED ENGLISH INDIVIDUALS

If you have difficulty understanding English, you may contact the Board at (916) 575-7575 to request language assistance services for all information that is available to the public. Language assistance services are available free of charge.

PREVENTION OF GENDER-BASED DISCRIMINATION: BUSINESS ESTABLISHMENTS' LEGAL OBLIGATIONS

The [Gender Tax Repeal Act of 1995](#) (Act) prohibits a business from discriminating based on a person's gender for prices of similar or like-kind goods and services. However, the Act does not prohibit price differences based on the amount of time, difficulty, or cost of providing the services.

In addition to prohibiting discrimination based on a person's gender, the Act **requires certain businesses** to clearly and conspicuously disclose to customers in writing the pricing for each standard service provided. The posting requirement applies to:

- Barbers and hair salons
- Tailors or businesses providing aftermarket clothing alterations
- Dry cleaners and laundries providing services to individuals

These businesses must follow **specific posting requirements**. The price list must:

- Clearly and completely display pricing for every standard service, which means the 15 most-frequently requested services.
- Use a font 14-point boldface or larger.
- Be posted in an area conspicuous to customers.

The business establishment must also provide a customer with a **complete written price list** upon request.

In addition, the business establishment **must display in a conspicuous place at least one sign**—printed in no less than 24-point boldface type—that states:

CALIFORNIA LAW PROHIBITS ANY BUSINESS ESTABLISHMENT FROM DISCRIMINATING, WITH RESPECT TO THE PRICE CHARGED FOR SERVICES OF SIMILAR OR LIKE KIND, AGAINST A PERSON BECAUSE OF THE PERSON'S GENDER. A COMPLETE PRICE LIST IS AVAILABLE UPON REQUEST.

Business establishments **may be fined \$1,000** for failing to correct within 30 days a violation of any of the requirements after receiving a written notice. The 30-day correction period only applies to posting violations and not to discriminatory pricing violations.

In addition, according to Civil Code section 52(a), a business may be liable for any amount determined by a jury, or a court sitting without a jury, up to three times the amount of actual damage but no less than \$4,000, plus any attorney's fees. However, an action under this section does not prohibit an aggrieved party from seeking any other available remedy or procedure.

OTHER PROVISIONS

This Act does not change or affect provisions of the Health and Safety Code, the Insurance Code, or other laws that govern a health care service plan, or insurer underwriting or rating practices.

To read the full text of the [Gender Tax Repeal Act of 1995](#) (Civil Code section 51.6), visit the California Legislative Information website at <https://leginfo.legislature.ca.gov>.

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS



INSPECTIONS

Self-Inspection

Conducting occasional self-inspections will help you remain in compliance with the Board of Barbering and Cosmetology (Board), regulations and the laws of California. It will also reduce the number of violations cited during an inspection. The owner of the salon, and licensees working in the salon, will be cited if violations exist during the time of inspection. The following guidelines will assist with self-inspections.

(B&P) Business and Professions Code
(CCR) Title 16, Division 9 of the California Code of Regulations

ESTABLISHMENT LICENSE

All answers should be "Yes"

- | | | |
|---|---------------------------|--------------------------|
| 1. Do you have an establishment license? (B&P 7317) | <input type="radio"/> Yes | <input type="radio"/> No |
| 2. Is your establishment license current and valid? <i>Only current, valid licenses may be displayed. The Inspector will confiscate invalid licenses. Photocopies are illegal.</i> (B&P 7347, 7317, 119(f), CCR 965(c)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 3. Is the current owner and address on the license correct? <i>If not, you need to apply for a new establishment license.</i> (B&P 7347) | <input type="radio"/> Yes | <input type="radio"/> No |
| 4. Is the most current "Message to the Consumer" (BBC-CP01(2/2017)) conspicuously posted in the reception area? <i>If no, a downloadable copy is available on the Board's website.</i> (CCR 905) | <input type="radio"/> Yes | <input type="radio"/> No |
| 5. Is the Labor Rights Notice posted conspicuously where other similar notices are posted for employees? <i>If no, a downloadable copy is available on the Board's website.</i> (B&P 7353.4) | <input type="radio"/> Yes | <input type="radio"/> No |
| 6. Do you have a licensee in charge? <i>There must be a licensee in charge for purposes of the inspection.</i> (B&P 7348) | <input type="radio"/> Yes | <input type="radio"/> No |
| 7. If your establishment is in a private residence, does it have an entrance separate from the entrance of the private living quarters? (B&P 7350) | <input type="radio"/> Yes | <input type="radio"/> No |

PERSONAL LICENSES

All answers should be "Yes"

- | | | |
|---|---------------------------|--------------------------|
| 8. Do all of the employees have a current, valid license? <i>Only current, valid licenses may be displayed. The Inspector will confiscate all others. Photocopies are illegal.</i> (B&P 7349, 119(f), CCR 965(c)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 9. Is each license conspicuously posted in the licensee's primary work area? <i>The license must be posted whenever the licensee is working.</i> (CCR 965(a)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 10. Does each licensee have valid government-issued photo identification during work hours? (CCR 904(d)) | <input type="radio"/> Yes | <input type="radio"/> No |

SANITATION / HEALTH & SAFETY

All answers should be "Yes"

- | | | |
|---|---------------------------|--------------------------|
| 11. Do you have containers large enough for proper disinfecting? <i>All non-electrical items being disinfected must be fully immersed in solution. The container must be continuously covered.</i> (CCR 978(a)(5), 979(b)(1)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 12. Do you have a sufficient supply of disinfectant? <i>Label on the disinfectant must show EPA-registered with demonstrated bactericidal, virucidal, and fungicidal activity.</i> (CCR 978(c)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 13. Is the manufacturer labeled container on the premises for verification? (CCR 978(c)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 14. Are the correct disinfection procedures being followed on both non-electrical and electrical equipment? (CCR 979, 980) | <input type="radio"/> Yes | <input type="radio"/> No |
| 15. Is the disinfectant solution mixed according to manufacturer's directions? (CCR 978(b)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 16. Are all supplies that cannot be disinfected, disposed of in a waste receptacle immediately after use? (CCR 981(a)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 17. Are neck strips or towels used to protect each client's neck? (CCR 985) | <input type="radio"/> Yes | <input type="radio"/> No |

SANITATION / HEALTH & SAFETY

All answers should be "Yes"

- | | | | | |
|---|-----------------------|-----|-----------------------|----|
| 18. Are clean instruments stored separately from soiled instruments? Are the soiled instruments stored in a container labeled "dirty", "soiled" or "contaminated"? (CCR 979(c)) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 19. Are new supplies and single-use, disposable tools stored in a clean, covered place labeled "New"? (CCR 981(b)) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 20. Are the clean instruments stored in a covered container labeled "clean" or "disinfected"? (CCR 979(d)) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 21. Are all whirlpool and air-jet basins, pipe-less footspas (footplates, impellers, impeller assemblies and propellers), foot basins or tubs (any basin, tub, footbath, sink, bowl, and all non-electrical equipment that holds water for a pedicure service), being properly cleaned and disinfected after use upon each client, at the end of the day, weekly and properly logged? (CCR 980.1, 980.2, 980.3) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 22. Are all single use, disposable, recyclable, liners that are designed specifically and manufactured for use as a foot basin or tub liner, disposed of immediately after each use? Is there is a supply of at least 5 liners per foot tub basin on the premises at all times? (CCR 980.4) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 23. Are the floors, walls, ceilings, furniture, furnishings, and fixtures clean and in good condition? (CCR 994(a)) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 24. Is there hot and cold running water in the establishment, if hair dressing services are being performed? (CCR 995(b)) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 25. Is there a public toilet room? Is it clean? (B&P 7351) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 26. Are there hand washing facilities with hot and cold running water in, or adjacent to, the toilet room? Is soap (liquid or powder, not "community" bar, soap) provided? (B&P 7352) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 27. Is the toilet room clear of all storage? <i>No storage of supplies, mops, buckets, etc., are allowed in the toilet room.</i> (B&P 7351) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 28. Is potable drinking water available? (CCR 995(c)) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 29. Is there at least one covered waste receptacle for disposal of hair? (CCR 978(a)(1)) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 30. Are clean towels, sheets, robes, linens and smocks stored in a clean, closed cabinet or container? (CCR 987(c), 978(a)(3)) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 31. Are soiled towels, robes, gowns, smocks, linens and sheets stored in a closed container? (CCR 987(a), 978(a)(2)) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 32. Is all waste, hair clippings or refuse, disposed of promptly without accumulation? (CCR 994(b)) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 33. Do all employees wash their hands or use an equally effective alcohol based product before providing services to each client? (CCR 983(b)) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 34. Are headrests and/or treatment tables covered with a clean towel, sheet, or paper for each client? (CCR 990(a)(c)) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 35. Are shampoo bowls and sinks clean and in good repair? Has the hair trap been emptied? (CCR 990(b)) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 36. Are all containers and spray bottles correctly labeled? (CCR 988(b)) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 37. Are poisonous substances labeled? (CCR 988(b)) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 38. If only a portion of a cosmetic preparation is used, is it removed from the container so as not to contaminate the remaining portion? (CCR 988(c)) | <input type="radio"/> | Yes | <input type="radio"/> | No |

OTHER

All answers should be "No"

- | | | | | |
|--|-----------------------|-----|-----------------------|----|
| 39. Do employees carry supplies or instruments on or in their garments? <i>This includes scissors, holsters, and pouches.</i> (CCR 981(c)) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 40. Are prohibited services being offered? (CCR 991, B&P 7320) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 41. Are there any supplies, equipment, or instruments in the establishment, which can be considered a practice of medicine for the type of services being offered, e.g., chemicals, scalpels, medical supplies, needles, devices, etc.? (B&P 7320.2, 7320.1) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 42. Is the establishment used for sleeping or residential purposes? (B&P 7350) | <input type="radio"/> | Yes | <input type="radio"/> | No |
| 43. Are there any illegal metal instruments being used or stored in the establishment, such as razor callous shavers (credo blades), metal scrapers (graters), etc.? (CCR 993(a), 993(b)) | <input type="radio"/> | Yes | <input type="radio"/> | No |

California Board of Barbering and Cosmetology
Most Common Violations Cited During an Inspection
16 California Code of Regulation sections

979-Disinfection Non-Electrical Tools: *Fine amount - \$100.00 - \$500.00

How to avoid violation:

- Before use upon a client, properly clean tools. Remove all visible debris, clean with soap or detergent and water, dry tools, totally immerse instruments in an EPA-registered disinfectant solution, and use gloves or tongs to remove the tools from the disinfectant.
- Always keep disinfectant solution covered and change disinfectant when it is cloudy, contains debris, or according to the manufacturer's instructions.
- Store all soiled non-electrical items (example: combs, brushes, nail clippers) in a container that which is labeled "Dirty", "Soiled", or "Contaminated".
- Store all disinfected non-electrical items in a clean covered place which is labeled "Clean" or "Disinfected".
- Shears shall be disinfected by removing all visible debris, clean with soap or detergent and water, spray or wipe with an EPA-registered disinfectant solution.
- Disinfected tools and shears shall NOT be placed in a container, pouch or holder which cannot be disinfected.

988-Liquids, Creams, Powders and Cosmetics: *Fine amount - \$50.00 - \$150.00

How to avoid violation:

- Store all liquids, creams, waxes, **shampoo**, powders, gels and other cosmetic preparations in clean and closed containers. Powders may be kept in clean shakers.
- Distinctly label all bottles and containers of their contents (example: water, gel, oil, etc.).
- When only using a portion of a cosmetic preparation, remove from container in such a way as to not contaminate the remaining portion. *Example: When removing wax from a wax pot, avoid "double dipping" the same wax stick applicator.*

981 (a) - No Disposal of Tools and Supplies That Cannot Be Disinfected: *Fine amount-\$100.00 - \$250.00

How to avoid violation:

- After use on a single client, immediately dispose of tools and supplies that cannot be disinfected (example: buffers, **pumice stone**, wax sticks, **toe separators**, gloves, **cotton pads**, sponges, **emery boards**, and **neck strips**) in a waste receptacle.

981 (b) – Improper Storage of New Supplies and Disposable Tools: *Fine amount-\$50.00 - \$150.00

How to avoid violation:

- Make sure all new supplies and single-use, disposable tools are stored in a clean, covered place labeled "New"

7317- Unlicensed Establishment/Persons: *Fine amount - \$25.00 - \$1,000.00

How to avoid violation:

- Always keep your personal and/or establishment license current.
- Be sure that the establishment you work at is licensed and current.
- Be sure that employees are all licensed and current.

7351 – Restroom Requirements: *Fine amount-\$50.00 - \$150.00

How to Avoid:

- You need to have a public restroom.
- The restroom should always be kept clean.
- The restroom should be clear of all storage. No storage of supplies, mops, buckets, etc . , are allowed in the restroom.

965-Display of Licenses: *Fine amount-\$50.00 - \$150.00

How to avoid violation:

- Conspicuously post individual licenses at the licensee's primary work station.
- Conspicuously post the establishment license in the reception area.
- Do not display an expired or invalid license.

987-Towels: *Fine amount-\$50.00 - \$150.00

How to avoid violation:

- After a towel, **sheet, robe, linen or smock** has once been used once, place it in a closed container to be laundered.
- Launder towels commercially in water at least 160 degrees for no less than 25 minutes, or using chemicals and cold water.
- Keep clean towels, **sheets, robes, linen or smocks** stored in clean, closed cabinets or containers.

994-Cleanliness and Repair: *Fine amount-\$50.00 - \$150.00

How to avoid violation:

- Keep all floors, walls, woodwork, ceilings, furniture, furnishing, and fixtures clean and in good repair.
- Do not permit an accumulation of waste, hair clippings, or refuse in establishment.

978 (a) (5) - Insufficient Disinfectant in Container for Total Immersion: *Fine amount-\$100.00 - \$200.00

How to avoid violation:

- When disinfecting tools, ensure there is enough disinfectant solution in the container to allow for total immersion of tools. If tools do not completely fit in the container (example: handle of a brush sticks out), use a different container.

986- Neck dusters/Brushes Not Clean or Sanitary: *Fine amount-\$50.00 - \$150.00

How to avoid violation:

- Properly clean neck, nail, facial, or makeup dusters and **manicure** brushes before use on a client.
- Place clean dusters and brushes in a clean, covered place which is labeled "Clean".
- Place soiled dusters or brushes in a container labeled "Dirty", "Soiled", or "Contaminated".

990-Headrests, Shampoo Trays and Bowls, and Treatment Tables: *Fine amount-\$50.00 - \$150.00

How to avoid violation:

- Keep the headrest of chairs covered with a clean towel or paper sheet for each client.
- Clean shampoo trays and bowls with soap and water or other detergent after each shampoo.
- Keep shampoo trays and bowls in good repair and in a sanitary condition at all times.
- Cover treatment tables with clean treatment table paper, a clean towel, or a clean sheet after each use.
- Remove a towel or sheet immediately after used and deposit it in a closed container to be laundered. Immediately dispose of treatment paper after a single use.

7349- Employment of Unlicensed Persons: *Fine amount - \$1,000.00

How to avoid violation:

- Before hiring verify each individual has a current and valid license to practice barbering, cosmetology and electrology services.

980(c)- Disinfection Electrical Tools: *Fine amount- 50.00 - \$150.00

How to avoid violation:

- All soiled electrical tools used on a client or soiled in any manner, shall be placed in a container labeled "Soiled", "Dirty" or "Contaminated" (*excluding hot styling tools*)

980.1(c) (7), (d) (7), 980.2(b)(7), (c) (6), (d)(3), 980.3(b)(6) and 980.4(a) (2) – Pedicure Equipment Cleaning Log –

***Fine amount - \$100.00- \$200.00**

How to avoid violation:

- After use upon a client, at the end of each day and weekly properly clean and disinfect the pedicure foot spa chair, basin or tub equipment according to the type of foot spa chair, basin, or tub you have. (*example Pipe-less Foot spas, Non-Whirlpool Foot Basin or Tub, and Disposable Foot Basins or Tub Liners*)
- Record the procedure in the pedicure equipment log, include the date, time of each cleaning and the initials of the person who completed the procedure, and indicate the cleaning was done after the client, end of day or weekly.
- Each chair, basin or tub shall have its own pedicure equipment log.
- The pedicure equipment log shall be made available upon request by either a client or a board representative.

*View the fine schedule for exact fine amounts.

Revised August 2016

Article 11. Administrative Fines and Citations

Title 16, Division 9, California Code of Regulations

Board of Barbering and Cosmetology

974. Schedule of Administrative Fines

(a) An administrative fine maybe assessed for violations of the specified sections of the Business and Professions Code and Division 9 of Title 16 of the California Code of Regulations as follows:

Schedule of Administrative Fines				
Section	1st Violation	2nd Violation	3rd Violation	Waivable
7313. Access to Establishment for Inspection	250	500	750	No
7317. Unlicensed Establishment	500	1,000	1,000	No
7317. Unlicensed Individual	1,000	1,000	1,000	No
7317. Expired Establishment License	250	300	500	No
7317. Expired Individual License	250	300	500	No
7317. Individual Working in an Expired Establishment	25	50	100	No
7317. Individual Working in an Unlicensed Establishment	250	300	500	No
7320. Practice of Medicine	1,000	1,000	1,000	No
7320.1. Use of Illegal Metal Tools	250	500	500	No
7320.2. Illegal Treatment Methods	500	500	500	No
7336. No Supervision of Apprentice	100	150	200	No
7348. No Licensee in Charge of Establishment	100	150	200	No
7349. Employing Unlicensed Persons	1,000	1,000	1,000	No
7349. Employing Unlicensed Persons-- Expired License	250	300	500	No
7349.1. Illegal Use of a Barber Pole	25	50	100	No
7350. Establishment Residential Use/Entrance/ Prohibited Use	50	100	150	No
7352. No Soap/ Towels or Air Hand Dryers in Hand Washing Facilities	50	100	150	No
7353.4. Labor Rights Notice Not Posted	50	100	150	No
7358. No Licensee in Charge of Mobile Unit	100	150	200	No
7359. Employing Unlicensed Person in Mobile Unit	1,000	1,000	1,000	No
7360. Mobile Unit-- Residential/ Prohibited Use	50	100	150	No
7400. No Change of Address Notice Filed	50	100	150	No
7404(l). Interference with Inspection	1,000	1,000	1,000	No
904(d). No Photographic Identification Available	50	100	150	No
905. Consumer Info. Not Posted	50	100	150	No
920. Apprentice Training Records Not Available/ Incomplete	100	150	200	No
920. Apprentice Training Records Not Available/ Incomplete	100	150	200	No

