

**MAILING ADDRESS**

Board of Barbering and Cosmetology  
PO Box 944226  
Sacramento, CA 94244-2260

**MISSION**

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



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**Message from the President**

Welcome to the Board of Barbering and Cosmetology’s first issue of the *BarberCosmo Update*. We are happy to offer this new opportunity to provide information to our consumers. Our Board has been hard at work with new strategic planning sessions, and we will have our new strategic plan ready by the end of the year. This plan will serve as a guide for the Board’s focus for the next five years. I want to thank my fellow Board members for their time and energy they have devoted to this process.

Among many changes the Board has made in the last few years, one major change is the increase of the number of Board members. Our Board has grown from nine members to 13 and now allows for a representative from each of our licensing categories. We are very excited for this change and know that consumers and the industry will benefit from having a representative from each of our license types.

The Board has returned to in person meetings, and I would like to encourage all interested people to attend our meetings. Please check our website, [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov), for meeting locations and agendas. The Board is always ready to hear your input on how we can work together to improve consumer safety in this wonderful industry.

**Steve Weeks**  
Board President

## Message from the Executive Officer

Welcome to the first issue of the *BarberCosmo Update*! The California Board of Barbering and Cosmetology is excited to launch this newsletter to reach licensees, consumers, and anyone interested in the barbering and beauty industry.

The Board protects and educates consumers who seek barbering, cosmetology, and electrology services by regulating the individuals who provide the services and the establishments in which the services are

performed. As the executive officer, I oversee all the daily operations of the Board including examinations, licensing, enforcement, and administrative functions.

I hope you enjoy learning more about the Board and licensees through this newsletter. I also invite you to follow us on **Facebook**, **Twitter**, and **Instagram** to stay up to date with what's happening at the Board!

**Kristy Underwood**  
Executive Officer

## Renewal Reminder

On February 23, 2021, Governor Gavin Newsom signed an economic relief package for businesses impacted by the COVID-19 pandemic. The package included waiving renewal fees for licensees of the Board of Barbering and Cosmetology due in 2021 and 2022. With the year winding down, now is a good time to check your current expiration date.

As a reminder, Board licenses renew on a two-year cycle based on the previous expiration date. For instance, if your license expires January 31, 2023, your expiration date will become January 31, 2025, after renewal. Your expiration date is not based on the date you renew.

A timely renewal fee for personal licenses (barber, cosmetologist, electrologist, esthetician, manicurist) is \$50. A delinquent (late) renewal fee for personal licenses is \$25—bringing the total fee to \$75.

A timely establishment renewal fee is \$40. A delinquent establishment renewal fee is \$20—bringing the total fee to \$60.

Before you renew, verify that your address is correct by creating or logging in to your BreEZe account at [www.breeze.ca.gov](http://www.breeze.ca.gov). You can then pay with a credit card to renew through BreEZe. Your license will be mailed to you within two weeks.



## Board Members



**Steve Weeks**, President,  
Public Member

**Calimay Pham**, Vice President,  
Public Member

**Megan A. Ellis**, Public Member

**Tonya Fairley**, Industry Member

**Kellie Funk**, Industry Member

**Reese A. Isbell**, Public Member

**Yolanda Jimenez**, Public Member

**Colette Kavanaugh**, Industry Member

**Derick Matos**, Industry Member

**Danielle Munoz**, Public Member

**Jacob Rostovsky**, Public Member

## Have You Considered Serving as a Board Member?

The Board of Barbering and Cosmetology currently has two vacancies and is seeking a California-licensed manicurist and an establishment owner or cosmetologist to serve as board members.

Board members help shape the direction of the beauty and barbering industry with their collective decision making. Board members provide policy direction, participate in voting on disciplinary matters, and approve regulation packages.

The Board holds quarterly meetings with the full board, in addition to committee meetings whenever necessary. Board members are expected to attend board meetings and committee meetings. Board members must also commit time to review meeting materials and attend training.

If you are interested in being considered for a board appointment, the California State Board of Barbering and Cosmetology encourages you to contact:

- [Governor Newsom's Office](#)
- [Senate Rules Committee](#)
- [Speaker of the Assembly](#)



## Board Inspections

Inspecting establishments to be sure they are complying with the law is one way the Board of Barbering and Cosmetology fulfills its mission to “Ensure the health and safety of California consumers by promoting ethical standards and by enforcing the laws of the barbering and beauty industry.” Below are frequently asked questions, so you as a licensee know what to expect when you are inspected and how to prepare.

### **How are inspections performed?**

#### **Can I schedule my own inspection?**

Inspectors are assigned to specific territories throughout California and perform inspections randomly. You cannot schedule an inspection. When an inspector arrives at the establishment, they will have proper identification and announce they are from the Board and are there to conduct an inspection. You may continue working on your clients while the inspection is being performed. They will ask to see a valid photo identification to verify the individuals working are licensed and ask the licensee in charge to unlock any cabinets or doors within the salon to inspect. At the end of the inspection, they will go over the inspection report issued to the establishment with the licensee in charge and with any individual licensees cited during the inspection.

#### **An inspector just inspected my salon.**

##### **What happens now?**

After the inspection is complete, the inspector will leave a yellow copy of the inspection report with the licensee in charge and each individual present. This is not a citation. This information, as well as any photographs taken during the inspection, will be forwarded to the Board’s office where the Cite and Fine Unit will determine whether violations warrant a

citation and fine. If violations are warranted, a citation will be mailed to the address on record within 45-60 days of the inspection. The citation will be sent with information regarding the appeal process and the due date of any fines owed. Please read over all the information that is sent in the mail. If you are appealing the citation, you will have to mail the appeal request by the due date indicated on the citation. Only the person who received the citation can appeal the citation.

Preparation plays a significant role in a successful inspection. You can prepare your establishment and fellow licensees by doing the following:

- Stay up to date by regularly visiting the Board’s website: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov).
- Perform random self-inspections of your establishment or workstation using the Self-Inspection Worksheet located at [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) on the [Forms/Publications page](#) under “Inspection Resources.”
- Educate each other. Hold team meetings that include discussion of the potential for an inspection. Make sure everyone understands the procedures involved in an inspection.

Let’s work together for a safe, healthy salon experience.



# Eyelash Extension Safety Tips

## What are Eyelash Extensions?

Synthetic, silk, or mink eyelashes are applied one at a time using specially formulated semi-permanent glue for the purpose of creating the appearance of longer, thicker lashes. Applying a full set of lashes may take approximately two hours. The lash extension eventually sheds as your natural lashes do or can be maintained with touch-ups about every three to four weeks.

## Who Can Apply Eyelash Extensions?

Only licensed cosmetologists or estheticians may apply eyelash extensions. Make sure the individual providing the service is licensed with the Board of Barbering and Cosmetology, not just “certified” by a training course. The cosmetologist or esthetician license should be posted in plain view at the individual’s primary workstation. If you do not see the license, ask. If the individual does not have the required license, leave. Eye safety is too important to risk. Here are tips consumers should keep in mind when receiving lash extensions.

## While at the Salon

- Look around to see if it is clean, free of trash, and set up with clean, sanitized tools.
- Make sure your cosmetologist or esthetician has their license displayed at their workstation.
- The licensee should wash their hands before providing a service to you. If they do not, ask the licensee to do so.
- All clean, disinfectable tools (such as tweezers) should come from a clean, closed container that is labeled “Clean” or “Disinfected.”
- Disposable items such as cotton pads, sponges, mascara wands, and cotton swabs should be immediately thrown away after use.
- The treatment table should be covered with a clean towel or a sheet of new treatment table paper.

## During the Service

- Keep your eyes closed during application. If you wear contact lenses, remove them before the service begins.
- Your lower lashes should be covered to prevent contact with the upper lashes during application.
- Lash extensions should be placed close to the hair root and not touch the skin.

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## After the Service

It is important to remember the application of lash extensions can have unfavorable results, including but not limited to allergic reaction, irritation, burning, redness, and soreness. Do your part in keeping your eyes safe:

- Do not get your lashes wet for 24 to 48 hours after application. This includes avoiding workouts, steam rooms, or hot yoga. The adhesive may reactivate and cause the lashes to stick together.
- Resist the urge to pull, pick, or touch the lashes as this could damage your natural lashes and spread bacteria to your eye area.
- Do not use moisture-rich products around your lashes. Oil-based products may loosen the adhesive bond.

## When to be Cautious

In most cases, lashes should not be applied to individuals who:

- Have alopecia.
- Are undergoing chemotherapy and/or radiation.

- Suffer from a condition called trichotillomania (a disorder characterized by the urge to pull out eyelashes or other hair).