Schedule of Administrative Fines				
Section	1st Violation	2nd Violation	3rd Violation	Waivable
965. Display of Licenses	50	100	150	No
978(a)(1), (a)(2),(a) (3), (a)(4). Receptacles, Cabinets and Containers	50	100	150	No
978(a)(5). Insufficient Disinfectant in Container for Total Immersion	100	150	200	No
978(a)(6). No Steam/Dry Heat Sterilizer for Electrology Tools	500	1,000	1,500	No
978(b). No Disinfectant Solution Available for Use	250	300	500	No
978(c). No Manufacturer- Labeled Container for Disinfectant	250	300	500	No
979. Disinfecting Non-Electrical Tools and Equipment	100	250	500	No
980(a). Incorrect Disinfection of Electrical Items	100	250	500	No
980(b). Incorrect Storage of Electrical Disinfected Items	50	100	150	No
980(c). Incorrect Storage of Soiled Electrical Tools	50	100	150	No
980.1. Incorrect Disinfection of Pedicure Spas (Per Chair)	500	500	500	No
980.1(c)(7). 980.1(d)(8). 980.1(e)(4). Incorrect/ Missing Log	100	150	200	No
980.1(g). Failure to List Chair as "Not in Service" in Log; No Sign Displayed on Chair	50	100	150	No
980.2. Incorrect Disinfection of "Pipeless" Footspas (Per Unit)	500	500	500	No
980.2(b)(7). 980.2(c)(6). 980.2(d)(3). Incorrect/ Missing Log	100	150	200	No
980.2(f). Failure to List Chair as "Not in Service" in Log; No Sign Displayed on Chair	50	100	150	No
980.3. Incorrect Disinfection of "Non- Whirlpool Foot Basin" (Per Unit)	100	150	200	No
980.3(b)(6). Incorrect/ Missing Log	50	100	150	No
980.3(e). Improper Storage of Basins or Tubs	50	100	150	No
980.4. Incorrect Disinfection of Foot Basin or Tub After Use of Disposable Liner	500	500	500	No
980.4(a)(2). Incorrect/ Missing Log	50	100	150	No
980.4(a) (4). Failure to Maintain Supply of Five (5) Disposable Liners per Foot Tub Basin	250	300	500	No
981(a). No Disposal of Non-Disinfected Items	100	150	200	No
981(b). Improper Storage of New Supplies and Disposable tools	50	100	150	No
981(c). Carry Tools or Supplies in or on Garments	50	100	150	No
982. Incorrect Sterilization of Electrology Tools	100	150	200	No
983. Personal Cleanliness	50	100	150	No

Schedule of Administrative Fines				
Section	1st Violation	2nd Violation	3rd Violation	Waivable
984(a). Allow Licensee with Infectious/ Communicable Disease to Work on Person	100	250	500	No
984(b). Allow or Require a Licensee to Work on Person with Infectious/ Communicable Disease	100	250	500	No
984(e). Performing Services on Inflamed, Broken, Infected or Erupted Skin or Scalp Surface/ Working Without Gloves When Skin on Hands Is Inflamed, Broken, Infected or Erupted	100	250	500	No
985. No Use of Neck Strips or Towel	50	100	150	No
986. Neck Dusters/ Brushes Not Clean or Sanitary	50	100	150	No
987. Towels	50	100	150	No
988. Liquids, Creams, Powders and Cosmetics	50	100	150	No
989. Prohibited Hazardous Substance/Use of Product	500	500	500	No
990. Headrests and Treatment Tables	50	100	150	No
991. Performing Invasive Procedures	500	500	500	No
992. Performing Invasive Skin Exfoliation/ Dermis	500	500	500	No
993. Prohibited Tools	300	400	500	No
994. Cleanliness and Repair	50	100	150	No
995(b), (c), (d), (e). Plumbing Standards	50	100	150	No

(b) A violation indicated in subdivision (a) as not waivable means that the Board, in its discretion, has determined that the violation cannot be corrected pursuant to Business and Professions Code Section 7407, and therefore that the fine for the first violation may not be avoided as provided for in Business and Professions Code Section 7409.

NOTE: Authority cited: Sections 7312, 7406 and 7407, Business and Professions Code.
Reference: Sections 7353.4, 7406, 7407, 7407.1, 7409, Business and Professions Code.



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
DEPARTMENT OF CONSUMER AFFAIRS • BOARD OF BARBERING AND COSMETOLOGY
P.O. Box 944226, Sacramento, CA 94244-2260
Phone: (800) 952-5210 Email: barbercosmo@dca.ca.gov
Website: www.barbercosmo.ca.gov



GOVERNOR NEWSOM'S FEE RELIEF

On January 5, 2021, Governor Gavin Newsom proposed an economic relief package for businesses that were impacted by the COVID-19 pandemic. The package included waiving renewal fees for licensees of the Board of Barbering and Cosmetology. This package was approved by the California Legislature and signed by the Governor. As a result, renewal fees due in 2021 and 2022 for all personal licenses and establishment licenses will be waived.

Included with this notice is your renewed license that has been issued at no cost.

Licenses that were renewed in 2021 prior to the fee waiver will be issued a license at no cost at the next renewal cycle.

If you have any questions, please e-mail the Board of Barbering and Cosmetology at barbercosmo@dca.ca.gov.

EXENCIÓN DE CUOTAS DEL GOBERNADOR NEWSOM

El 5 de enero de 2021, el gobernador Gavin Newsom propuso un paquete de ayuda económica para los negocios que fueron afectados por la pandemia de COVID-19. El paquete incluía la exención de las cuotas de renovación para los licenciados de la Junta de Peluquería y Cosmetología. Este paquete fue aprobado por la legislatura de California y firmado por el gobernador. Como resultado, no se aplicará el pago de las cuotas de renovación de 2021 y 2022 para todas las licencias personales y de establecimientos.

Junto con esta notificación está su licencia renovada, que se emitió sin costo.

En el caso de las licencias que fueron renovadas en 2021 antes de la exención de las cuotas, se emitirá una licencia sin costo en el próximo ciclo de renovación.

Por cualquier consulta, envíe un e-mail a la Junta de Peluquería y Cosmetología a la dirección barbercosmo@dca.ca.gov.

CỨU TRỢ PHÍ GIA HẠN GIẤY PHÉP CỦA THỐNG ĐỐC NEWSOM

Vào ngày 5 tháng 1 năm 2021, Thống đốc Gavin Newsom đã đề xuất một gói cứu trợ kinh tế cho các doanh nghiệp bị ảnh hưởng bởi đại dịch COVID-19. Gói cứu trợ này bao gồm việc miễn phí gia hạn cho các bên được cấp phép của Ủy ban phụ trách Nghề làm tóc và Nghề trang điểm. Gói cứu trợ này đã được Cơ quan Lập pháp của tiểu bang California phê duyệt và được Thống đốc ký duyệt. Do đó, phí gia hạn phải nộp trong năm 2021 và 2022 cho tất cả các giấy phép cá nhân và giấy phép cơ sở sẽ được miễn.

Gửi kèm thông báo này là giấy phép đã được gia hạn và cấp miễn phí của quý vị.

Giấy phép được gia hạn trong năm 2021 trước khi được miễn phí gia hạn sẽ được cấp giấy phép miễn phí ở chu kỳ gia hạn tiếp theo.

Nếu quý vị có bất kỳ câu hỏi nào, vui lòng e-mail cho Ủy ban phụ trách Nghề làm tóc và Nghề trang điểm theo địa chỉ barbercosmo@dca.ca.gov.

뉴섬 주지사의 수수료 완화

2021년 1월 5일, 개빈 뉴섬 주지사는 코로나 19 대유행의 영향을 받은 사업체를 위한 경제 구호 패키지를 제안했습니다. 이 패키지에는 이미용위원회 면허 소지자에 대한 갱신 수수료 감면 정책이 포함되어 있습니다. 이 패키지는 캘리포니아 입법부의 승인을 받았으며 주지사의 서명을 받았습니다. 그 결과, 모든 개인 면허 및 시설 면허에 대해 2021년과 2022년에 지불 예정인 갱신 수수료가 면제됩니다.

본 통지서에는 무상으로 발급된 귀하의 갱신 면허가 포함되어 있습니다.

수수료가 면제되기 전 2021년에 갱신된 면허는 다음 갱신 주기에 무상으로 발급될 예정입니다.

궁금한 점이 있으시면, barbercosmo@dca.ca.gov 주소로 이미용위원회에 이메일을 보내주시시오.

Inspection Materials

- Self- Inspection Worksheet
- Most Common Violations Cited During an Inspection
- Disinfection Fact Sheet
- Illegal Tools Flyer
- Foot- Spa Cleaning Guidelines
- Sample and Instructions for Foot -Spa Log
- Message to the Consumer
- Gender-Based Discrimination Flyer
- Department of Industrial Relations Required Posting Notice
- How to Become an Apprentice Information

INSPECTIONS

Self-Inspection

Conducting occasional self-inspections will help you remain in compliance with the Board of Barbering and Cosmetology (Board), regulations and the laws of California. It will also reduce the number of violations cited during an inspection. The owner of the salon, and licensees working in the salon, will be cited if violations exist during the time of inspection. The following guidelines will assist with self-inspections.

(B&P) Business and Professions Code
(CCR) Title 16, Division 9 of the California Code of Regulations

ESTABLISHMENT LICENSE

All answers should be "Yes"

- | | | |
|---|---------------------------|--------------------------|
| 1. Do you have an establishment license? (B&P 7317) | <input type="radio"/> Yes | <input type="radio"/> No |
| 2. Is your establishment license current and valid? <i>Only current, valid licenses may be displayed. The Inspector will confiscate invalid licenses. Photocopies are illegal.</i> (B&P 7347, 7317, 119(f), CCR 965(c)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 3. Is the current owner and address on the license correct? <i>If not, you need to apply for a new establishment license.</i> (B&P 7347) | <input type="radio"/> Yes | <input type="radio"/> No |
| 4. Is the most current "Message to the Consumer" (BBC-CP01(2/2017)) conspicuously posted in the reception area? <i>If no, a downloadable copy is available on the Board's website.</i> (CCR 905) | <input type="radio"/> Yes | <input type="radio"/> No |
| 5. Is the Labor Rights Notice posted conspicuously where other similar notices are posted for employees? <i>If no, a downloadable copy is available on the Board's website.</i> (B&P 7353.4) | <input type="radio"/> Yes | <input type="radio"/> No |
| 6. Do you have a licensee in charge? <i>There must be a licensee in charge for purposes of the inspection.</i> (B&P 7348) | <input type="radio"/> Yes | <input type="radio"/> No |
| 7. If your establishment is in a private residence, does it have an entrance separate from the entrance of the private living quarters? (B&P 7350) | <input type="radio"/> Yes | <input type="radio"/> No |

PERSONAL LICENSES

All answers should be "Yes"

- | | | |
|---|---------------------------|--------------------------|
| 8. Do all of the employees have a current, valid license? <i>Only current, valid licenses may be displayed. The Inspector will confiscate all others. Photocopies are illegal.</i> (B&P 7349, 119(f), CCR 965(c)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 9. Is each license conspicuously posted in the licensee's primary work area? <i>The license must be posted whenever the licensee is working.</i> (CCR 965(a)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 10. Does each licensee have valid government-issued photo identification during work hours? (CCR 904(d)) | <input type="radio"/> Yes | <input type="radio"/> No |

SANITATION / HEALTH & SAFETY

All answers should be "Yes"

- | | | |
|---|---------------------------|--------------------------|
| 11. Do you have containers large enough for proper disinfecting? <i>All non-electrical items being disinfected must be fully immersed in solution. The container must be continuously covered.</i> (CCR 978(a)(5), 979(b)(1)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 12. Do you have a sufficient supply of disinfectant? <i>Label on the disinfectant must show EPA-registered with demonstrated bactericidal, virucidal, and fungicidal activity.</i> (CCR 978(c)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 13. Is the manufacturer labeled container on the premises for verification? (CCR 978(c)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 14. Are the correct disinfection procedures being followed on both non-electrical and electrical equipment? (CCR 979, 980) | <input type="radio"/> Yes | <input type="radio"/> No |
| 15. Is the disinfectant solution mixed according to manufacturer's directions? (CCR 978(b)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 16. Are all supplies that cannot be disinfected, disposed of in a waste receptacle immediately after use? (CCR 981(a)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 17. Are neck strips or towels used to protect each client's neck? (CCR 985) | <input type="radio"/> Yes | <input type="radio"/> No |

SANITATION / HEALTH & SAFETY

All answers should be "Yes"

- | | | |
|---|-------|------|
| 18. Are clean instruments stored separately from soiled instruments? Are the soiled instruments stored in a container labeled "dirty", "soiled" or "contaminated"? (CCR 979(c)) | o Yes | o No |
| 19. Are new supplies and single-use, disposable tools stored in a clean, covered place labeled "New"? (CCR 981(b)) | o Yes | o No |
| 20. Are the clean instruments stored in a covered container labeled "clean" or "disinfected"? (CCR 979(d)) | o Yes | o No |
| 21. Are all whirlpool and air-jet basins, pipe-less footspas (footplates, impellers, impeller assemblies and propellers), foot basins or tubs (any basin, tub, footbath, sink, bowl, and all non-electrical equipment that holds water for a pedicure service), being properly cleaned and disinfected after use upon each client, at the end of the day, weekly and properly logged? (CCR 980.1, 980.2, 980.3) | o Yes | o No |
| 22. Are all single use, disposable, recyclable, liners that are designed specifically and manufactured for use as a foot basin or tub liner, disposed of immediately after each use? Is there is a supply of at least 5 liners per foot tub basin on the premises at all times? (CCR 980.4) | o Yes | o No |
| 23. Are the floors, walls, ceilings, furniture, furnishings, and fixtures clean and in good condition? (CCR 994(a)) | o Yes | o No |
| 24. Is there hot and cold running water in the establishment, if hair dressing services are being performed? (CCR 995(b)) | o Yes | o No |
| 25. Is there a public toilet room? Is it clean? (B&P 7351) | o Yes | o No |
| 26. Are there hand washing facilities with hot and cold running water in, or adjacent to, the toilet room? Is soap (liquid or powder, not "community" bar, soap) provided? (B&P 7352) | o Yes | o No |
| 27. Is the toilet room clear of all storage? <i>No storage of supplies, mops, buckets, etc., are allowed in the toilet room.</i> (B&P 7351) | o Yes | o No |
| 28. Is potable drinking water available? (CCR 995(c)) | o Yes | o No |
| 29. Is there at least one covered waste receptacle for disposal of hair? (CCR 978(a)(1)) | o Yes | o No |
| 30. Are clean towels, sheets, robes, linens and smocks stored in a clean, closed cabinet or container? (CCR 987(c), 978(a)(3)) | o Yes | o No |
| 31. Are soiled towels, robes, gowns, smocks, linens and sheets stored in a closed container? (CCR 987(a), 978(a)(2)) | o Yes | o No |
| 32. Is all waste, hair clippings or refuse, disposed of promptly without accumulation? (CCR 994(b)) | o Yes | o No |
| 33. Do all employees wash their hands or use an equally effective alcohol based product before providing services to each client? (CCR 983(b)) | o Yes | o No |
| 34. Are headrests and/or treatment tables covered with a clean towel, sheet, or paper for each client? (CCR 990(a)(c)) | o Yes | o No |
| 35. Are shampoo bowls and sinks clean and in good repair? Has the hair trap been emptied? (CCR 990(b)) | o Yes | o No |
| 36. Are all containers and spray bottles correctly labeled? (CCR 988(b)) | o Yes | o No |
| 37. Are poisonous substances labeled? (CCR 988(b)) | o Yes | o No |
| 38. If only a portion of a cosmetic preparation is used, is it removed from the container so as not to contaminate the remaining portion? (CCR 988(c)) | o Yes | o No |

OTHER

All answers should be "No"

- | | | |
|--|-------|------|
| 39. Do employees carry supplies or instruments on or in their garments? <i>This includes scissors, holsters, and pouches.</i> (CCR 981(c)) | o Yes | o No |
| 40. Are prohibited services being offered? (CCR 991, B&P 7320) | o Yes | o No |
| 41. Are there any supplies, equipment, or instruments in the establishment, which can be considered a practice of medicine for the type of services being offered, e.g., chemicals, scalpels, medical supplies, needles, devices, etc.? (B&P 7320.2, 7320.1) | o Yes | o No |
| 42. Is the establishment used for sleeping or residential purposes? (B&P 7350) | o Yes | o No |
| 43. Are there any illegal metal instruments being used or stored in the establishment, such as razor callous shavers (credo blades), metal scrapers (graters), etc.? (CCR 993(a), 993(b)) | o Yes | o No |

California Board of Barbering and Cosmetology
Most Common Violations Cited During an Inspection
16 California Code of Regulation sections

979-Disinfection Non-Electrical Tools: *Fine amount - \$100.00 - \$500.00

How to avoid violation:

- Before use upon a client, properly clean tools. Remove all visible debris, clean with soap or detergent and water, dry tools, totally immerse instruments in an EPA-registered disinfectant solution, and use gloves or tongs to remove the tools from the disinfectant.
- Always keep disinfectant solution covered and change disinfectant when it is cloudy, contains debris, or according to the manufacturer's instructions.
- Store all soiled non-electrical items (example: combs, brushes, nail clippers) in a container that which is labeled "Dirty", "Soiled", or "Contaminated".
- Store all disinfected non-electrical items in a clean covered place which is labeled "Clean" or "Disinfected".
- Shears shall be disinfected by removing all visible debris, clean with soap or detergent and water, spray or wipe with an EPA-registered disinfectant solution.
- Disinfected tools and shears shall NOT be placed in a container, pouch or holder which cannot be disinfected.

988-Liquids, Creams, Powders and Cosmetics: *Fine amount - \$50.00 - \$150.00

How to avoid violation:

- Store all liquids, creams, waxes, **shampoo**, powders, gels and other cosmetic preparations in clean and closed containers. Powders may be kept in clean shakers.
- Distinctly label all bottles and containers of their contents (example: water, gel, oil, etc.).
- When only using a portion of a cosmetic preparation, remove from container in such a way as to not contaminate the remaining portion. *Example: When removing wax from a wax pot, avoid "double dipping" the same wax stick applicator.*

981 (a) - No Disposal of Tools and Supplies That Cannot Be Disinfected: *Fine amount-\$100.00 - \$250.00

How to avoid violation:

- After use on a single client, immediately dispose of tools and supplies that cannot be disinfected (example: buffers, **pumice stone**, wax sticks, **toe separators**, gloves, **cotton pads**, sponges, **emery boards**, and **neck strips**) in a waste receptacle.

981 (b) – Improper Storage of New Supplies and Disposable Tools: *Fine amount-\$50.00 - \$150.00

How to avoid violation:

- Make sure all new supplies and single-use, disposable tools are stored in a clean, covered place labeled "New"

7317- Unlicensed Establishment/Persons: *Fine amount - \$25.00 - \$1,000.00

How to avoid violation:

- Always keep your personal and/or establishment license current.
- Be sure that the establishment you work at is licensed and current.
- Be sure that employees are all licensed and current.

7351 – Restroom Requirements: *Fine amount-\$50.00 - \$150.00

How to Avoid:

- You need to have a public restroom.
- The restroom should always be kept clean.
- The restroom should be clear of all storage. No storage of supplies, mops, buckets, etc . , are allowed in the restroom.

965-Display of Licenses: *Fine amount-\$50.00 - \$150.00

How to avoid violation:

- Conspicuously post individual licenses at the licensee's primary work station.
- Conspicuously post the establishment license in the reception area.
- Do not display an expired or invalid license.

987-Towels: *Fine amount-\$50.00 - \$150.00

How to avoid violation:

- After a towel, **sheet, robe, linen or smock** has once been used once, place it in a closed container to be laundered.
- Launder towels commercially in water at least 160 degrees for no less than 25 minutes, or using chemicals and cold water.
- Keep clean towels, **sheets, robes, linen or smocks** stored in clean, closed cabinets or containers.

994-Cleanliness and Repair: *Fine amount-\$50.00 - \$150.00

How to avoid violation:

- Keep all floors, walls, woodwork, ceilings, furniture, furnishing, and fixtures clean and in good repair.
- Do not permit an accumulation of waste, hair clippings, or refuse in establishment.

978 (a) (5) - Insufficient Disinfectant in Container for Total Immersion: *Fine amount-\$100.00 - \$200.00

How to avoid violation:

- When disinfecting tools, ensure there is enough disinfectant solution in the container to allow for total immersion of tools. If tools do not completely fit in the container (example: handle of a brush sticks out), use a different container.

986- Neck dusters/Brushes Not Clean or Sanitary: *Fine amount-\$50.00 - \$150.00

How to avoid violation:

- Properly clean neck, nail, facial, or makeup dusters and **manicure** brushes before use on a client.
- Place clean dusters and brushes in a clean, covered place which is labeled "Clean".
- Place soiled dusters or brushes in a container labeled "Dirty", "Soiled", or "Contaminated".

990-Headrests, Shampoo Trays and Bowls, and Treatment Tables: *Fine amount-\$50.00 - \$150.00

How to avoid violation:

- Keep the headrest of chairs covered with a clean towel or paper sheet for each client.
- Clean shampoo trays and bowls with soap and water or other detergent after each shampoo.
- Keep shampoo trays and bowls in good repair and in a sanitary condition at all times.
- Cover treatment tables with clean treatment table paper, a clean towel, or a clean sheet after each use.
- Remove a towel or sheet immediately after used and deposit it in a closed container to be laundered. Immediately dispose of treatment paper after a single use.

7349- Employment of Unlicensed Persons: *Fine amount - \$1,000.00

How to avoid violation:

- Before hiring verify each individual has a current and valid license to practice barbering, cosmetology and electrology services.

980(c)- Disinfection Electrical Tools: *Fine amount- 50.00 - \$150.00

How to avoid violation:

- All soiled electrical tools used on a client or soiled in any manner, shall be placed in a container labeled "Soiled", "Dirty" or "Contaminated" (*excluding hot styling tools*)

980.1(c) (7), (d) (7), 980.2(b)(7), (c) (6), (d)(3), 980.3(b)(6) and 980.4(a) (2) – Pedicure Equipment Cleaning Log –

***Fine amount - \$100.00- \$200.00**

How to avoid violation:

- After use upon a client, at the end of each day and weekly properly clean and disinfect the pedicure foot spa chair, basin or tub equipment according to the type of foot spa chair, basin, or tub you have. (*example Pipe-less Foot spas, Non-Whirlpool Foot Basin or Tub, and Disposable Foot Basins or Tub Liners*)
- Record the procedure in the pedicure equipment log, include the date, time of each cleaning and the initials of the person who completed the procedure, and indicate the cleaning was done after the client, end of day or weekly.
- Each chair, basin or tub shall have its own pedicure equipment log.
- The pedicure equipment log shall be made available upon request by either a client or a board representative.

*View the fine schedule for exact fine amounts.

Revised August 2016



Disinfection

WHAT MUST BE DISINFECTED?

Any tool that touches a customer must be disinfected before it can be used on another person. If it cannot be disinfected (such as emery boards, neck strips, cotton pads, etc.), it must be thrown away immediately after use. Towels, sheets, gowns, etc. must be washed before they are used on another person.

HOW TO DISINFECT:

- **Remove** — all visible debris.
- **Wash** — with soap or detergent and water. If necessary, use a scrub brush to remove any foreign matter.
- **Rinse*** — in clean water.
- **Dry** — with a new clean paper towel. This is important so the disinfection solution does not get diluted.
- **Immerse** — tools in an EPA-registered disinfectant used according to manufacturer's instructions. Tools must be totally immersed in the disinfectant. Use a properly mixed EPA-registered disinfectant that has demonstrated bactericidal, fungicidal, and virucidal activity. The disinfectant solution must be mixed and available for use at all times. The disinfectant must be covered at all times and changed according to the manufacturer's instructions or when it is cloudy or contains debris. Containers for disinfectant must be labeled "Disinfectant Solution".
- **Wear** — protective gloves or use tongs when removing tools from the disinfectant.
- **Dry*** — with a new, clean paper towel.
- **Store** — all disinfected tools in a clean, covered place which is labeled "clean" or "disinfected". Disinfected tools shall not be placed in a container, pouch or holder which cannot be disinfected.

continued on back

HOW TO DISINFECT SHEARS:

- **Remove** — all visible debris.
- **Wash** — with soap or detergent and water. If necessary, use a scrub brush to remove any foreign matter.
- **Rinse*** — in clean water.
- **Spray or wipe** — shears with an EPA-registered disinfectant with demonstrated bactericidal, fungicidal and virucidal activity, used according to manufacturer's instructions.
- **Store** — all disinfected tools in a clean, covered place which is labeled "Clean" or Disinfected". Disinfected shears shall not be placed in a container, pouch or holder which cannot be disinfected.

** These steps are not required in the law or regulations as part of the disinfection process. However, it is recommended that licensees include these additional steps to achieve the maximum benefits of the disinfection process.*



Do Not Use These Tools

Examples of tools that are not allowed on the premises:



Establishment Owners: Illegal tools found in an establishment can subject you up to a \$500.00 fine.

Individual Operators: Any operator present at the time of inspection that is found with an illegal tool at their workstation or is found using an illegal tool can also be subject up to a \$500.00 fine.

NOTE: The Board of Barbering and Cosmetology does not endorse or approve any specific tools. The tools shown above do not meet the current requirements for use by any Board licensees or in any Board licensed establishment in the state of California.

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KEEP YOUR SPAS SPARKLING

CLEANING WHIRLPOOL FOOT SPAS AND AIR-JET BASINS (980.1)

A "whirlpool footspa" or "spa" is any basin using circulating water. An air-jet basin is any basin using an air jet stream system to move water.

Steps to follow after each client:

1. **Drain** the basin of *all water*.
2. **Scrub** the inside walls of the basin and clean *all visible debris* with a clean brush, liquid soap (labeled as such) and water.
3. **Rinse** the basin with clean water.
4. **Refill** the basin with clean water.
5. **Add disinfectant.** Refer to the manufacturer's label to determine how much disinfectant to use. Remember that the disinfectant must be an *EPA-registered, hospital-quality liquid disinfectant* that is labeled as a bactericide, fungicide and virucide.
6. **Circulate for at least 10 minutes.**
7. **Drain** and rinse the basin with clean water.
8. **Wipe** the basin dry with a new, clean paper towel.
9. **Record this procedure in the pedicure-cleaning log.** The log should indicate the date and time of each cleaning, the initials of the person who completed the procedure, and that the cleaning was done after a client. The log shall be made available to either a client or a board representative upon request.

Steps to follow at the end of each day:

1. **Remove** the screen and any other removable parts.
2. **Scrub** all visible debris from the screen, the inside walls of the basin, any other removable parts, and the area behind them with a clean brush, liquid soap (labeled as such) and water.
3. **Re-insert** the clean screen and any other removable parts.
4. **Fill** the basin with clean warm water and detergent (labeled as such).
5. **Circulate for at least 10 minutes.**
6. **Drain** the detergent solution and rinse the basin with clean water.
7. **Refill** the basin with clean water.
8. **Add disinfectant.** Refer to the manufacturer's label to determine how much disinfectant to use. Remember that the disinfectant must be an EPA-registered, hospital-quality liquid disinfectant that is labeled as a bactericide, fungicide and virucide.
9. **Circulate for at least 10 minutes.**
10. **Drain** and rinse the basin with clean water.
11. **Wipe** the basin dry with a new, clean paper towel and allow it to dry completely.
12. **Record this procedure in the pedicure-cleaning log.** The log should indicate the date and time of the cleaning, the initials of the person who completed the cleaning, and that the cleaning was done at the end of the day. The log shall be made available to either a client or a board representative upon request.

Steps to follow at least once a week:

At least once a week, after performing steps 1-8 required at the end of each day, perform the following:

- 1. Turn off** the unit, ***but do not drain*** the disinfectant solution.
- 2. Leave disinfectant solution undisturbed in the basin *for at least 6 hours*.**
- 3. Drain** and rinse the basin with clean water.
- 4. Refill** the basin with clean water and flush the system.
- 5. Record this procedure in the pedicure-cleaning log.** The log should indicate the date and time of the cleaning, the initials of the person who completed the cleaning, and that the cleaning was done weekly. The log shall be made available to either a client or a board representative upon request.

KEEP YOUR SPAS SPARKLING

CLEANING PIPE-LESS FOOT SPAS (980.2)

A "Pipe-Less" foot spa is a unit that has footplates, impellers, impeller assemblies and propellers.

Steps to follow after each client:

1. **Drain** the basin of all water.
2. **Remove** the footplate and any other removable components according to the manufacturer's instructions.
3. **Scrub** all visible debris from the inside walls of the basin, the impeller, footplate and other components, and the areas behind or under each, with a clean brush, and liquid soap (labeled as such) and water.
4. **Rinse** the basin with clean water.
5. **Reinsert** the properly cleaned footplate and components.
6. **Refill** the basin with clean water.
7. **Add disinfectant.** Refer to the manufacturer's label to determine how much disinfectant to use. Remember that the disinfectant must be an *EPA-registered, hospital-quality liquid disinfectant* that is labeled as a bactericide, fungicide and virucide.
8. **Circulate for at least 10 minutes.**
9. **Drain** and rinse the basin with clean water.
10. **Wipe** the basin dry with a new, clean paper towel.
11. **Record this procedure in the pedicure-cleaning log.** The log should indicate the date and time of each cleaning, the initials of the person who completed the cleaning, and that the cleaning was done after a client. The log shall be made available to either a client or a board representative upon request.

Steps to follow at the end of each day:

At the end of every day and after performing steps 1-11 required after each patron, perform the following steps on each pipe-less foot spa:

1. **Fill** the basin with clean warm water and detergent (labeled as such)
2. **Circulate for at least 10 minutes according to the manufacturer's instructions.**
3. **Drain** the detergent solution and rinse the basin with clean water.
4. **Refill** the basin with clean water.
5. **Add disinfectant.** Refer to the manufacturer's label to determine how much disinfectant to use. Remember that the disinfectant must be an EPA-registered, hospital-quality liquid disinfectant that is labeled as a bactericide, fungicide and virucide.
6. **Circulate for at least 10 minutes.**
7. **Drain** and rinse the basin with clean water.
8. **Wipe** the basin dry with a new, clean paper towel and allow it to dry completely.
9. **Record this procedure in the pedicure-cleaning log.** The log should indicate the date and time of the cleaning, the initials of the person who completed the cleaning, and that the cleaning was done at the end of the day. The log shall be made available to either a client or a board representative upon request.

Steps to follow at least once a week:

At least once a week, after performing steps 1-6 required at the end of the day, perform the following steps on each pipe-less foot spa:

1. **Turn off** the unit, **but do not drain** the disinfectant solution.
2. **Leave the disinfectant solution undisturbed in the unit for 6.**
3. **Drain** and rinse the basin with clean water.
4. **Wipe** the basin dry with a new, clean paper towel.
5. **Record this procedure in the pedicure-cleaning log.** The log should indicate the date and time of the cleaning, the initials of the person who completed the cleaning, and that the cleaning was done weekly. The log shall be made available to either a client or a board representative upon request.

KEEP YOUR SPAS SPARKLING

CLEANING NON-WHIRLPOOL FOOT BASINS AND TUBS (980.3)

A "non-whirlpool foot basin" or "tub" is any basin, tub, footbath, sink or bowl, as well as all non-electrical equipment that holds water for a client's feet during a pedicure service.

Steps to follow after each client:

1. **Drain** the basin or tub of *all water*.
2. **Scrub** the inside walls of the basin or tub and clean *all visible* debris with a clean brush, liquid soap (labeled as such) and water.
3. **Rinse** the basin or tub with clean water.
4. **Refill** the basin with clean water.
5. **Add disinfectant.** Refer to the manufacturer's label to determine how much disinfectant to use. Remember that the disinfectant must be an *EPA-registered, hospital-quality liquid disinfectant* that is labeled as a bactericide, fungicide and virucide.
6. **Leave the disinfectant in the basin or tub for at least 10 minutes.**
7. **Drain** and rinse the basin or tub with clean water.
8. **Wipe** the basin or tub dry with a new, clean paper towel.
9. **Record this procedure in the pedicure-cleaning log.** The log should indicate the date and time of each cleaning, the initials of the person who completed the procedure, and that the cleaning was done after a client. The log shall be made available to either a client or a board representative upon request.

Note: End of day and weekly cleaning are not required for Non-Whirlpool Foot Basin and Tubs.

KEEP YOUR SPAS SPARKLING

USING DISPOSABLE FOOT BASIN OR TUB LINERS

Single use, disposable, recyclable liners designed specifically and manufactured for use as a foot basin or tub liner shall be disposed of immediately after each use and may not be disinfected or reused. Establishments or schools that utilize the liners must *maintain a supply of five (5) liners per foot tub basin or tub for use at all times.*

Steps to follow after each client:

1. **Dispose** of the pedicure basin or tub liner.
2. **Scrub** the basin or tub and clean *all visible debris* with a clean brush and liquid soap (labeled as such on soap product) and water.
3. **Rinse** the basin or tub with clean water.
4. **Dry** the basin or tub with a new, clean paper towel.
5. **Record the cleaning procedure in the pedicure equipment-cleaning log.** The log shall contain the date and time of each cleaning, initials of the person who completed the procedure, and shall indicate that the cleaning was done after a client. The pedicure equipment-cleaning log shall be made available to either a client or a board representative upon request.

INSTRUCTIONS ON COMPLETING THE PEDICURE LOG

Complete one log sheet for each chair, non-whirlpool foot basin or tub. Each log sheet should be assigned its own number (EX: Chair #1, Chair #2, Chair #3, Tub #1, Tub #2).

1. Complete the top portion of the log by filling out the chair/tub number, establishment name, establishment license number and the month and year.
2. Enter date and time spa or tub was cleaned. Enter initials of licensee who cleaned and disinfected the spa or tub.
3. CHECK ONE BOX **ONLY** for date and time of cleaning/disinfecting. *See sample entries on log below.* You may have several entries on the same date. An entry should be made **immediately** after each client, at the end of each day, and once a week for the weekly cleaning. NOTE: End of day and weekly cleaning/disinfecting are not required for "Non-Whirlpool Foot Basin" or "Tubs", defined as any basin, tub, footbath, sink and bowl – and all non-electrical equipment that holds water for a client's feet during a pedicure service.
4. If no pedicure services were performed throughout the day, fill in the date, write the initials of the person verifying this, and indicate that no services were performed.

NOTE: Each row on the log represents a single cleaning/disinfecting. For each cleaning/disinfecting insert only **one** check-mark for the type of cleaning performed. There may be several entries with the same date.

SAMPLE LOG

PEDICURE EQUIPMENT CLEANING AND DISINFECTING LOG CHAIR/TUB # 1

Name of Establishment											
Name of Establishment					Establishment License Number						
ABC NAIL SALON					A 123456						
					Month						
					JUNE 2008						
WHEN/WHO			CLEANED			WHEN/WHO			CLEANED		
Date	Time	Initials	Check One			Date	Time	Initials	Check One		
			After Client						After Client		
6/1/08	-	-	CLOSED			6/5/08	10:00 a.m.	RW	√		
6/2/08	10:30 a.m.	RW	√			6/5/08	11:30 a.m.	HB	√		
6/2/08	11:00 a.m.	RW	√			6/5/08	2:30 p.m.	HB			
6/2/08	7:00 p.m.	HB				6/6/08	6:00 p.m.	MD	√		
6/3/08	9:00 a.m.	RW	√			6/6/08	6:30 p.m.	RW	√		
6/3/08	6:00 p.m.	RW	√			6/6/08	8:00 p.m.	RW			
6/3/08	6:30 p.m.	CH				6/7/08	-	GB	NO SERVICES PERFORMED		
6/4/08	10:00 a.m.	RW	√			6/8/08	11:00 a.m.	RW	√		
6/4/08	4:00 p.m.	RW	√			6/8/08	4:00 p.m.	RW	√		
6/4/08	6:30 p.m.	RW				6/8/08	6:00 p.m.	HB			



MESSAGE TO THE CONSUMER

TO FILE A COMPLAINT, PLEASE CONTACT THE BOARD AT
www.barbercosmo.ca.gov

(800) 952-5210

The Board's laws and regulations can be found on the Board's Web site at
www.barbercosmo.ca.gov
or in B&P Code Sections 7301-7426.5 and Title 16 CCR Sections 901-999.



PREVENTION OF GENDER-BASED DISCRIMINATION: BUSINESS ESTABLISHMENTS' LEGAL OBLIGATIONS

The [Gender Tax Repeal Act of 1995](#) (Act) prohibits a business from discriminating based on a person's gender for prices of similar or like-kind goods and services. However, the Act does not prohibit price differences based on the amount of time, difficulty, or cost of providing the services.

In addition to prohibiting discrimination based on a person's gender, the Act **requires certain businesses** to clearly and conspicuously disclose to customers in writing the pricing for each standard service provided. The posting requirement applies to:

- Barbers and hair salons
- Tailors or businesses providing aftermarket clothing alterations
- Dry cleaners and laundries providing services to individuals

These businesses must follow **specific posting requirements**. The price list must:

- Clearly and completely display pricing for every standard service, which means the 15 most-frequently requested services.
- Use a font 14-point boldface or larger.
- Be posted in an area conspicuous to customers.

The business establishment must also provide a customer with a **complete written price list** upon request.

In addition, the business establishment **must display in a conspicuous place at least one sign**—printed in no less than 24-point boldface type—that states:

CALIFORNIA LAW PROHIBITS ANY BUSINESS ESTABLISHMENT FROM DISCRIMINATING, WITH RESPECT TO THE PRICE CHARGED FOR SERVICES OF SIMILAR OR LIKE KIND, AGAINST A PERSON BECAUSE OF THE PERSON'S GENDER. A COMPLETE PRICE LIST IS AVAILABLE UPON REQUEST.

Business establishments **may be fined \$1,000** for failing to correct within 30 days a violation of any of the requirements after receiving a written notice. The 30-day correction period only applies to posting violations and not to discriminatory pricing violations.

In addition, according to Civil Code section 52(a), a business may be liable for any amount determined by a jury, or a court sitting without a jury, up to three times the amount of actual damage but no less than \$4,000, plus any attorney's fees. However, an action under this section does not prohibit an aggrieved party from seeking any other available remedy or procedure.

OTHER PROVISIONS

This Act does not change or affect provisions of the Health and Safety Code, the Insurance Code, or other laws that govern a health care service plan, or insurer underwriting or rating practices.

To read the full text of the [Gender Tax Repeal Act of 1995](#) (Civil Code section 51.6), visit the California Legislative Information website at <https://leginfo.legislature.ca.gov>.

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS



Attention Establishment Owners...



Did you know...

A Workplace Posting Flyer is required??