## Do Not Get Eyelash Extensions If:

- Your eye or eyelid is irritated, inflamed, infected, or you have open wounds.
- You are allergic to latex or any of the ingredients contained in the lash adhesive.
- If you are unsure, ask the individual to perform a patch test (a procedure in which the licensee will apply a small amount of the adhesive to a part of your skin, wait 24 hours and observe the area for allergic reaction).
- The licensee is trying to use nail glue on your lashes. If this occurs, leave the establishment immediately.

If you **see something** not quite right, **say something** first to the individual and then to the salon owner. If there is no resolution, say something to the Board by filing a complaint online at [www.breeze.ca.gov](http://www.breeze.ca.gov).



## Did You Know?

Did you know that neck dusters are supposed to be cleaned between every client?

California Code of Regulations (CCR) section 986 states in part:

*(a) Before use on a client, neck or nail dusters and all other manicure brushes that are used in an establishment or school on a client shall be cleaned in the following sequential manner:*

*(1) Remove all visible debris.*

*(2) Clean with soap or detergent and water.*

*(3) Dry dusters or brushes.*

*(4) Store all clean dusters or brushes in a clean, covered place which is labeled "Clean."*

*(5) All dusters or brushes used on a client or soiled in any manner shall be placed in a container labeled "Dirty," "Soiled," or "Contaminated."*

Barbers often keep their neck duster on top of their workstation and then use it to brush loose hair off consumers' necks after a service. This practice would be cited as a violation of CCR section 986. As stated above, neck dusters shall be cleaned before use on a client. It cannot be used on multiple clients before cleaning. Also, brushes must be properly stored—not kept on top of a workstation.

Reusing neck dusters on multiple clients increases the risk of passing bacteria, viruses, parasites, or fungi from one client to the next.

Barbers—be sure your neck dusters are in compliance with the law. Also, remember that barbers are not required to use neck dusters. Many barbers use towels to wipe away cut hair instead.

Consumers—don't be afraid to speak up. If the neck duster looks used or is not stored properly, say something to the barber or manager.



## Regulation Breakdown

### Is a regulation the same thing as a law?

Yes. A “law” is a general term. At the Board of Barbering and Cosmetology and other state agencies, a law or rule governing a particular activity is described either as a “statute,” which is a law passed by the Legislature, or a “regulation,” which is a rule developed by the individual state agencies that is based on a statute. The statutes affecting the Board fall under the Business and Professions Code (BPC), while its regulations fall under the California Code of Regulations (CCR).

### If the Legislature has already passed a statute, why is a regulation needed?

The statutes of the Legislature often set forth broad requirements and goals and leave the details to individual agencies, which are presumed to have the expertise in their field to fill in the details in a meaningful way. The Board’s health and safety regulations are an example. Section 7312(a)(5) of the BPC mandates that the Board “adopt rules governing sanitary conditions and precautions to be employed as are reasonably necessary to protect the public health and safety...” but it is up to the Board to decide what those “reasonably necessary” rules are.

### How does the regulatory process work?

The regulatory process is governed by the California Administrative Procedure Act, which sets forth various steps and procedures the Board must follow to create regulations. These procedures are designed to encourage public participation. It is a long process that even under the best circumstances takes about a year to complete.

Here is a brief outline of the major steps involved in creating new regulations:

- Write the regulation. The proposed language must be presented in a format that identifies what changes are made. This is typically done by underlining and striking out text.
- Publish the Notice of Proposed Regulatory Action. This notice must be sent to individuals on the Board’s interested parties list and published in the state’s Office of Administrative Law (OAL) register. The notice identifies the purpose of the rulemaking. For 45 days from the date of the publication of the notice in the OAL register, the public may offer written comments.
- Produce the Initial Statement of Reasons. This document sets forth in detail the Board’s reasons for proposing the regulatory change.
- Write the Final Statement of Reasons. After the 45-day comment period, the Board will address any public comments on this document. If the Board agrees with comments that suggest further changes in the proposed regulations, or if the Board decides to make changes on its own, it will send out a notice to the commenters alerting them of the changes and giving them an additional 15 days to comment. The Final Statement of Reasons will be completed after all comments have been answered.

After internal review, the documents are ultimately included in the Final Rulemaking File and submitted to OAL, which has 30 business days to review, and approve or disapprove the file. If approved, the change is submitted to the secretary of state for inclusion into the CCR. If disapproved, the agency has the option of making changes that will satisfy OAL and submit them for public review, appeal the decision to the Governor’s Office, or withdraw the proposal.



Regulations





# October is National Domestic Violence Awareness Month

Everyone has the potential to discover a victim of violence. If you believe you have identified a victim of violence or trafficking, contact local law enforcement, explain the situation, and leave it in their hands. Do not attempt to rescue the victim; it may be unsafe for both you and the potential victim. Allow law enforcement to do their job. For urgent situations, notify local law enforcement immediately by calling 911. You may also want to alert one or more of the state or national resource centers listed at <https://barbercosmo.ca.gov/consumers/noviolenceinbeauty.shtml>.

#1to **VIOLENCE** in Beauty

## Elder Abuse

**1 in 10** Americans over the age of 60 will experience some form of elder abuse. (National Council on Aging)

Elder abuse includes physical abuse, emotional abuse, sexual abuse, exploitation, neglect, and abandonment. Perpetrators include children, other family members, and spouses—as well as staff at nursing homes, assisted living, and other facilities. (National Council on Aging)

### 1 in 14

One study estimated that only 1 in 14 cases of abuse are reported to authorities. (National Council on Aging)

### 5 million

Some estimates range as high as 5 million elders who are abused each year. (National Council on Aging)

If you believe you have identified a victim of elder abuse, contact local law enforcement or the Adult Protective Services Hotline at (800) 451 5155.

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## Trafficking

**National Human Trafficking Hotline**  
**1-888-373-7888**

The health and beauty industry has been identified nationally by the National Human Trafficking Hotline as one of the top industries for labor trafficking.

# 1,012

In 2016, the Polaris Project noted that California had 1,012 reported cases of human trafficking, the highest national average among the States.

If you believe you have identified a victim of human trafficking, contact local law enforcement or the National Human Trafficking Resource Center at 1 888 373 7888.

2420 Del Paso Road, Suite 100, Sacramento, CA 94244 2260 (800) 952 5210 [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

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## Sexual/Domestic Violence

Nearly **1 in 4 women** (23%) and **1 in 7 men** (14%) aged 18 and older in the United States have been the victim of severe physical violence by an intimate partner in their lifetime. (Centers of Disease Control and Prevention)

### 1 in 4

More than 1 in 4 teenage girls in a relationship reported enduring repeated verbal abuse. (Liz Claiborne, Inc.)

### 1 in 5

teenage girls who have been in a relationship said a boyfriend has threatened violence or self-harm if presented with a break up. (Liz Claiborne, Inc.)

### 1 in 4

adolescents report verbal, emotional, physical or sexual dating violence each year. (Centers of Disease Control and Prevention)

### 73%

If trapped in an abusive relationship, 73% of teens said they would turn to a friend for help; but only 33% who have been in or known about an abusive relationship said they have told anyone about it. (Liz Claiborne, Inc.)

### 1 in 3

female victims of homicide were murdered by an intimate partner. (National Coalition of Domestic Violence)

### 275 million

The U.N. Secretary-General's Study on Violence against Children conservatively estimates that 275 million children worldwide are exposed to violence in the home. (Behind Closed Doors)

### 1 in 3

Boys who witness domestic violence in their own home are three times more likely to become batterers. (Behind Closed Doors: Violence in the American Family)

Homicide is one of the leading causes of death for women aged 44 years and older. Nearly half of female victims are killed by a current or former male intimate partner. (Centers of Disease Control and Prevention)

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If you believe you have identified a victim of sexual/domestic violence, contact local law enforcement or the National Domestic Violence Hotline at (800) 799-7233.

2420 Del Paso Road, Suite 100, Sacramento, CA 94244 2260 (800) 952 5210 [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

# Becoming an Establishment Owner

To provide barbering, cosmetology, or electrology services in a shop, salon, spa, suite, or any other brick and mortar location, the establishment owner must have an establishment license issued by the Board. Below are some common questions and answers for establishment owners:

**Q: Do I need to have a personal license to open an establishment?**

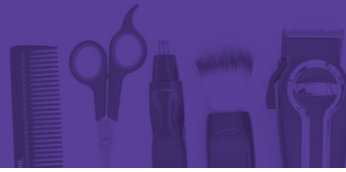
**A:** No, you do not need to have a personal license (barber, cosmetologist, electrologist, manicurist, esthetician) to be the establishment owner if you are not providing services.

**Q: How do I apply for an establishment license?**

**A:** Mail a completed **Establishment Application** with a \$50 check or money order to the Board (the PO Box address is in the letterhead of the application). Be sure to complete the application fully as missing information will delay processing. Also, be sure to include all attachments listed on the application. The Establishment Application can be found on the Board's website at [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) on the "**Forms/Publications**" page.