Under California Business and Professions Code section 7353.4 Workplace Rights and Wage and Hour Laws Notice (a) On and after July 1, 2017, an establishment licensed by the board shall, upon availability of the posting notice developed by the Labor Commissioner pursuant to Section 98.10 of the Labor Code, post that notice in a manner that complies with the requirements of Section 98.10 of the Labor Code in a conspicuous location in clear view of employees and where similar notices are customarily posted. The notice shall be posted in English, Spanish, Vietnamese, and Korean. (b) The board shall inspect for compliance with this posting requirement when it conducts an inspection pursuant to Section 7353. (c) A violation of this section shall be punished by an administrative fine established pursuant to Section 7407 and shall not be punished as a misdemeanor under Section 7404.1.

Not displaying the required workplace posting in English, Spanish, Vietnamese and Korean will result in a violation during inspection.

Required Workplace Posting can be found..

<https://www.dir.ca.gov/wpnodb.html> - available in English, Spanish, Vietnamese, and Korean

<https://www.barbercosmo.ca.gov/>



Required Workplace Posting for All California Barbering and Cosmetology Licensees

In California, all workers are protected by labor laws. You have the right to be treated fairly at your workplace no matter where you were born or whether you have papers to work. The Labor Commissioner's Office is the state agency that enforces minimum labor standards to ensure you are not required to work under substandard, unlawful conditions. You may file a claim regardless of your immigration status and do not need a Social Security number or photo identification in order to file a claim or report a violation. You do not need a lawyer to file a wage claim and the Labor Commissioner's Office will provide an interpreter in your language.

Misclassification of an employee as an independent contractor

A worker that is considered an "employee" as opposed to an "independent contractor" (sometimes referred to as a "10-99 worker") is entitled to many workplace protections under State labor laws.

A person is an "employee" if the conditions of work show an employment relationship applying special definitions stated in the law. **Employees** must be paid minimum wage, allowed meal and rest breaks, able to earn overtime and are entitled to sick leave, among other rights and protections. There is a general presumption that a person who performs services for a business is an employee.

A person who qualifies as an employee may be improperly treated as an independent contractor. Simply calling a worker an independent contractor does not make them one and an employee who is misclassified as an independent contractor is subject to the rights and protections of an employee. An employer may be responsible for owed wages, interest, damages, and may be subject to penalties due to the misclassified employee.

Generally speaking, the more control an employer has over how the employee works such as determining their rate of pay, their price list, what hours they work and when they work, or control other general working conditions, the more likely the worker is an employee and not an independent contractor.

Minimum wage, overtime compensation, meal periods, and rest periods As of January 1, 2018 the minimum wage for employers with 25 or fewer employees is \$10.50 an hour and \$11.00 an hour for employers with 26 or more employees. If you are paid by piece rate, per hour, by commission, or paid by the day, your wages still have to equal at least minimum wage for all the hours you

worked. The minimum wage will increase on January 1 of each year for the next several years.

Employers must pay overtime

Most workers in California must receive overtime pay of:

- 1.5 times the regular rate of pay for all hours worked over 8 a day.
- Double the regular pay for all hours worked over 12 a day.

If a worker works seven days in a workweek, the worker must be paid:

- 1.5 times the regular rate of pay for the first 8 hours on the seventh day, and
- Double the regular rate of pay for all hours worked over 8 hours on the seventh day.

Meals and rest breaks

Your employer must allow you to take a break for meals and rest. Most workers in California must receive an uninterrupted and duty free 30-minute unpaid meal period for every 5 hours worked. Also, a paid 10-minute rest period for every 4 hours worked. You may be entitled to a rest break even if you work less than 4 hours. An employer who fails to provide a duty-free meal period or rest break must pay an amount of one hour's pay for each day that a meal or rest period is not provided.

Tip or gratuity distribution

- If a customer offers you a tip your employer cannot take any portion of it.
- If a tip pooling policy exists at the business and more than one worker assists a customer but the customer only tips one worker, that worker may be required to share that tip with the other worker if the policy requires it.
- All tips received by workers must be in addition to wages. Your employer cannot count your tips towards your hourly wage or your commission.
- Any tips paid on a credit card must be paid to you by the following pay day.
- Your employer cannot deduct any fees or charges from tips paid for by a credit card.

Business expense reimbursement

An employee is entitled to reimbursement for all expenses or losses incurred by the worker in the course of performing their job. For example, an employer cannot require an employee to buy certain tools, including instruments or a uniform, unless the employer pays for the tools or uniform.

Protection from retaliation

It is illegal for employers to retaliate against workers. Your boss cannot take any action to discipline, demote, punish, adversely change your working conditions, or fire you or your co-workers for reporting a labor law violation, a work-related injury,

a workplace safety hazard or exercising a right that is protected under State labor laws.

How to report violations of the law

If you wish to file a wage claim, report a labor law violation, complaint for retaliation, or if you have a question, you may contact the Labor Commissioner's office. You can find office locations and phone numbers at www.dir.ca.gov/dlse or call 866-924-9757.

HOW TO BECOME A CALIFORNIA STATE BOARD LICENSED PROFESSIONAL BARBER, COSMETOLOGIST OR ELECTROLOGIST THROUGH APPRENTICESHIP:

HOW TO START:

The first step for someone to become an Apprentice is to enroll with a Program Sponsor in your area. You can locate a Program Sponsor in your area by searching here:

<https://www.dir.ca.gov/databases/das/aigstart.asp>

The Program Sponsor:

- Acts as the “school”, provides 220 required Related Training hours. This is normally a class taught one day out of the week
- Generates and approves all Apprentice forms and applications that are sent to the Board
- Monitors the Apprentices progress and ensures the Trainer and Establishment are providing the necessary training

After you have completed the 39 hour Pre-Apprentice Training with the Program Sponsor the Program Sponsor will submit your application for a Board of Barbering and Cosmetology Apprentice License which allows you to work with a licensed a Barber, Cosmetologist or Electrologist, who will act as your Trainer.

Your Apprentice License allows you to:

- Learn your selected occupation hands-on for up to 24 months in an Establishment approved by the Board
- Earn an hourly wage 32-42 1/2 hrs a week while learning the required skills
- Earn the required 3200 On the Job Training hours under the supervision of your Board approved Trainer

Once you have completed all the Apprentice Program requirements your Program Sponsor will assist you in applying for the State Board Licensing Exam.

IF YOU ARE INTERESTED IN ATTENDING A TRADITIONAL SCHOOL FOR BARBERING, COSMETOLOGY, ELECTROLOGY, MANICURING, ESTHETICS OR ELECTROLOGY, PLEASE VISIT OUR WEBSITE FOR A LIST OF BOARD APPROVED SCHOOLS HERE:

https://www.barbercosmo.ca.gov/schools/approved_schools.shtml

The Apprentice Program is not currently available in the fields of Manicuring or Esthetics.

APPRENTICE PROGRAM IMPORTANT INFORMATION:

- Apprentices must always work under the direct supervision of their Board approved Trainer
- Apprentices may only provide services in the Establishment that is listed on the front of their original Board issued Apprentice License
- Employers (Establishment Owner) are required by the Division of Apprenticeship Standards to pay apprentices an hourly wage
- Booth Rental and Commission arrangements are not allowed in the Apprentice Program
- Apprentices are required to work 32 (minimum) - 42 ½ (maximum) hours per week. They may not work more than eight and one-half hours per day or more than five days in one week.
- The Apprentice and Trainer record each operation performed and all hours worked in the establishment daily
- Apprentices can provide any services that fall within the scope of their practice once they have been trained how to perform them
- An Apprentice may not provide any services until their Board of Barbering and Cosmetology issued Apprentice License has been received by the Establishment and posted at their primary workstation
- Program Sponsors are the apprentice's first point of contact and are there to guide Apprentices through all aspects of the Apprentice Program

For additional information on the Apprentice Program visit our website here:

<https://barbercosmo.ca.gov/applicants/apprenticeship.shtml>

Citation Mailing Materials

- Sample Citation



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
DEPARTMENT OF CONSUMER AFFAIRS • BOARD OF BARBERING AND COSMETOLOGY
P.O. Box 944226, Sacramento, CA 94244-2260
Phone : (800) 952-5210 Email: barbercosmo@dca.ca.gov
Website: www.barbercosmo.ca.gov



June 15, 2022

SAMPLE

Joe Smith, Owner
Joe the Barber
123 Main St
Sacramento, CA 95834

Re: **NOTICE OF CITATION NO: 1002022999999**
License No: A 123456

Dear Joe Smith, Owner:

The California Board of Barbering and Cosmetology (Board) conducted an inspection on **May 4, 2022**. The inspection provided documentation, including photographs, that you are in violation of one or more of the laws governing the practice of barbering and cosmetology in California.

Enclosed is Citation No. 1002022999999 that is being issued to you as a result of the above-mentioned inspection/investigation. Please sign and return the Statement of Correction and/or Request for Appeal no later than **July 15, 2022**. Your response must be postmarked by **July 15, 2022**.

The Barbering and Cosmetology Act and the Board's Rules and Regulations are for the protection of your clients, you, and your employees. The Health and Safety Rules are designed to prevent the spread of disease, infection, and other communicable conditions. Establishment owners and licensed employees are responsible for implementing and maintaining the Board's Rules and Regulations.

Please be advised the Board will continue to conduct random inspections to ensure compliance with all the Board's Rules and Regulations.

Your feedback is very important to us. Please take a moment to complete a survey regarding your recent inspection with the Board of Barbering and Cosmetology. To access the survey go to www.barbercosmo.ca.gov and on the left side, under the heading Quick Hits, click on the Survey link then click on the Inspection Survey.

Thank you for your time and attention in this matter. If you have any questions, please feel free to contact a representative of the Inspection Unit at (916) 574-7575.

Sincerely,

Valerie Guido, Analyst
Enclosure(s)



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A 123456

STATEMENT OF CORRECTION AND/OR REQUEST FOR APPEAL

<u>In the Matter of the Citation Against:</u>		
Name:	Joe Smith, Owner	Citation No.: 1002022999999
	Joe the Barber	Inspection Report: CF 2022123456
Address:	123 Main St	Date of Inspection: May 4, 2022
	Sacramento, CA 95834	Date of Issuance: June 15, 2022
License No.:	A 123456	Due Date: July 15, 2022
Establishment No.:	A 123456	
		Fine Amount Due: \$5000.00

**SIGN BELOW AND SUBMIT PAYMENT AND/OR REQUEST FOR APPEAL
 BY DUE DATE IN THE ENCLOSED SELF ADDRESSED ENVELOPE**

Enclosed is a payment in the amount of \$ _____ as payment for the citation number listed above.
 (Payments can be made by credit card at www.breeze.ca.gov or a check or money order can be submitted by mail. Please include your citation number and license number on your check or money order. Credit card payments cannot be taken over the phone).

I, the Respondent named in the above proceeding, hereby acknowledge receipt of the citation referenced above and notification of my rights to appeal the citation. I declare under penalty of perjury under the laws of the State of California that the violations that are not being appealed have been corrected in compliance with the Board of Barbering and Cosmetology's Rules and Regulations.

RESPONDENT SIGNATURE	PRINTED NAME	DATE

**TO REQUEST AN APPEAL BEFORE THE BOARD'S DISCIPLINARY REVIEW COMMITTEE
 PLEASE SIGN THE ABOVE STATEMENT AND COMPLETE THE INFORMATION BELOW**

I contest the violation(s) indicated below and hereby request an appeal hearing. I understand that I will be notified in writing of my hearing date, location, and time 30 days prior to my scheduled hearing date. **You or a representative will be required to appear in person.**

By requesting an appeal before the Board's Disciplinary Review Committee, I understand that I am not waiving my right to a formal hearing pursuant to Chapter 5 (commencing with section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

I WISH TO APPEAL:

Please list the violations being appealed below:

Section Number(s): _____

Please submit payment for the violations not being appealed.

Enclosed is a payment in the amount of \$ _____ as payment for the violations not being appealed (please include your citation number and license number on your check or money order).



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Entity 5555555

A 123456

CITATION NO.: 1002022999999

In the Matter of the Citation Against:

Name: Joe Smith, Owner
 Joe the Barber
 Address: 123 Main St
 Sacramento, CA 95834
 License No.: A 123456
 Establishment No.: A 123456

Date of Inspection: May 4, 2022
 Date of Issuance: June 15, 2022
 Due Date: July 15, 2022
 Fine Amount Due: \$5000.00

VIOLATION CODE SECTIONS - Business and Professions Code (B&P) and California Code of Regulations (CCR)
 You received a copy of the Inspection Report indicating violations. Pursuant to that Inspection, below you will find the sections you are charged with violating.

Violation of B&P 7317 – Unlicensed Establishment:

It is unlawful to engage in services for compensation without a valid, unexpired license issued by the Board or work in an establishment without a valid, unexpired license issued by the Board.

Operating an unlicensed establishment.

1st Offense - The fine for this violation is \$500.00

2nd Offense -The fine for this violation is \$1,000.00

3rd Offense - The fine for this violation is \$1,000.00

Note: This violation will be referred to the Enforcement Unit and compliance may be verified with an inspection.

Violation of B&P 7351 – Not Meeting Public Toilet Room Requirements:

Establishments shall provide its clients at least one public toilet room. No toilet room shall be used for storage. The toilet room shall be kept in a clean condition and in good repair.

The restroom shall be kept in a clean condition and in good repair. No restroom shall be used for storage – remove all stored items from restroom.

1st Offense - The fine for this violation is \$50.00

2nd Offense -The fine for this violation is \$100.00

3rd Offense - The fine for this violation is \$150.00



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CITATION NO.: 1002022999999

Violation of CCR 965 – Display of Licenses:

All operators' licenses shall be visibly posted at their primary workstations. All establishment licenses shall be visibly posted in the reception areas. No license that has expired, or become invalid for any reason, shall be displayed.

(a) License not visibly posted at workstation.

Or

(b) Establishment license not visibly posted in reception area.

Or

(c) Expired license displayed.

Or

(c) Invalid/Photocopied license displayed.

1st Offense - The fine for this violation is \$50.00

2nd Offense -The fine for this violation is \$100.00

3rd Offense - The fine for this violation is \$150.00

Violation of CCR 978(a)(5) – Insufficient Disinfectant in Container for Total Immersion:

Establishments shall have containers with sufficient disinfectant solution to allow for the total immersion of tools.

Insufficient disinfectant solution to allow for total immersion of tools.

1st Offense - The fine for this violation is \$100.00

2nd Offense -The fine for this violation is \$150.00

3rd Offense - The fine for this violation is \$200.00

CITATION NO.: 1002022999999

Violation of CCR 979 – Non-Electrical Tools Not Disinfected Properly:

All non-electrical tools (excluding shears) shall have all visible debris removed, be cleaned with soap or detergent and water, completely dried with a new, clean paper towel, and then totally immersed in an EPA-registered disinfectant. Licensees or students shall wear protective gloves or use tongs when removing tools from the disinfectant. Disinfectant solutions shall remain covered at all times, and be changed according to the manufacturer's instructions or whenever cloudy or contains debris. All tools that have been used on a client or soiled in any manner shall be placed in a container labeled "Dirty", "Soiled", or "Contaminated". All disinfected tools shall be stored in a clean, covered place, which is labeled "Clean" or "Disinfected". Disinfected tools or shears shall not be placed in a container, pouch, or holder which cannot be disinfected. Shears shall have all visible debris removed, cleaned with soap or detergent and water, and sprayed or wiped with an EPA registered disinfectant.

- (a) Tools not disinfected properly – licensee not wearing protective gloves or using tongs when removing tools from the disinfectant.*
- (a) Tools not disinfected properly – debris not removed/tools not washed with soap and water before being disinfected.*
- (a) Tools not disinfected properly – observed tools not cleaned and disinfected between each client.*
- (a) Tools not disinfected properly – observed using tools from container labeled as "Dirty", "Soiled" or "Contaminated".*
- (a) Tools not disinfected properly – not totally immersed in an EPA-registered liquid disinfectant.*
- (b) Disinfectant solution not covered or changed – debris in disinfectant.*
- (c) Soiled tools not stored in a labeled container – must be labeled "Dirty", "Soiled", or "Contaminated".*
- (d) Disinfected tools not stored in a clean, covered or labeled container – must be labeled "Clean" or "Disinfected".*
- (e) Disinfected tools found in container, pouch, and/or holder which cannot be disinfected.*
- (f) Shears not disinfected properly – no use of an EPA-registered spray / wipe.*
- (g) Disinfected shears found in container, pouch, and/or holder which cannot be disinfected.*

1st Offense - The fine for this violation is \$100.00

2nd Offense -The fine for this violation is \$250.00

3rd Offense - The fine for this violation is \$500.00



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CITATION NO.: 1002022999999

Violation of CCR 981(a) – No Disposal of Tools and Supplies That Cannot be Disinfected:

All items that cannot be disinfected shall be disposed of in a waste container immediately after use (i.e. pumice stones / emery boards / wax sticks / sand bands / buffers / sponges / toe separators / gloves / cotton pads / neck strips).

Sand bands, buffers, files, emery boards and pumice stones not disposed of immediately after use.

Soiled disposable tools labeled by customer name and stored on premises for future use.

1st Offense - The fine for this violation is \$100.00

2nd Offense -The fine for this violation is \$150.00

3rd Offense - The fine for this violation is \$200.00

Violation of CCR 981(b) – Improper Storage of New Supplies and Disposable Tools:

New supplies and single-use, disposable tools shall be stored in a clean, covered place labeled “New”.

New supplies or single-use disposable tools improperly labeled.

You are not being assessed an administrative fine for this violation. A signed Statement of Correction will be considered a satisfactory resolution of the violation cited.

Violation of CCR 987 – Towels:

After a towel, sheet, robe, linen, or smock has been used once it shall be deposited in a closed container, and not used until properly laundered and sanitized. Towels, sheets, robes, linens, and smocks shall be laundered according to CCR 987(b). All clean towels, sheets, robes, linens, and smocks shall be stored in a clean, closed cabinet/container.

(a) Soiled towels / sheets / robes / linens / smocks not stored in a closed container.

Or

(b) Observed not being properly laundered.

Or

(c) Clean towels / sheets / robes / linens / smocks not stored in clean, closed cabinet/container.

1st Offense - The fine for this violation is \$50.00

2nd Offense -The fine for this violation is \$100.00

3rd Offense - The fine for this violation is \$150.00



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CITATION NO.: 1002022999999

Violation of CCR 988 – Liquids, Creams, Powders, and Cosmetics:

All liquids, creams, waxes, shampoos, gels and other cosmetic preparations shall be kept in clean, closed containers. Powders may be kept in clean shakers. All bottles and containers shall be distinctly and correctly labeled to disclose their contents. All bottles and containers containing poisonous substances shall be additionally and distinctively labeled as such. When using only a portion of a cosmetic preparation it shall be removed from the bottle or container in such a way as not to contaminate the remaining portion. Pencil cosmetics shall be sharpened before each use.

- (a) Wax pot or products not stored in a clean or closed container.*
- (b) Spray bottles not labeled.*
- (b) Product containers not labeled.*
- (b) Liquid containers not labeled.*
- (c) Used wax stick in wax causing contamination of remaining portion.*
- (c) Wax contaminated – should be applied without contaminating the remaining portion.*
- (c) Acrylic powder contaminated – should be applied without contaminating the remaining portion.*
- (c) Cosmetics removed in a manner causing contamination to remaining portion.*
- (c) Hair cream contaminated – should be applied without contaminating the remaining portion.*
- (c) Paraffin wax contaminated – should be applied without contaminating the remaining portion.*

1st Offense - The fine for this violation is \$50.00
2nd Offense -The fine for this violation is \$100.00
3rd Offense - The fine for this violation is \$150.00

Violation of CCR 994 – Cleanliness and Repair:

Establishments shall keep the floors, walls, woodwork, ceilings, furniture, furnishing, and fixtures clean and in good repair. No establishment shall permit an accumulation of waste, hair clippings, or refuse.

- (a) Establishment floors, walls and equipment not clean and chairs in need of repair.*
- (b) Accumulation of hair clippings.*

1st Offense - The fine for this violation is \$50.00
2nd Offense -The fine for this violation is \$100.00
3rd Offense - The fine for this violation is \$150.00



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CITATION NO.: 1002022999999

Analyst: Valerie Guido

TOTAL ADMINISTRATIVE FINE DUE: \$5000.00

TOTAL ADMINISTRATIVE FINE BASED ON VIOLATIONS: \$6100.00

B&P 125.9(b)(3) states: "In no event shall the administrative fine assessed by the board, bureau, or commission exceed five thousand dollars (\$5,000) for each inspection or each investigation made with respect to the violation..."

ORDER:

Subject shall pay the assessed administrative penalty to the Board and submit a signed Statement of Correction and/or Request for Appeal within 30 days from the issuance date of this Citation. The Board also directs you to take immediate action to achieve full compliance and correct all violations in accordance with the Barbering and Cosmetology Act and the Board's Rules and Regulations.

If you need assistance in interpreting this citation, please call the Cite and Fine Unit at (916) 574-7575.

이 정보를 해석하는데 도움이 필요하시면 (916) 574-7575 로전화해 주십시오.

Si necesita ayuda para interpretar esta información, llame a la unidad Cite and Fine al (916) 574-7575.

Nếu bạn cần trợ giúp làm rõ thông tin này, vui lòng gọi (916) 574-7575.



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NOTICE

Pursuant to Business and Professions Code (B&P) sections 125.9 and 7408, the Board of Barbering and Cosmetology (Board) is authorized to issue citations, administrative fines and orders of abatement to a licensee for any violation of the Act that regulates barbers, cosmetologists, estheticians, and manicurists in California.

You have a right, by law, to contest the charges contained in the citation by requesting a citation review before the Board's Disciplinary Review Committee (DRC). Only the person with whom the citation is issued can request an appeal. To contest the charges, you must indicate on the "Statement of Correction and/or Request for Appeal" form which violations or aspects of the citation you are appealing, sign, and return the enclosed form entitled "Statement of Correction and/or Request for Appeal" within 30 calendar days of the issuance of the citation. You may appeal any of the following aspects of the citation:

- The occurrence of the violation
- The period of time for correction (if any)
- The amount of the fine

If you fail to contest the charges within 30 calendar days, the citation shall be deemed a final order of the Board and will not be subject to further administrative review or appeal. Please be sure to indicate the citation number on your personal check, money order, or cashier's check and mail your payment with the attached Statement of Correction and/or Request for Appeal.

If you request an appeal before the DRC in accordance with B&P section 7410, the DRC shall conduct a review of the actions charged in the citation and all submitted documentary evidence. Persons, or their appointed representative, appealing a citation shall appear in person before the DRC. At that time, you may present written or oral evidence relating to the facts and circumstances relating to the citation that was issued. Following an appeal before the DRC, the DRC shall issue a decision, based on findings of fact, which may affirm, reduce, dismiss, or alter any charges filed in the citation. In no event shall the administrative fine be increased.

Appeals of citations not filed in a timely manner or failure to appear before the DRC at the appointed time except when good cause is shown, shall cause the citation to become final and there shall be no administrative appeal except as otherwise provided by law.

You may be, but need not be, represented by legal counsel. If you desire to be represented by legal counsel, you are advised to contact your attorney immediately, so that you may be properly represented in all proceedings. The citation will be deemed a final order 30 days after the date of issuance unless appealed.

An administrative fine assessed requires you to pay a monetary fine to the Board. The Board in accordance with the time line set within the Citation Order may invoice you. If you choose to pay the fine in full, remit the citation with your check or money order to the Board of Barbering and Cosmetology at the address noted above. Failure to comply with a citation containing an assessment of an administrative fine will result in the non-renewal of your license, the referral to collection entities to collect the fine, and/or the pursuit of further legal action by the Board to collect the fine. Payment of the fine will be represented as satisfactory resolution of the matter for purposes of public disclosure.

Enforcement Case Correspondence Materials

- Self- Inspection Worksheet
- Most Common Violations Cited During an Inspection
- Schedule of Administrative Fines
- Industry Bulletin - Dermaplaning
- Industry Bulletin – Skin Care Machines/Devices
- Industry Bulletin – Eyelash and Eyebrow Services
- Industry Bulletin – Lash and Brow Perming
- Industry Bulletin – Fibroblast
- Industry Bulletin – Hyaluron Pen
- Industry Bulletin – Electrical Muscle Stimulators
- Industry Bulletin – Use of Lasers
- Industry Bulletin – Micro-needling/Derma Rolling
- Industry Bulletin – Reminder that Needles are Prohibited
- Industry Bulletin – Microblading (Cosmetic Tattooing)
- Industry Bulletin – Ear Candling or Coning
- Esthetics Scope of Practice Tri-Fold
- Foot- Spa Cleaning Guidelines
- Sample and Instructions for Foot -Spa Log
- Reinstatement Information Packet

INSPECTIONS

Self-Inspection

Conducting occasional self-inspections will help you remain in compliance with the Board of Barbering and Cosmetology (Board), regulations and the laws of California. It will also reduce the number of violations cited during an inspection. The owner of the salon, and licensees working in the salon, will be cited if violations exist during the time of inspection. The following guidelines will assist with self-inspections.

(B&P) Business and Professions Code
(CCR) Title 16, Division 9 of the California Code of Regulations

ESTABLISHMENT LICENSE

All answers should be "Yes"

- | | | |
|---|---------------------------|--------------------------|
| 1. Do you have an establishment license? (B&P 7317) | <input type="radio"/> Yes | <input type="radio"/> No |
| 2. Is your establishment license current and valid? <i>Only current, valid licenses may be displayed. The Inspector will confiscate invalid licenses. Photocopies are illegal.</i> (B&P 7347, 7317, 119(f), CCR 965(c)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 3. Is the current owner and address on the license correct? <i>If not, you need to apply for a new establishment license.</i> (B&P 7347) | <input type="radio"/> Yes | <input type="radio"/> No |
| 4. Is the most current "Message to the Consumer" (BBC-CP01(2/2017)) conspicuously posted in the reception area? <i>If no, a downloadable copy is available on the Board's website.</i> (CCR 905) | <input type="radio"/> Yes | <input type="radio"/> No |
| 5. Is the Labor Rights Notice posted conspicuously where other similar notices are posted for employees? <i>If no, a downloadable copy is available on the Board's website.</i> (B&P 7353.4) | <input type="radio"/> Yes | <input type="radio"/> No |
| 6. Do you have a licensee in charge? <i>There must be a licensee in charge for purposes of the inspection.</i> (B&P 7348) | <input type="radio"/> Yes | <input type="radio"/> No |
| 7. If your establishment is in a private residence, does it have an entrance separate from the entrance of the private living quarters? (B&P 7350) | <input type="radio"/> Yes | <input type="radio"/> No |

PERSONAL LICENSES

All answers should be "Yes"

- | | | |
|---|---------------------------|--------------------------|
| 8. Do all of the employees have a current, valid license? <i>Only current, valid licenses may be displayed. The Inspector will confiscate all others. Photocopies are illegal.</i> (B&P 7349, 119(f), CCR 965(c)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 9. Is each license conspicuously posted in the licensee's primary work area? <i>The license must be posted whenever the licensee is working.</i> (CCR 965(a)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 10. Does each licensee have valid government-issued photo identification during work hours? (CCR 904(d)) | <input type="radio"/> Yes | <input type="radio"/> No |

SANITATION / HEALTH & SAFETY

All answers should be "Yes"

- | | | |
|---|---------------------------|--------------------------|
| 11. Do you have containers large enough for proper disinfecting? <i>All non-electrical items being disinfected must be fully immersed in solution. The container must be continuously covered.</i> (CCR 978(a)(5), 979(b)(1)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 12. Do you have a sufficient supply of disinfectant? <i>Label on the disinfectant must show EPA-registered with demonstrated bactericidal, virucidal, and fungicidal activity.</i> (CCR 978(c)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 13. Is the manufacturer labeled container on the premises for verification? (CCR 978(c)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 14. Are the correct disinfection procedures being followed on both non-electrical and electrical equipment? (CCR 979, 980) | <input type="radio"/> Yes | <input type="radio"/> No |
| 15. Is the disinfectant solution mixed according to manufacturer's directions? (CCR 978(b)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 16. Are all supplies that cannot be disinfected, disposed of in a waste receptacle immediately after use? (CCR 981(a)) | <input type="radio"/> Yes | <input type="radio"/> No |
| 17. Are neck strips or towels used to protect each client's neck? (CCR 985) | <input type="radio"/> Yes | <input type="radio"/> No |

SANITATION / HEALTH & SAFETY

All answers should be "Yes"

18. Are clean instruments stored separately from soiled instruments? Are the soiled instruments stored in a container labeled "dirty", "soiled" or "contaminated"? (CCR 979(c))	<input type="radio"/> Yes	<input type="radio"/> No
19. Are new supplies and single-use, disposable tools stored in a clean, covered place labeled "New"? (CCR 981(b))	<input type="radio"/> Yes	<input type="radio"/> No
20. Are the clean instruments stored in a covered container labeled "clean" or "disinfected"? (CCR 979(d))	<input type="radio"/> Yes	<input type="radio"/> No
21. Are all whirlpool and air-jet basins, pipe-less footspas (footplates, impellers, impeller assemblies and propellers), foot basins or tubs (any basin, tub, footbath, sink, bowl, and all non-electrical equipment that holds water for a pedicure service), being properly cleaned and disinfected after use upon each client, at the end of the day, weekly and properly logged? (CCR 980.1, 980.2, 980.3)	<input type="radio"/> Yes	<input type="radio"/> No
22. Are all single use, disposable, recyclable, liners that are designed specifically and manufactured for use as a foot basin or tub liner, disposed of immediately after each use? Is there is a supply of at least 5 liners per foot tub basin on the premises at all times? (CCR 980.4)	<input type="radio"/> Yes	<input type="radio"/> No
23. Are the floors, walls, ceilings, furniture, furnishings, and fixtures clean and in good condition? (CCR 994(a))	<input type="radio"/> Yes	<input type="radio"/> No
24. Is there hot and cold running water in the establishment, if hair dressing services are being performed? (CCR 995(b))	<input type="radio"/> Yes	<input type="radio"/> No
25. Is there a public toilet room? Is it clean? (B&P 7351)	<input type="radio"/> Yes	<input type="radio"/> No
26. Are there hand washing facilities with hot and cold running water in, or adjacent to, the toilet room? Is soap (liquid or powder, not "community" bar, soap) provided? (B&P 7352)	<input type="radio"/> Yes	<input type="radio"/> No
27. Is the toilet room clear of all storage? <i>No storage of supplies, mops, buckets, etc., are allowed in the toilet room.</i> (B&P 7351)	<input type="radio"/> Yes	<input type="radio"/> No
28. Is potable drinking water available? (CCR 995(c))	<input type="radio"/> Yes	<input type="radio"/> No
29. Is there at least one covered waste receptacle for disposal of hair? (CCR 978(a)(1))	<input type="radio"/> Yes	<input type="radio"/> No
30. Are clean towels, sheets, robes, linens and smocks stored in a clean, closed cabinet or container? (CCR 987(c), 978(a)(3))	<input type="radio"/> Yes	<input type="radio"/> No
31. Are soiled towels, robes, gowns, smocks, linens and sheets stored in a closed container? (CCR 987(a), 978(a)(2))	<input type="radio"/> Yes	<input type="radio"/> No
32. Is all waste, hair clippings or refuse, disposed of promptly without accumulation? (CCR 994(b))	<input type="radio"/> Yes	<input type="radio"/> No
33. Do all employees wash their hands or use an equally effective alcohol based product before providing services to each client? (CCR 983(b))	<input type="radio"/> Yes	<input type="radio"/> No
34. Are headrests and/or treatment tables covered with a clean towel, sheet, or paper for each client? (CCR 990(a)(c))	<input type="radio"/> Yes	<input type="radio"/> No
35. Are shampoo bowls and sinks clean and in good repair? Has the hair trap been emptied? (CCR 990(b))	<input type="radio"/> Yes	<input type="radio"/> No
36. Are all containers and spray bottles correctly labeled? (CCR 988(b))	<input type="radio"/> Yes	<input type="radio"/> No
37. Are poisonous substances labeled? (CCR 988(b))	<input type="radio"/> Yes	<input type="radio"/> No
38. If only a portion of a cosmetic preparation is used, is it removed from the container so as not to contaminate the remaining portion? (CCR 988(c))	<input type="radio"/> Yes	<input type="radio"/> No

OTHER

All answers should be "No"

39. Do employees carry supplies or instruments on or in their garments? <i>This includes scissors, holsters, and pouches.</i> (CCR 981(c))	<input type="radio"/> Yes	<input type="radio"/> No
40. Are prohibited services being offered? (CCR 991, B&P 7320)	<input type="radio"/> Yes	<input type="radio"/> No
41. Are there any supplies, equipment, or instruments in the establishment, which can be considered a practice of medicine for the type of services being offered, e.g., chemicals, scalpels, medical supplies, needles, devices, etc.? (B&P 7320.2, 7320.1)	<input type="radio"/> Yes	<input type="radio"/> No
42. Is the establishment used for sleeping or residential purposes? (B&P 7350)	<input type="radio"/> Yes	<input type="radio"/> No
43. Are there any illegal metal instruments being used or stored in the establishment, such as razor callous shavers (credo blades), metal scrapers (graters), etc.? (CCR 993(a), 993(b))	<input type="radio"/> Yes	<input type="radio"/> No

California Board of Barbering and Cosmetology
Most Common Violations Cited During an Inspection
16 California Code of Regulation sections

979-Disinfection Non-Electrical Tools: *Fine amount - \$100.00 - \$500.00

How to avoid violation:

- Before use upon a client, properly clean tools. Remove all visible debris, clean with soap or detergent and water, dry tools, totally immerse instruments in an EPA-registered disinfectant solution, and use gloves or tongs to remove the tools from the disinfectant.
- Always keep disinfectant solution covered and change disinfectant when it is cloudy, contains debris, or according to the manufacturer's instructions.
- Store all soiled non-electrical items (example: combs, brushes, nail clippers) in a container that which is labeled "Dirty", "Soiled", or "Contaminated".
- Store all disinfected non-electrical items in a clean covered place which is labeled "Clean" or "Disinfected".
- Shears shall be disinfected by removing all visible debris, clean with soap or detergent and water, spray or wipe with an EPA-registered disinfectant solution.
- Disinfected tools and shears shall NOT be placed in a container, pouch or holder which cannot be disinfected.

988-Liquids, Creams, Powders and Cosmetics: *Fine amount - \$50.00 - \$150.00

How to avoid violation:

- Store all liquids, creams, waxes, **shampoo**, powders, gels and other cosmetic preparations in clean and closed containers. Powders may be kept in clean shakers.
- Distinctly label all bottles and containers of their contents (example: water, gel, oil, etc.).
- When only using a portion of a cosmetic preparation, remove from container in such a way as to not contaminate the remaining portion. *Example: When removing wax from a wax pot, avoid "double dipping" the same wax stick applicator.*

981 (a) - No Disposal of Tools and Supplies That Cannot Be Disinfected: *Fine amount-\$100.00 - \$250.00

How to avoid violation:

- After use on a single client, immediately dispose of tools and supplies that cannot be disinfected (example: buffers, **pumice stone**, wax sticks, **toe separators**, gloves, **cotton pads**, sponges, **emery boards**, and **neck strips**) in a waste receptacle.

981 (b) – Improper Storage of New Supplies and Disposable Tools: *Fine amount-\$50.00 - \$150.00

How to avoid violation:

- Make sure all new supplies and single-use, disposable tools are stored in a clean, covered place labeled "New"

7317- Unlicensed Establishment/Persons: *Fine amount - \$25.00 - \$1,000.00

How to avoid violation:

- Always keep your personal and/or establishment license current.
- Be sure that the establishment you work at is licensed and current.
- Be sure that employees are all licensed and current.

7351 – Restroom Requirements: *Fine amount-\$50.00 - \$150.00

How to Avoid:

- You need to have a public restroom.
- The restroom should always be kept clean.
- The restroom should be clear of all storage. No storage of supplies, mops, buckets, etc . , are allowed in the restroom.

965-Display of Licenses: *Fine amount-\$50.00 - \$150.00

How to avoid violation:

- Conspicuously post individual licenses at the licensee's primary work station.
- Conspicuously post the establishment license in the reception area.
- Do not display an expired or invalid license.

987-Towels: *Fine amount-\$50.00 - \$150.00

How to avoid violation:

- After a towel, **sheet, robe, linen or smock** has once been used once, place it in a closed container to be laundered.
- Launder towels commercially in water at least 160 degrees for no less than 25 minutes, or using chemicals and cold water.
- Keep clean towels, **sheets, robes, linen or smocks** stored in clean, closed cabinets or containers.

994-Cleanliness and Repair: *Fine amount-\$50.00 - \$150.00

How to avoid violation:

- Keep all floors, walls, woodwork, ceilings, furniture, furnishing, and fixtures clean and in good repair.
- Do not permit an accumulation of waste, hair clippings, or refuse in establishment.

978 (a) (5) - Insufficient Disinfectant in Container for Total Immersion: *Fine amount-\$100.00 - \$200.00

How to avoid violation:

- When disinfecting tools, ensure there is enough disinfectant solution in the container to allow for total immersion of tools. If tools do not completely fit in the container (example: handle of a brush sticks out), use a different container.

986- Neck dusters/Brushes Not Clean or Sanitary: *Fine amount-\$50.00 - \$150.00

How to avoid violation:

- Properly clean neck, nail, facial, or makeup dusters and **manicure** brushes before use on a client.
- Place clean dusters and brushes in a clean, covered place which is labeled "Clean".
- Place soiled dusters or brushes in a container labeled "Dirty", "Soiled", or "Contaminated".

990-Headrests, Shampoo Trays and Bowls, and Treatment Tables: *Fine amount-\$50.00 - \$150.00

How to avoid violation:

- Keep the headrest of chairs covered with a clean towel or paper sheet for each client.
- Clean shampoo trays and bowls with soap and water or other detergent after each shampoo.
- Keep shampoo trays and bowls in good repair and in a sanitary condition at all times.
- Cover treatment tables with clean treatment table paper, a clean towel, or a clean sheet after each use.
- Remove a towel or sheet immediately after used and deposit it in a closed container to be laundered. Immediately dispose of treatment paper after a single use.

7349- Employment of Unlicensed Persons: *Fine amount - \$1,000.00

How to avoid violation:

- Before hiring verify each individual has a current and valid license to practice barbering, cosmetology and electrology services.

980(c)- Disinfection Electrical Tools: *Fine amount- 50.00 - \$150.00

How to avoid violation:

- All soiled electrical tools used on a client or soiled in any manner, shall be placed in a container labeled "Soiled", "Dirty" or "Contaminated" (*excluding hot styling tools*)

980.1(c) (7), (d) (7), 980.2(b)(7), (c) (6), (d)(3), 980.3(b)(6) and 980.4(a) (2) – Pedicure Equipment Cleaning Log –

***Fine amount - \$100.00- \$200.00**

How to avoid violation:

- After use upon a client, at the end of each day and weekly properly clean and disinfect the pedicure foot spa chair, basin or tub equipment according to the type of foot spa chair, basin, or tub you have. (*example Pipe-less Foot spas, Non-Whirlpool Foot Basin or Tub, and Disposable Foot Basins or Tub Liners*)
- Record the procedure in the pedicure equipment log, include the date, time of each cleaning and the initials of the person who completed the procedure, and indicate the cleaning was done after the client, end of day or weekly.
- Each chair, basin or tub shall have its own pedicure equipment log.
- The pedicure equipment log shall be made available upon request by either a client or a board representative.

*View the fine schedule for exact fine amounts.

Revised August 2016

Article 11. Administrative Fines and Citations

Title 16, Division 9, California Code of Regulations

Board of Barbering and Cosmetology

974. Schedule of Administrative Fines

(a) An administrative fine maybe assessed for violations of the specified sections of the Business and Professions Code and Division 9 of Title 16 of the California Code of Regulations as follows:

Schedule of Administrative Fines				
Section	1st Violation	2nd Violation	3rd Violation	Waivable
7313. Access to Establishment for Inspection	250	500	750	No
7317. Unlicensed Establishment	500	1,000	1,000	No
7317. Unlicensed Individual	1,000	1,000	1,000	No
7317. Expired Establishment License	250	300	500	No
7317. Expired Individual License	250	300	500	No
7317. Individual Working in an Expired Establishment	25	50	100	No
7317. Individual Working in an Unlicensed Establishment	250	300	500	No
7320. Practice of Medicine	1,000	1,000	1,000	No
7320.1. Use of Illegal Metal Tools	250	500	500	No
7320.2. Illegal Treatment Methods	500	500	500	No
7336. No Supervision of Apprentice	100	150	200	No
7348. No Licensee in Charge of Establishment	100	150	200	No
7349. Employing Unlicensed Persons	1,000	1,000	1,000	No
7349. Employing Unlicensed Persons-- Expired License	250	300	500	No
7349.1. Illegal Use of a Barber Pole	25	50	100	No
7350. Establishment Residential Use/Entrance/ Prohibited Use	50	100	150	No
7352. No Soap/ Towels or Air Hand Dryers in Hand Washing Facilities	50	100	150	No
7353.4. Labor Rights Notice Not Posted	50	100	150	No
7358. No Licensee in Charge of Mobile Unit	100	150	200	No
7359. Employing Unlicensed Person in Mobile Unit	1,000	1,000	1,000	No
7360. Mobile Unit-- Residential/ Prohibited Use	50	100	150	No
7400. No Change of Address Notice Filed	50	100	150	No
7404(l). Interference with Inspection	1,000	1,000	1,000	No
904(d). No Photographic Identification Available	50	100	150	No
905. Consumer Info. Not Posted	50	100	150	No
920. Apprentice Training Records Not Available/ Incomplete	100	150	200	No
920. Apprentice Training Records Not Available/ Incomplete	100	150	200	No

Schedule of Administrative Fines				
Section	1st Violation	2nd Violation	3rd Violation	Waivable
965. Display of Licenses	50	100	150	No
978(a)(1), (a)(2),(a) (3), (a)(4). Receptacles, Cabinets and Containers	50	100	150	No
978(a)(5). Insufficient Disinfectant in Container for Total Immersion	100	150	200	No
978(a)(6). No Steam/Dry Heat Sterilizer for Electrology Tools	500	1,000	1,500	No
978(b). No Disinfectant Solution Available for Use	250	300	500	No
978(c). No Manufacturer- Labeled Container for Disinfectant	250	300	500	No
979. Disinfecting Non-Electrical Tools and Equipment	100	250	500	No
980(a). Incorrect Disinfection of Electrical Items	100	250	500	No
980(b). Incorrect Storage of Electrical Disinfected Items	50	100	150	No
980(c). Incorrect Storage of Soiled Electrical Tools	50	100	150	No
980.1. Incorrect Disinfection of Pedicure Spas (Per Chair)	500	500	500	No
980.1(c)(7). 980.1(d)(8). 980.1(e)(4). Incorrect/ Missing Log	100	150	200	No
980.1(g). Failure to List Chair as "Not in Service" in Log; No Sign Displayed on Chair	50	100	150	No
980.2. Incorrect Disinfection of "Pipeless" Footspas (Per Unit)	500	500	500	No
980.2(b)(7). 980.2(c)(6). 980.2(d)(3). Incorrect/ Missing Log	100	150	200	No
980.2(f). Failure to List Chair as "Not in Service" in Log; No Sign Displayed on Chair	50	100	150	No
980.3. Incorrect Disinfection of "Non- Whirlpool Foot Basin" (Per Unit)	100	150	200	No
980.3(b)(6). Incorrect/ Missing Log	50	100	150	No
980.3(e). Improper Storage of Basins or Tubs	50	100	150	No
980.4. Incorrect Disinfection of Foot Basin or Tub After Use of Disposable Liner	500	500	500	No
980.4(a)(2). Incorrect/ Missing Log	50	100	150	No
980.4(a) (4). Failure to Maintain Supply of Five (5) Disposable Liners per Foot Tub Basin	250	300	500	No
981(a). No Disposal of Non-Disinfected Items	100	150	200	No
981(b). Improper Storage of New Supplies and Disposable tools	50	100	150	No
981(c). Carry Tools or Supplies in or on Garments	50	100	150	No
982. Incorrect Sterilization of Electrology Tools	100	150	200	No
983. Personal Cleanliness	50	100	150	No

Schedule of Administrative Fines				
Section	1st Violation	2nd Violation	3rd Violation	Waivable
984(a). Allow Licensee with Infectious/ Communicable Disease to Work on Person	100	250	500	No
984(b). Allow or Require a Licensee to Work on Person with Infectious/ Communicable Disease	100	250	500	No
984(e). Performing Services on Inflamed, Broken, Infected or Erupted Skin or Scalp Surface/ Working Without Gloves When Skin on Hands Is Inflamed, Broken, Infected or Erupted	100	250	500	No
985. No Use of Neck Strips or Towel	50	100	150	No
986. Neck Dusters/ Brushes Not Clean or Sanitary	50	100	150	No
987. Towels	50	100	150	No
988. Liquids, Creams, Powders and Cosmetics	50	100	150	No
989. Prohibited Hazardous Substance/Use of Product	500	500	500	No
990. Headrests and Treatment Tables	50	100	150	No
991. Performing Invasive Procedures	500	500	500	No
992. Performing Invasive Skin Exfoliation/ Dermis	500	500	500	No
993. Prohibited Tools	300	400	500	No
994. Cleanliness and Repair	50	100	150	No
995(b), (c), (d), (e). Plumbing Standards	50	100	150	No

(b) A violation indicated in subdivision (a) as not waivable means that the Board, in its discretion, has determined that the violation cannot be corrected pursuant to Business and Professions Code Section 7407, and therefore that the fine for the first violation may not be avoided as provided for in Business and Professions Code Section 7409.

NOTE: Authority cited: Sections 7312, 7406 and 7407, Business and Professions Code.
Reference: Sections 7353.4, 7406, 7407, 7407.1, 7409, Business and Professions Code.

Industry Bulletin - Dermaplaning

Effective January 1, 2022, dermaplaning is within the scope of practice for both estheticians and cosmetologists. Licensees should ensure they are fully trained prior to performing these services to ensure the safety of the consumer. The Board of Barbering and Cosmetology (Board) cannot recommend specific training vendors or schools, but below are some best practices that any reputable company or school should be teaching and that licensees should keep in mind. The Board encourages licensees to discuss this service with their liability insurance carrier to ensure they meet requirements for coverage and also encourages licensees to obtain additional blood and fluid borne pathogen training from county and/or state resources (such as the Division of Occupational Safety and Health, better known as Cal/OSHA).

Dermaplaning (also known as dermablading) is a procedure of exfoliating the epidermis by the use of a razor-edged tool (typically a single use surgical blade with a rounded end) to remove fine vellus hair (peach fuzz) and as a method of exfoliation for the skin.

Best Practices

- Wash your hands prior to providing any service and consider wearing gloves while providing dermaplaning services.
- Do not provide waxing, threading, sugaring or other hair removal services at the dermaplane appointment. Perform other hair removal services 1-2 weeks before a dermaplane service.
- Advise the consumer to not exfoliate (physical or chemical) 3-5 days prior to the service. The use of topical prescription exfoliants should be discontinued for 7-14 days or otherwise advised by the consumer's prescribing physician.
- Remind the consumer to avoid movement, talking and other distractions during the service.
- Examine the consumer's skin for open acne wounds, abrasions, sunburn, or other irritation. If present, do not perform the service.
- Dispose of single use blades in a sharps container and not in a regular waste receptacles. Contact the California Department of Public Health's Medical Waste Management Program for information on what to do with a full sharps container.

As with any service, licensees are expected to follow all of the Board's health and safety regulations. For this service in particular, the Board recommends licensees review sections 979, 981, and 990 of Title 16, Division 9 of the California Code of Regulations.

Industry Bulletin – 02/15/2022 – Skin Care Machines/Devices

The Board of Barbering and Cosmetology (Board) does not approve or regulate equipment or products used in the barbering and beauty industry. Consequently, the Board provides no opinion on the contemplated use of any machine a licensee is considering purchasing.

The Barbering and Cosmetology Act (Act) defines the scope of practice of cosmetology and its specialty branch of skin care. (California Business and Professions Code, section 7316 (b) and (c).) A person licensed as a cosmetologist or esthetician is required to limit their practice and services rendered to the public to only those areas for which they are licensed. (California Business and Professions Code, section 7317.) The Act confers no authority to practice medicine or surgery. (California Business and Professions Code, section 7320.) The Board's regulations specifically prohibit invasive procedures which results in the removal, destruction, incision, or piercing of a client's skin beyond the epidermis or the application of electricity which visibly contracts the muscle (Title 16, California Code of Regulations, section 991.) Licensed cosmetologists and estheticians are cautioned not to engage in any invasive procedures.

The use of electrical stimulation in providing skin care services falls within the practice of an esthetician under certain conditions. So long as the machines providing the electrical stimulation do not deliver an electrical current that will visibly contract the muscle of the body or face and/or result in the destruction or removal of the skin below the client's epidermis. The machine's parameters must be set to stimulate the muscle not to contract the muscle.

The Board understands that the following machines/devices while used in a proper current range may not constitute an invasive procedure:

- Galvanic Current
- Microcurrent
- High Frequency Current
- Ultrasonic (low frequency, low powered, topical devices intended for skin cleansing, exfoliation and product application)
- LED devices (410 nm – 945 nm. (nm = nanometers))

The following services may be **considered invasive** or the practice of medicine:

- Radio Frequency (except for electrolysis licensees)
- Electrical Muscle Stimulators (EMS) - Faradic type devices
- Intense Pulsed Light (IPL) Therapies (photo facials)
- X-rays
- Ultrasound (Facial Lifting)

- Photo Light Therapy
- Endermology/Endermologie
- Injections of any sort
- Derma rolling or microneedling
- Removal of moles, age spots, skin tags and/or freckles

If the machine produces any of the following, you are working out of your scope of practice:

- Bleeding
- Bruising
- Edema
- Inflammation
- Oozing
- Excoriation
- Scabbing
- Removal of skin below the epidermis
- Piercing of skin
- Heating or burning of the skin

Questions to consider in determining if you are working within your scope of practice:

Is my intent of service to beautify the skin?
Am I treating a disease or illness?

Intended Use

Intended use can be established in a number of ways. For example:

How is the product being advertised? Is the product being marketed as a cosmetic for beautification or does the advertising claim to treat, or cure an ailment?

A skin cream can advertise that it smooths and beautifies your skin (cosmetic use), however, if it advertises that it will cure or treat acne it could be considered practice of medicine.

What is the consumer's perception of the product/machine? Why is the consumer purchasing the service and what does the consumer expect out of the service?

A machine could advertise that it assists in the penetration of hydrating moisturizers for the beautification of your skin (cosmetic use) however, if it claims to reduce cellulite or manage pain, it could be considered practice of medicine.

Do the ingredients cause the product to be considered practice of medicine?

A skin peeling agent could advertise that its use will remove unwanted dead skin cells and promote vibrant, glowing skin, (cosmetic use) however, if the skin peeling agent claims to remove brown spots or scarring, it could be considered practice of medicine.

For additional consideration of how to establish a product's or machine's intended use, please see the U.S. Food and Drug Administration (FDA) publication, "Is It a Cosmetic, a Drug, or Both? (Or is It Soap?)"

http://www.fda.gov/cosmetics/guidanceregulation/lawsregulations/ucm074201.htm#Intended_use

Consumer Notice

The Board does not approve or regulate the sale of skin care machinery. Every year thousands of skin care machines are manufactured and brought into the United States. These machines may or may not have gone through proper testing and/or FDA approvals. Be diligent - make sure you know what you are buying. The Board does not have regulatory authority over the manufacturing and/or selling of machinery. It is the licensee's responsibility to know if they can use the purchased machine within their respective scope of practice.

Items to consider before purchasing skin care equipment

- Is the machine registered with the FDA and compliant with FDA requirements?
- Make sure you know the machine's intent of use, claims of the machine, and FDA classification (select FDA class 2 devices and all Class 3 devices are out of scope for our licensees).
- Does the machine have any safety certifications? Does it carry the UL, CSA or CE listed mark on the device and power cord?
- Is the manufacturer ISO 13485 certified?
- Does the manufacturer maintain liability insurance on the machine?
- Have you been provided with instructions on how to properly clean/disinfect the machine?
- Are there any associated contraindications associated with the use of the machine?

If you are unsure of the answers to these questions, ask the manufacturer prior to purchasing the machine.

NOTE: The Board recommends licensees maintain an Equipment Evaluation Binder on site for questions that may arise regarding the machine during a Board inspection. For information on how to assemble an Equipment Evaluation Binder, see

https://barbercosmo.ca.gov/consumers/equip_evaluation.shtml.

Industry Bulletin - Eyelash and Eyebrow Services

The California Board of Barbering and Cosmetology would like to remind its licensees of the following information regarding eyelash and eyebrow services.

Eyelash Application

The practice of applying eyelashes, eyelash extensions, and eyelash strips to any person is only within the scope of practice of licensed cosmetologists and estheticians. Section 7316 of the California Business and Professions Code states in part:

- (b) The practice of cosmetology is all or any combination of the following practices:
(7) Tinting and perming of the eyelashes and brows, or applying eyelashes to any person.*
- (c) The practice of skin care is all or any combination of the following practices:
(2) Tinting and perming of the eyelashes and brows, or applying eyelashes to any person.*

Eyelash Perming

The practice of eyelash perming is only within the scope of practice of licensed barbers, cosmetologists, and estheticians. Section 7316 of the California Business and Professions Code states in part:

- (a) The practice of barbering is all or any combination of the following practices:
(3) Singeing, shampooing, arranging, dressing, curling, waving, chemical waving, hair relaxing, or dyeing the hair or applying hair tonics.*
- (b) The practice of cosmetology is all or any combination of the following practices:
(7) Tinting and perming of the eyelashes and brows, or applying eyelashes to any person.*
- (c) The practice of skin care is all or any combination of the following practices:
(2) Tinting and perming of the eyelashes and brows, or applying eyelashes to any person.*

Eyelash/Eyebrow Tinting

The U.S. Food and Drug Administration (FDA) maintains that there are no color additives approved by FDA for permanent dyeing or tinting of the eyelashes or eyebrows. Title 16, Division 9, Section 989 of the California Code of Regulations, section 989 which in part reads:

- No establishment or school shall:
(c) Use a product in a manner that is disapproved by the FDA, Occupational Safety and Health Administration or EPA.*

You can access FDA Eye Cosmetic Safety information at:
<https://www.fda.gov/cosmetics/cosmetic-products/eye-cosmetic-safety>.

Drug-based Eyelash/Eyebrow Enhancements

The application or use of any drug-based prescribed product on a consumer may constitute the practice of medicine and is not within the scope of practice for any Board licensee. This includes, but is not limited to, prescription products designed to enhance eyelash growth, thickness, and fullness.

Section 7320 of the Business and Professions Code restricts licensees under the Board of Barbering and Cosmetology from practicing medicine as it states:

(a) This chapter confers no authority to practice medicine or surgery. The practice of medicine shall not be performed by, or offered by, a licensee under this chapter without being authorized and licensed to perform that act pursuant to a license obtained in accordance with some other provision of law.

(b) Nothing in this chapter shall be interpreted to grant any privileges reserved for persons certified pursuant to Chapter 10.5 (commencing with Section 4600) of Division 2.

Section 2052 of the Business and Professions Code, defines the actions that constitute the practice of medicine:

“...Any person who practices or attempts to practice, or who advertises or holds himself or herself out as practicing, any system or mode of treating the sick or afflicted in this state, or who diagnoses, treats, operates for, or prescribes for any ailment, blemish, deformity, disease, disfigurement, disorder, injury, or other physical or mental condition of any person, without having at the time of so doing a valid, unrevoked, or unsuspended certificate as provided in this chapter or without being authorized to perform the act pursuant to a certificate obtained in accordance with some other provision of law is guilty of a public offense, punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code, by imprisonment in a county jail not exceeding one year, or by both the fine and either imprisonment.”

Note: This bulletin supersedes the previous Industry Bulletin – 11/29/2017 – Eyelash and Eyebrow Services.

Industry Bulletin - Lash and Brow Perming

Effective January 1, 2022, eyelash and eyebrow perming are within the scope of practice for estheticians, cosmetologists, and barbers. Licensees should ensure they are fully trained prior to performing these services to ensure the safety of the consumer. The Board of Barbering and Cosmetology (Board) cannot recommend specific training vendors or schools, but below are some best practices that any reputable company or school should be teaching and that licensees should keep in mind. The Board encourages licensees to discuss this service with their liability insurance carrier to ensure they meet requirements for coverage.

Eyelash and eyebrow perming are also known as “lash lifts” and “brow lamination.” These services involve applying specially formulated products to keep eyelashes and eyebrows lifted, straightened, smoothed and formed into a more desirable shape for approximately 4 to 6 weeks, following the natural lash and brow growth cycle.

Best Practices

- Wash your hands prior to providing any service and consider wearing gloves while providing eyelash and eyebrow perming services.
- Discuss the process, expectations, and aftercare with the consumer prior to the service.
- Perform a patch test per the manufacturer’s suggested protocols. Patch tests are typically performed 48-72 hours prior to the consumer’s appointment. Follow the manufacturer’s and insurer’s recommendations for this process and refer the consumer to their physician if any reaction should occur from the patch test or the actual service.
- Advise consumers to discontinue the use of retinol products around the eyes for 3-5 days prior to service to decrease the potential of skin irritation and sensitivity, especially for brow lamination services.
- Have sterilized water or saline solution readily available in case of an emergency situation that would require the consumer’s eyes to be flushed (if an eye wash station is not available).
- Confirm that the consumer has removed their contact lenses prior to the service.
- Remind the consumer to keep their eyes closed, avoid movement, talking, and other distractions during the service.
- Examine the consumer’s eye area for redness, swelling, irritation, recent permanent makeup, and other contraindications of the service as advised by the manufacturer and insurer. If present, do not perform the service.
- Gently remove all makeup, dirt, and oil prior to the service. Do not perform or use exfoliating ingredients or techniques prior to providing lash and brow perming services.
- Use product that is specifically formulated for eyelashes or eyebrows. Do not use perming solution used for the hair as this can cause blindness and damage to the eye area.
- Be sure to remove and neutralize all lash lifting and brow lamination product per the manufacturer’s suggested protocols.

As with any service, licensees are expected to follow all of the Board’s health and safety regulations. For these services in particular, the Board recommends licensees review sections 979, 981, 988, and 990 of Title 16, Division 9 of the California Code of Regulations.

Industry Bulletin – Fibroblast

Fibroblast or Plasma Skin Tightening devices are used to treat skin conditions such as loose skin, moles, skin tags, stretch marks, and sunspots. These devices use an electrical arc which may result in swelling and/or brown marks that have the appearance of minor scabbing. Treating such conditions is not within the scope of practice for any of the Board's licensees.

The Barbering and Cosmetology Act (Act) defines the scope of practice of cosmetology and its specialty branch of skin care. (California Business and Professions Code, section 7316 (b) and (c).) A person licensed as a cosmetologist or esthetician is required to limit their practice and services rendered to the public to only those areas for which they are licensed. (California Business and Professions Code, section 7317.)

If a machine or device produces any of the following, you are working out of your scope of practice:

- Bleeding
- Bruising
- Edema
- Inflammation
- Oozing
- Excoriation
- Scabbing
- Removal of skin below the epidermis
- Piercing of skin
- Heating or burning of the skin

Please review the legal excerpts below from California Business and Professions Code (BPC) sections 2052 and 7320.

Legal Excerpts

BPC § 2052

ARTICLE 3. License Required and Exemptions [2050 - 2079]

(Article 3 added by Stats. 1980, Ch. 1313, Sec. 2.)

2052.

(a) Notwithstanding Section 146, any person who practices or attempts to practice, or who advertises or holds himself or herself out as practicing, any system or mode of treating the sick or afflicted in this state, or who diagnoses, treats, operates for, or prescribes for any ailment, blemish, deformity, disease, disfigurement, disorder, injury, or other physical or mental condition of any person, without having at the time of so doing a valid, unrevoked, or unsuspended certificate as provided in this chapter or without being authorized to perform the act pursuant to a certificate obtained in accordance with some other provision of law is guilty of a public offense, punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment pursuant to subdivision (h) of Section 1170

of the Penal Code, by imprisonment in a county jail not exceeding one year, or by both the fine and either imprisonment.

(b) Any person who conspires with or aids or abets another to commit any act described in subdivision (a) is guilty of a public offense, subject to the punishment described in that subdivision.

(c) The remedy provided in this section shall not preclude any other remedy provided by law.

(Amended by Stats. 2011, Ch. 15, Sec. 11. (AB 109) Effective April 4, 2011. Operative October 1, 2011, by Sec. 636 of Ch. 15, as amended by Stats. 2011, Ch. 39, Sec. 68.)

BPC § 7320

This chapter confers no authority to practice medicine or surgery.

(Repealed and added by Stats. 1990, Ch. 1672, Sec. 3. Operative July 1, 1992, by Sec. 10 of Ch. 1672.)

The Board does not approve or regulate the sale of skin care machines or devices. The Board does not have regulatory authority over the manufacturing and/or selling of machines or devices. It is the licensee's responsibility to know if they can use the purchased machine within their respective scope of practice.

If you need further statutory clarification, please consult with your personal legal counsel.



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
DEPARTMENT OF CONSUMER AFFAIRS • BOARD OF BARBERING AND COSMETOLOGY
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Website: www.barbercosmo.ca.gov



Industry Bulletin - Hyaluron Pen

The Hyaluron Pen (also known as hyaluronic acid pen) is a small handheld device that uses pressure to “push” hyaluronic acid filler into the skin to plump lips and fill fine lines and wrinkles without a needle. The use of this device is not within the scope of practice for any of the Board’s licensees. It is not within the scope of practice for Board licensees to perform any type of injection.

The Barbering and Cosmetology Act (Act) defines the scope of practice of cosmetology and its specialty branch of skin care. (California Business and Professions Code, section 7316 (b) and (c).) A person licensed as a cosmetologist or esthetician is required to limit their practice and services rendered to the public to only those areas for which they are licensed. (California Business and Professions Code, section 7317.)

The Board does not approve or regulate the sale of skin care machines or devices. The Board does not have regulatory authority over the manufacturing and/or selling of machines or devices. It is the licensee’s responsibility to know if they can use a purchased machine or device within their respective scope of practice.

For further clarification, please consult with your personal legal representative.



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Industry Bulletin – 3/10/15 – Electrical Muscle Stimulators

Electronic muscle stimulator (EMS) devices supply electrical energy to the body surface through plates, pads, or other attachments and cause contraction of the muscles. Only licensed medical practitioners may use EMS devices to stimulate and contract the muscles to relax a muscle spasm, prevent tissue atrophy, increase local blood circulation, or for other purposes. Use of these devices by cosmetologists, estheticians, or other nonmedical individuals for body-toning, muscle firming or tightening, passive exercise, reducing or eliminating cellulite, reducing girth, and for similar purposes is considered misbranded use by the Federal government.

EMS devices have a great potential for harm if used improperly. The devices can aggravate existing medical conditions such as cancer, heart and circulatory diseases, and epilepsy and may produce adverse reactions requiring immediate medical assistance.

To find out if a device is intended to contract the muscles, ask the manufacturer or representative and check the manufacturer's brochure. Beware of devices that advertise "passive exercise," "slimming," "cellulite removal," etc. These are services, by their very nature and title would require muscle contraction to produce the advertised result. Ask the representative to demonstrate the device for you. A muscle contraction can be seen with the naked eye—the muscle "jumps" when the current causes it to visibly shorten and thicken.

The Board of Barbering and Cosmetology (Board) does not approve or regulate equipment or products used in the barbering and beauty industry. Consequently, the Board provides no opinion on the contemplated use of any machine a licensee is considering purchasing.

Be aware that the Food and Drug Administration has published "Import Alert 89-01" regarding EMS devices.

http://www.accessdata.fda.gov/cms_ia/importalert_240.html

Please also see pages 25-26 of the Board's Consumer Guide to Barbering and Cosmetology services:

http://www.barbercosmo.ca.gov/forms_pubs/publications/consumer_guide.pdf



State and Consumer Services Agency – Governor Edmund G. Brown Jr.
Board of Barbering and Cosmetology-Department of Consumer Affairs
PO Box 944226, Sacramento, CA 94244
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Industry Bulletin 2/28/2013 – USE OF LASERS

The Board of Barbering and Cosmetology would like to remind licensees that the use of a laser is out of the scope of practice for any person licensed with the Board of Barbering and Cosmetology. California Business and Professions Code Section 7320.5 states:

“Any licensee who uses a laser in the treatment of any human being is guilty of a misdemeanor.”

This prohibition applies to the use of **ALL** lasers regardless of the known health risks. Please remember that lasers can only be used by a licensed medical doctor, a physician assistant or registered nurse who is supervised by a doctor. Cosmetologists, electrologists, and estheticians are not allowed to use lasers for treatment even with a doctor’s supervision. If an inspector comes into a salon and a licensee is using a device that is called a laser (cold laser, non-thermal laser, hair enhancement laser, etc.) the individual licensee and salon owners could be subject to an administrative fine and possible discipline.

Industry Bulletin – 6/5/2014 – Micro Needling/Derma Rolling

The Board of Barbering and Cosmetology (Board) would like to remind its licensees that the practice of Micro Needling/Derma Rolling is not within the scope of practice for any Board licensee.

Micro Needling/Derma Rolling is a procedure that assists in reducing acne scarring and general skin damage. This procedure involves using a small roller with fine micro needles over the skin. This procedure produces micro punctures in the skin.

Micro Needling/Derma Rolling is considered an invasive procedure by the Board. Title 16, Division 9, Section 991 of the California Code of Regulations states:

§ 991. Invasive Procedures.

(a) No licensee or student may use a product, device, machine, or other technique or combination of the same, which results in the removal, destruction, incision, or piercing of a client's skin beyond the epidermis. Any such act shall be considered an invasive procedure.

(b) Invasive procedures include, but are not limited to, the following:

- (1) Application of electricity which visibly contracts the muscle.
- (2) Application of topical lotions, creams, serums or other substances which require a medical license to purchase.
- (3) Penetration of the skin by metal needles, except electrolysis needles/wire filaments.
- (4) Abrasion and/or exfoliation of the skin below the epidermal layers.
- (5) Removal of skin by means of a razor-edged tool or similar device.

NOTE: Authority cited: Sections 7312, Business and Professions Code. Reference: Sections 7312(e), 7316, 7320, 7320.1, Business and Professions Code.



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Industry Bulletin- Reminder that Needles are Prohibited

The Board of Barbering and Cosmetology would like to remind licensees that the use of needles for the purpose of extracting skin blemishes is strictly prohibited.

Section 993 of the California Code of Regulations states: “No establishment or school shall have on the premises any needle-like tool which is used for the purpose of extracting skin blemishes and other similar procedures.”

Individual licensees as well as salon owners should note that using a needle, such as a lancet or needle-tip tweezers, while extracting skin blemishes is not within the scope of practice for a cosmetologist or esthetician. Needles are tools that are considered to be invasive and should not be used in the salon.

If needles are found, licensees and owners are subject to an administrative fine and possible discipline.

Revised July 2015



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY – GOVERNOR Edmund G. Brown JR.

BOARD OF BARBERING AND COSMETOLOGY

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Industry Bulletin – 6/1/17 – Microblading (Cosmetic Tattooing)

The Board of Barbering and Cosmetology (Board) would like to inform its licensees that it does not regulate microblading.

Microblading is a process typically performed with a combination of needles affixed to a handle which inserts pigment into the skin to manually create lines that resemble eyebrow hairs.

For applicable laws pertaining to cosmetic tattooing, please see the California Health and Safety Code, Division 104, Part 15, Chapter 7 – “Body Art,” and consult with the California Department of Public Health (www.cdph.ca.gov), and local, city, and county Environmental Health offices.

Industry Bulletin 10/7/12 – Ear Candling or Coning

The Board of Barbering and Cosmetology (BBC) would like to remind licensees that the ear candling or coning is not within the scope of practice of any Board licensee.

- Federal Drug Administration (FDA) classifies the ear candle as a device which is specific to medical use.
- Licensees within the jurisdiction of the California Board of Barbering and Cosmetology would be in violation for using procedures not approved by the FDA and by using medical devices which are beyond their scope of practice.
- Everything must be done for “beautification purposes” pursuant to 7316 of the Barbering and Cosmetology Act. Research of ear candling shows that the purpose of candling or coning is to remove wax and debris from the ear canal which is not for beautifying.
- Ear candling is not part of any BBC approved school curriculum. Board approved schools do not teach the maintenance of ear health.
- Our licensees may not perform medical assessments on any part of the body including but not limited to the ear.

Suggested Links:

<http://altmedicine.about.com/cs/govtregulation/a/EarCandle.html>

<http://www.quackwatch.org/candling.html> (page 3)

<https://www.accessdata.fda.gov/scripts/medwatch/medwatch-online.htm>

Fact Sheet from the FDA:

http://www.fda.gov/downloads/ForConsumers/ConsumerUpdates/UCM200967.pdf?utm_campaign=Google2&utm_source=fdaSearch&utm_medium=website&utm_term=ear+candle+medical+device&utm_content=3

Malshet V. Ear Candles: FDA’s Regulatory Action and Current Position. American Academy of Otolaryngology-Head and Neck Surgery Bulletin, June 2003

If you have any questions please visit our website www.barbercosmo.ca.gov or call 800-952-5210.



For questions, comments or complaints,
contact the Board.

BOARD OF BARBERING AND COSMETOLOGY

2420 DEL PASO ROAD, SUITE 100

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21-338 Revised: 12/2021



Esthetics

Beauty is about being comfortable
in your own skin.

Esthetics is the practice of giving facials, applying makeup, applying eyelashes, removing hair (by waxing or tweezing), and providing skin care, which includes microdermabrasion services. It includes beautifying the face, neck, arms, or upper body (from the shoulders up) by the use of cosmetic preparations, antiseptics, tonics, lotions, or creams.



Mission of the BBC

Ensuring the health and safety of California consumers by promoting ethical standards and by enforcing the laws of the beauty and barbering industry.

Estheticians are licensed and regulated in California by the Board of Barbering and Cosmetology. The Board works to ensure that estheticians follow State law and infection control standards.

In the State of California an esthetician cannot:

- Use medium-grade or medical-grade skin exfoliates
- Use any type of laser regardless of its known health effects
- Remove superfluous hair by the use of light waves, known as rays
- Remove skin tags or moles

In California, esthetic services may be legally performed only by State-licensed estheticians in State-licensed salons and barbershops.

Makeup/skin care demonstrators who do not receive compensation from a client for the application of the product do NOT need to be licensed with the State Board of Barbering and Cosmetology.



KEEP YOUR SPAS SPARKLING

CLEANING WHIRLPOOL FOOT SPAS AND AIR-JET BASINS (980.1)

A "whirlpool footspa" or "spa" is any basin using circulating water. An air-jet basin is any basin using an air jet stream system to move water.

Steps to follow after each client:

1. **Drain** the basin of *all* water.
2. **Scrub** the inside walls of the basin and clean *all visible debris* with a clean brush, liquid soap (labeled as such) and water.
3. **Rinse** the basin with clean water.
4. **Refill** the basin with clean water.
5. **Add disinfectant.** Refer to the manufacturer's label to determine how much disinfectant to use. Remember that the disinfectant must be an *EPA-registered, hospital-quality liquid disinfectant* that is labeled as a bactericide, fungicide and virucide.
6. **Circulate for at least 10 minutes.**
7. **Drain** and rinse the basin with clean water.
8. **Wipe** the basin dry with a new, clean paper towel.
9. **Record this procedure in the pedicure-cleaning log.** The log should indicate the date and time of each cleaning, the initials of the person who completed the procedure, and that the cleaning was done after a client. The log shall be made available to either a client or a board representative upon request.

Steps to follow at the end of each day:

1. **Remove** the screen and any other removable parts.
2. **Scrub** all visible debris from the screen, the inside walls of the basin, any other removable parts, and the area behind them with a clean brush, liquid soap (labeled as such) and water.
3. **Re-insert** the clean screen and any other removable parts.
4. **Fill** the basin with clean warm water and detergent (labeled as such).
5. **Circulate for at least 10 minutes.**
6. **Drain** the detergent solution and rinse the basin with clean water.
7. **Refill** the basin with clean water.
8. **Add disinfectant.** Refer to the manufacturer's label to determine how much disinfectant to use. Remember that the disinfectant must be an EPA-registered, hospital-quality liquid disinfectant that is labeled as a bactericide, fungicide and virucide.
9. **Circulate for at least 10 minutes.**
10. **Drain** and rinse the basin with clean water.
11. **Wipe** the basin dry with a new, clean paper towel and allow it to dry completely.
12. **Record this procedure in the pedicure-cleaning log.** The log should indicate the date and time of the cleaning, the initials of the person who completed the cleaning, and that the cleaning was done at the end of the day. The log shall be made available to either a client or a board representative upon request.

Steps to follow at least once a week:

At least once a week, after performing steps 1-8 required at the end of each day, perform the following:

- 1. Turn off** the unit, ***but do not drain*** the disinfectant solution.
- 2. Leave disinfectant solution undisturbed in the basin for at least 6 hours.**
- 3. Drain** and rinse the basin with clean water.
- 4. Refill** the basin with clean water and flush the system.
- 5. Record this procedure in the pedicure-cleaning log.** The log should indicate the date and time of the cleaning, the initials of the person who completed the cleaning, and that the cleaning was done weekly. The log shall be made available to either a client or a board representative upon request.

KEEP YOUR SPAS SPARKLING

CLEANING PIPE-LESS FOOT SPAS (980.2)

A "Pipe-Less" foot spa is a unit that has footplates, impellers, impeller assemblies and propellers.

Steps to follow after each client:

1. **Drain** the basin of all water.
2. **Remove** the footplate and any other removable components according to the manufacturer's instructions.
3. **Scrub** all visible debris from the inside walls of the basin, the impeller, footplate and other components, and the areas behind or under each, with a clean brush, and liquid soap (labeled as such) and water.
4. **Rinse** the basin with clean water.
5. **Reinsert** the properly cleaned footplate and components.
6. **Refill** the basin with clean water.
7. **Add disinfectant.** Refer to the manufacturer's label to determine how much disinfectant to use. Remember that the disinfectant must be an *EPA-registered, hospital-quality liquid disinfectant* that is labeled as a bactericide, fungicide and virucide.
8. **Circulate for at least 10 minutes.**
9. **Drain** and rinse the basin with clean water.
10. **Wipe** the basin dry with a new, clean paper towel.
11. **Record this procedure in the pedicure-cleaning log.** The log should indicate the date and time of each cleaning, the initials of the person who completed the cleaning, and that the cleaning was done after a client. The log shall be made available to either a client or a board representative upon request.

Steps to follow at the end of each day:

At the end of every day and after performing steps 1-11 required after each patron, perform the following steps on each pipe-less foot spa:

1. **Fill** the basin with clean warm water and detergent (labeled as such)
2. **Circulate for at least 10 minutes according to the manufacturer's instructions.**
3. **Drain** the detergent solution and rinse the basin with clean water.
4. **Refill** the basin with clean water.
5. **Add disinfectant.** Refer to the manufacturer's label to determine how much disinfectant to use. Remember that the disinfectant must be an EPA-registered, hospital-quality liquid disinfectant that is labeled as a bactericide, fungicide and virucide.
6. **Circulate for at least 10 minutes.**
7. **Drain** and rinse the basin with clean water.
8. **Wipe** the basin dry with a new, clean paper towel and allow it to dry completely.
9. **Record this procedure in the pedicure-cleaning log.** The log should indicate the date and time of the cleaning, the initials of the person who completed the cleaning, and that the cleaning was done at the end of the day. The log shall be made available to either a client or a board representative upon request.

Steps to follow at least once a week:

At least once a week, after performing steps 1-6 required at the end of the day, perform the following steps on each pipe-less foot spa:

1. **Turn off** the unit, **but do not drain** the disinfectant solution.
2. **Leave the disinfectant solution undisturbed in the unit for 6.**
3. **Drain** and rinse the basin with clean water.
4. **Wipe** the basin dry with a new, clean paper towel.
5. **Record this procedure in the pedicure-cleaning log.** The log should indicate the date and time of the cleaning, the initials of the person who completed the cleaning, and that the cleaning was done weekly. The log shall be made available to either a client or a board representative upon request.

KEEP YOUR SPAS SPARKLING

CLEANING NON-WHIRLPOOL FOOT BASINS AND TUBS (980.3)

A "non-whirlpool foot basin" or "tub" is any basin, tub, footbath, sink or bowl, as well as all non-electrical equipment that holds water for a client's feet during a pedicure service.

Steps to follow after each client:

1. **Drain** the basin or tub of *all water*.
2. **Scrub** the inside walls of the basin or tub and clean *all visible* debris with a clean brush, liquid soap (labeled as such) and water.
3. **Rinse** the basin or tub with clean water.
4. **Refill** the basin with clean water.
5. **Add disinfectant.** Refer to the manufacturer's label to determine how much disinfectant to use. Remember that the disinfectant must be an *EPA-registered, hospital-quality liquid disinfectant* that is labeled as a bactericide, fungicide and virucide.
6. **Leave the disinfectant in the basin or tub for at least 10 minutes.**
7. **Drain** and rinse the basin or tub with clean water.
8. **Wipe** the basin or tub dry with a new, clean paper towel.
9. **Record this procedure in the pedicure-cleaning log.** The log should indicate the date and time of each cleaning, the initials of the person who completed the procedure, and that the cleaning was done after a client. The log shall be made available to either a client or a board representative upon request.

Note: End of day and weekly cleaning are not required for Non-Whirlpool Foot Basin and Tubs.

**AFTER CLIENT/END OF DAY/WEEKLY
 PEDICURE EQUIPMENT CLEANING AND DISINFECTING LOG**

CHAIR/TUB # _____

Name of Establishment	License Number
	Month

WHEN/WHO			CLEANED			WHEN/WHO			CLEANED		
Date	Time	Initials	Check One			Date	Time	Initials	Check One		
			After Client	<input type="checkbox"/>	<input type="checkbox"/>				After Client	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: End of day and weekly cleaning not required for "Non-Whirlpool Foot Basin" or "Tubs", defined as any basin, tub, footbath, sink and bowl – and all non-electrical equipment that holds water for a client's feet during a pedicure service.

INSTRUCTIONS ON COMPLETING THE PEDICURE LOG

Complete one log sheet for each chair, non-whirlpool foot basin or tub. Each log sheet should be assigned its own number (EX: Chair #1, Chair #2, Chair #3, Tub #1, Tub #2).

1. Complete the top portion of the log by filling out the chair/tub number, establishment name, establishment license number and the month and year.
2. Enter date and time spa or tub was cleaned. Enter initials of licensee who cleaned and disinfected the spa or tub.
3. CHECK ONE BOX **ONLY** for date and time of cleaning/disinfecting. *See sample entries on log below.* You may have several entries on the same date. An entry should be made **immediately** after each client, at the end of each day, and once a week for the weekly cleaning. NOTE: End of day and weekly cleaning/disinfecting are not required for "Non-Whirlpool Foot Basin" or "Tubs", defined as any basin, tub, footbath, sink and bowl – and all non-electrical equipment that holds water for a client's feet during a pedicure service.
4. If no pedicure services were performed throughout the day, fill in the date, write the initials of the person verifying this, and indicate that no services were performed.

NOTE: Each row on the log represents a single cleaning/disinfecting. For each cleaning/disinfecting insert only **one** check-mark for the type of cleaning performed. There may be several entries with the same date.

SAMPLE LOG

PEDICURE EQUIPMENT CLEANING AND DISINFECTING LOG CHAIR/TUB # 1

Name of Establishment ABC NAIL SALON											
Establishment License Number A 123456					Month JUNE 2008						
WHEN/WHO			CLEANED			WHEN/WHO			CLEANED		
Date	Time	Initials	Check One			Date	Time	Initials	Check One		
			After Client	<input type="checkbox"/>	<input type="checkbox"/>				After Client	<input type="checkbox"/>	<input type="checkbox"/>
6/1/08	-	-	CLOSED			6/5/08	10:00 a.m.	RW	√	<input type="checkbox"/>	<input type="checkbox"/>
6/2/08	10:30 a.m.	RW	√	<input type="checkbox"/>	<input type="checkbox"/>	6/5/08	11:30 a.m.	HB	√	<input type="checkbox"/>	<input type="checkbox"/>
6/2/08	11:00 a.m.	RW	√	<input type="checkbox"/>	<input type="checkbox"/>	6/5/08	2:30 p.m.	HB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6/2/08	7:00 p.m.	HB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6/6/08	6:00 p.m.	MD	√	<input type="checkbox"/>	<input type="checkbox"/>
6/3/08	9:00 a.m.	RW	√	<input type="checkbox"/>	<input type="checkbox"/>	6/6/08	6:30 p.m.	RW	√	<input type="checkbox"/>	<input type="checkbox"/>
6/3/08	6:00 p.m.	RW	√	<input type="checkbox"/>	<input type="checkbox"/>	6/6/08	8:00 p.m.	RW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6/3/08	6:30 p.m.	CH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6/7/08	-	GB	NO SERVICES PERFORMED		
6/4/08	10:00 a.m.	RW	√	<input type="checkbox"/>	<input type="checkbox"/>	6/8/08	11:00 a.m.	RW	√	<input type="checkbox"/>	<input type="checkbox"/>
6/4/08	4:00 p.m.	RW	√	<input type="checkbox"/>	<input type="checkbox"/>	6/8/08	4:00 p.m.	RW	√	<input type="checkbox"/>	<input type="checkbox"/>
6/4/08	6:30 p.m.	RW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6/8/08	6:00 p.m.	HB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Board of Barbering and Cosmetology

P.O. Box 944244
Sacramento, California 94244-2260
P (916) 574-7574 F (916) 575-7281

Petition for Reinstatement of a Revoked License

The Petition for Reinstatement process allows you, the petitioner, an opportunity for a formal administrative hearing before the Board, presided over by an Administrative Law Judge, to address the Board's concerns for consumer safety before determining whether to grant or deny your Petition for Reinstatement. Petitioning to reinstate your license involves submitting a Petition for Reinstatement form and presenting evidence of rehabilitation at an administrative hearing. **Should your license be reinstated, a statutory licensing fee may be due and payable at the time of reinstatement.**

To assist you in the process, the following items are enclosed:

- Instructions
- Petition for Reinstatement
- Applicable Code sections governing a Petition for Reinstatement and Criteria for Rehabilitation

Please review the Petition for Reinstatement instructions carefully prior to completing the Petition for Reinstatement form and prior to your hearing. Forward your documents to the Board's Enforcement Coordinator at the address below for review. Board enforcement staff will forward the documents to the Office of the Attorney General and will set a hearing date. Please be aware, petitions for reinstatement hearings occur at the Board's quarterly Board Meetings (up to four times a year) that are held at different locations throughout the State (i.e. Sacramento, San Jose, San Diego, or Los Angeles). As these meetings only occur up to four times a year, your scheduled appearance could take up to six months or longer.

If you have any questions regarding the petition process or if you have a change of mailing address during the process, please contact:

Board of Barbering and Cosmetology
Attn: Anthony Galvan
P.O. Box 944226
Sacramento, CA 94244-2260
(916) 575-7116
Anthony.Galvan@dca.ca.gov

Petition for Reinstatement

INSTRUCTIONS

The following information is provided to facilitate your petition to the Board for the reinstatement of your license. **Carefully read all instructions before completing your petition.** In order to show your petition should be granted, it is **YOUR RESPONSIBILITY** to provide evidence that it will be safe for consumers to receive your services.

DETERMINE YOUR ELIGIBILITY

In order to qualify to be considered for reinstatement, at least one year must elapse from the effective date of the decision or from the date of the denial of a similar petition.

Note: The EFFECTIVE DATE is on the decision you received outlining the action taken against your license. If your order requires certain conditions be met prior to the reinstatement of your license (payment of cost recovery, payment of fines, remedial training), the Board recommends these conditions be met prior to the submission of your petition for reinstatement. If you are uncertain about the effective date of the decision or the conditions of your decision, please contact Anthony Galvan, Reinstatement Monitor, (916) 575-7116 or by email at Anthony.Galvan@dca.ca.gov.

SUBMIT THE FOLLOWING:

The Petition for Reinstatement form completely filled in and signed.

The Board strongly recommends you also submit the following:

1. Letters of reference
2. Community service documentation
3. Self-improvement of any nature
4. Remedial education
5. Proof of full or partial payment of any/all fines, fees and/or recovery costs owed to the Board
6. A narrative statement providing evidence of rehabilitation
7. Evidence to support any statements you make in your petition or in your narrative statement

EVIDENCE

The following are examples of appropriate evidence:

- **Employment history**
It is recommended you provide evidence to support **all** employment since revocation, including information regarding your current occupation. Include statements from current and former employers outlining your duties and the period of employment. Please provide a contact address and phone number for each former or current employer.
- **Recommendations**
Letters of recommendation or statements of character can be submitted from prior employers, current employers, previous clients, friends, family, etc. Please provide a contact address and phone number of the author of the letter.
- **Rehabilitation**
Where appropriate, please provide recent letters from counselors regarding your participation in rehabilitation programs. These letters should include a description of the program, the credentials of the counselor, the counselor's basis for determining improvement, and any recommendation from the counselor. Please provide a contact address and phone number of the counselor.
- **Support Groups**
Where appropriate, please provide documentation of your participation in support groups (e.g., Alcoholics Anonymous, Narcotics Anonymous, Life Support Groups, etc.).
- **Continuing Education**
As evidence of your continuing education you may submit original and/or copies of certificates or transcripts. Be sure you have signed the certificates, where applicable.

NARRATIVE STATEMENT SHEET

Attach a narrative sheet to your Petition stating your request. Try to be brief and concise in stating what you want and the reasons you think your request should be granted. Give a brief, factual description of the offense that was the basis for the revocation. If applicable, give a brief history of any prior discipline and the history and/or prior petitions. Indicate how long your license has been revoked

and how you have earned a living since revocation. Also include what aspect of your rehabilitation you feel will protect against re-occurrence of your prior conduct. Give details (schools, class names, credit hours, certificates, dates) and copies (with appropriate back-up documentation) of your continuing education, training programs, seminars or educational courses. Discuss what your plans are if your license is reinstated, including where you will provide services and what services you will provide, if known.

ABOUT THE HEARING

The Board will forward the petition package to the Office of the Attorney General, and you will be notified of the confirmed date, time, and location of the hearing.

An Administrative Law Judge will preside over the hearing. The Judge will put you under oath to tell the truth. The Deputy Attorney General (DAG) will appear on behalf of the public and will make a statement outlining the disciplinary actions taken against your license. The DAG may ask you questions about your discipline and what you have done towards rehabilitation.

You may be asked to state in your own words what you have done towards rehabilitation and to maintain current industry knowledge and current standards of practice. Be prepared to make such a statement. The Judge, DAG and Board members may ask questions to clarify your statements.

You may have an attorney present on your behalf, but this is not required. Persons may speak on your behalf; however, it is recommended that they speak specifically toward your competence and rehabilitation.

You will not be allowed to re-litigate any prior disciplinary action taken against your license. That matter has already been decided and is final. Your task now is to prove that public safety would not be diminished by the granting of your Petition for Reinstatement.

The decision in your case will be mailed approximately 60 days after the hearing. The decision will not be announced at the hearing.

The entire Petition process can take approximately one year from the date you submit your Petition for Reinstatement to the Board until the Board renders a final decision in the matter.



PETITION FOR REINSTATEMENT OF REVOKED LICENSE(S)

(Business and Professions Code section 11522)

SECTION A: PERSONAL INFORMATION					
Social Security Number or Individual Taxpayer Identification Number <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> - <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> - <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div>			Date of Birth <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> - <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> - <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div> <div style="display: flex; justify-content: space-around; font-size: small; margin-top: 5px;"> Month Day Year </div>		
Last Name		First Name		Middle Name	
Residence Address			City		State
					Zip Code
Telephone Number		CA Driver's License Number		E-mail Address	
Are you currently employed? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please complete Section B below.					
SECTION B: CURRENT EMPLOYMENT INFORMATION (if applicable)					
Current Business Address			City		State
					Zip Code
Employer's Last Name		First Name		Middle Name	
Employer's Mailing Address			City		State
					Zip Code
Employer's Telephone Number		Employer's E-mail Address			
SECTION C: EMPLOYMENT HISTORY [since the effective date(s) of the action(s) taken against your license(s)]					
Please attach a list of previous employers listing the company name, address, phone number, contact person and dates of employment.					
SECTION D: ATTORNEY INFORMATION (if applicable)					
Attorney's Last Name		First Name		Middle Name	
Attorney's Mailing Address			City		State
					Zip Code
Attorney's Telephone Number		Attorney's E-mail Address			
SECTION E: LICENSE INFORMATION					
Revoked License Type and Number to be Reinstated (list all)			Decision Number		Effective Date
License Type: _____ License #: _____					
License Type: _____ License #: _____					
License Type: _____ License #: _____					
License Type: _____ License #: _____					

Location Preference <input type="checkbox"/> Northern California <input type="checkbox"/> Southern California <input type="checkbox"/> First Available	Language Preference <input type="checkbox"/> English <input type="checkbox"/> Vietnamese <input type="checkbox"/> Spanish <input type="checkbox"/> Korean <input type="checkbox"/> Other (please specify): _____
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SECTION G: BACKGROUND INFORMATION [since the effective date(s) of the action(s) taken against your license(s)]

1. Have you been convicted of or pled no contest to, a violation of any law of the United States, in any state, local jurisdiction, or any foreign country, including no contest pleas or convictions that were subsequently dismissed (do not include traffic violations resulting in a \$300 fine or less)? No **Yes** **If yes, attach all Court documents and the details and explanation of the offense(s).**
2. Have you been placed on criminal probation or parole? No **Yes** **If yes, attach the Court Order.**
3. Have you been required to register as a sex offender? No **Yes** **If yes, attach the Court Order.**
4. Do you currently have any criminal charge(s) pending against you? No **Yes** **If yes, attach the details, explanation of the charge(s) against you, and a description of the facts and circumstances that led to the charge(s).**
5. Have you had any professional or vocational license or application denied, suspended, revoked, placed on probation or other disciplinary action taken by any other governmental authority in this state or any other state, or any foreign country? No **Yes** **If yes, please attach a copy of the administrative action(s), and the details and explanation of the disciplinary action(s).**

Please attach a description of what you have done to rehabilitate yourself pursuant to the criteria set forth in California Code of Regulations section 971 and any documentation supporting your rehabilitation efforts.

SECTION I: APPLICANT CERTIFICATION

I certify that I have read and understand the laws and regulations pertaining to this profession in California. I certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this petition are true and accurate.

Signature	Date
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INFORMATION COLLECTION, ACCESS AND DISCLOSURE

The Information Practices Act, Sec. 1798.17 Civil Code, requires the following information to be provided when collecting information from individuals.

AGENCY NAME

Board of Barbering and Cosmetology

TITLE OF OFFICIAL RESPONSIBLE FOR INFORMATION MAINTENANCE

Executive Officer

ADDRESS

2420 Del Paso Road, Suite 100, Sacramento, CA 95834

INTERNET ADDRESS

www.barbercosmo.ca.gov

TELEPHONE AND FAX NUMBERS

(916) 574-7570 phone (916) 575-7281 fax

AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION

Sections 7300 to 7457, inclusive, comprising Chapter 10 Division 3, of the California Business and Professions Code.

CONSEQUENCES OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION:

Please provide all information requested. Omission of any item of requested information may result in the petition being rejected as incomplete.

PRINCIPAL PURPOSE(S) FOR WHICH THE INFORMATION IS TO BE USED

The information requested will be used to determine qualifications for licensure or certification to determine compliance with the group and corporate practice provisions of the law and to establish positive identification.

ANY KNOWN OR FORESEEABLE DISCLOSURES WHICH MAY BE MADE OF THE INFORMATION

Your completed application becomes the property of the board and will be used by authorized personnel to determine your eligibility for a license or certification. Information on your application may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Gov. Code Section 6250 et seq.) and the Information Practices Act (Civ. Code Section 1798.61), the names and addresses of persons possessing a license or registration may be disclosed by the department unless otherwise specifically exempt from disclosure under the law. **Consequently, the personal name and address information entered on the attached form(s) may become public information subject to disclosure.**

SOCIAL SECURITY NUMBER (SSN) OR INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (ITIN) DISCLOSURE

Disclosure of your SSN or ITIN is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorizes collection of your SSN or ITIN. Your SSN or ITIN will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your SSN or ITIN, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

TAXPAYER INFORMATION

Effective July 1, 2012, the State Board of Equalization and the Franchise Tax Board may share taxpayer information with the board. You are obligated to pay your state tax obligation and your license may be suspended if the state tax obligation is not paid.



MEMORANDUM

DATE	June 13, 2022
TO	Education and Outreach Committee
FROM	Kristy Underwood, Executive Officer
SUBJECT	Agenda Item 4 – Review and Discussion of Recent and Upcoming Outreach Events

Current Campaigns

Personal Service Permit (PSP)

The Board is currently working with the Department of Consumer Affairs’ Office of Public Affairs on the development of two videos regarding the PSP. One is specific to consumers and the other to licensees. Once completed, staff will post the videos on the website, social media platforms, and send an email blast to the interested parties list.

Safe Sandal Season 2022

Safe Sandal Season was launched April 20, 2022. The board has been posting safety tips weekly on Facebook, Instagram, and Twitter. The Board is working with DCA’s Office of Public Affairs on a press release that should be approved soon for release. It will include information about #SafeSandalSeason, including graphics and DCA videos. The campaign is designed to raise awareness and educate consumers and licensees on the importance of safe practices when getting a pedicure.

Recent Events

PSI School Exam Overview

On April 26, 2022, the Board announced that effective July 1, 2022, the Board will begin offering the national exam developed by PSI Services for all license types. The Board’s website was updated with additional information, including the new Candidate Information Bulletins. On May 4th and May 23rd, the Board held virtual meetings in collaboration with PSI Services to provide information to school personnel regarding the exam updates. Close to 200 individuals attended these events. Questions regarding the updates were answered by Kristy Underwood as well as the PSI executive team.

SoCal Beauty & Beauty Professionals & Students

Over 900 students and professionals attended the May 22, 2022, event. Ms. Underwood was a guest speaker and held a one-hour Q and A session for instructors, students, school owners, and licensees. The Board also had an outreach table for attendees to visit and receive board information, including the new Candidate Information Bulletins, and Self-Inspection checklist.

Virtual Senior Rally Day

The Board participated in the 2022 Virtual Senior Rally on May 3, 2022. The Rally was hosted by the California Senior Legislature and had over 400 registered attendees. The Rally provided a unique opportunity to network and collaborate with others interested in aging issues from across the state and offer information to seniors. We provided consumer publications and information about the Board and our role in consumer protection in the beauty and barbering industry.

The Hair Game Podcast

On May 31, 2022, Ms. Underwood was the featured guest on The Hair Game, a podcast hosted by Eric Taylor, the founder of Salon Republic. She answered questions regarding the role of the Board in the beauty and barber industry in California, the Personal Service Permit (PSP), and recent changes affecting the board and the industry.

Upcoming Events

Board staff is preparing for the next two outreach events being held this summer. Both the events listed below are for licensees, students, school owners, and business owners. Attending the industry trade shows gives the board the opportunity to disseminate valuable information to the attendees regarding recent changes to the Board, distribute publications, and be available for in-person questions.

- International Salon & Spa Expo (Long Beach)
June 25-26, 2022 - Kristy Underwood, Marcene Melliza, Allison Lee
- Face and Body Skin Care Show and NailPro Show (San Jose)
August 21-22, 2022 - Kristy Underwood, Marcene Melliza, Allison Lee

No Attachment

Adjournment