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**Q: Do I need to apply for a new establishment license if I take over ownership of an existing salon?**

**A:** Yes, an establishment license must always reflect the current owner's name and information.

**Q: Do I need to have a new establishment license if I move my salon to a new location?**

**A:** Yes, any time you move to a new location, you need to apply for a new establishment license. An establishment license is only valid for the address listed on the license. This also pertains to changing suite numbers.

**Q: What do I need to do if I have a change in partnership?**

**A:** When you add or delete a partner, you must apply for a new establishment license. An establishment license needs to have the most current and valid owner information.

**Q: Do I need to notify the Board if I close my establishment?**

**A:** Yes, you must submit the **Request for Closure of an Establishment License** form which provides the effective date of closure. The Request for Closure of an Establishment License form can be found on the Board's website on the "**Forms/Publications**" page.

**Q: Do I need to schedule an inspection?**

**A:** The Board does not schedule inspections. They are performed randomly by inspectors in your area.

**Q: Who is responsible for the salon when an inspector conducts an inspection?**

**A:** The owner(s) of an establishment are responsible for their salon and will be issued a citation for violations that exist in the establishment and in addition to each individual in violation. Even if the establishment owner(s) have booth renters and/or independent contractors, they are still responsible for each licensee. In addition, there must be a licensee in charge at all times.

**Q: As an establishment owner, are there any activities or procedures that I should be paying special attention to regarding my employees or booth-renters?**

**A:** Yes, health and safety, and licensing violations are the most common found by Board inspectors and most often lead to a citation. Make sure that the licenses of all your employees/booth renters are current and displayed properly. You should also make sure everyone in your shop follows all rules and procedures regarding disinfecting and maintaining shop equipment and tools. You can view the Board's rules and regulations by visiting our website ([www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)).

**Q: Are there special building rules that apply to barbering and cosmetology establishments?**

**A:** Yes, before a barbering and cosmetology establishment may open, it must meet certain requirements regarding toilets, hot and cold running water, handwashing facilities, and potable drinking water. Be aware that state law requires that potable (i.e., drinking) water must be supplied by a water fountain that is accessible to the disabled. While existing shops are not automatically required by law to install such a drinking fountain, one may be required by local building permit authorities before an establishment owner moves into a new building or remodels an existing one.

**Q: When an inspector comes into my establishment, what should they have access to?**

**A:** The Board's inspectors shall have access to, and shall inspect any establishment or mobile unit, during business hours, or at any time in which services are being performed. To conduct a thorough inspection of the establishment, the inspector shall have access to all areas of the establishment. All owners and/or licensees in charge should have access keys to all rooms and workstations.



## Interested In Beginning Your State Career?

Visit the Board's **Job Opportunities webpage** at [www.barbercomso.ca.gov](http://www.barbercomso.ca.gov) to view current job announcements and information on how to apply.

Benefits include:

- Opportunities for career advancement.
- Great state retirement and medical/dental plans.
- Free on site parking and access to public transportation.
- Work hours fare 8 a.m. 5 p.m. Monday through Friday; weekends and paid holidays off.

## Subscribe to the Board's Email List

Subscribe to the Board's email list to receive updates on regulations, board meetings, important bulletins, and more! [https://www.dca.ca.gov/webapps/barber/subscribe\\_email.php](https://www.dca.ca.gov/webapps/barber/subscribe_email.php)

## Have You Recently Moved?

It is important that the Board has accurate addresses on file should the Board need to contact its licensees or applicants. Government mail is not forwarded by the Post Office. Remember to update your home address through the **BreZE system** at [www.breeze.ca.gov](http://www.breeze.ca.gov). Licensees are required by law to notify the Board within 30 days if they change their address of record.

## Have a Question?

Check out the **Frequently Asked Questions** webpage at [www.barbercomso.ca.gov](http://www.barbercomso.ca.gov) for answers to your questions!

## Contact Us

- Applicants, licensees, and members of the public may call (800) 952 5210 or email [barbercosmo@dca.ca.gov](mailto:barbercosmo@dca.ca.gov) for questions not answered on our **FAQs page**.
- School owners and administrators may email [BBC.Schools@dca.ca.gov](mailto:BBC.Schools@dca.ca.gov).
- Apprenticeship sponsors may email [BBC.Apprentice@dca.ca.gov](mailto:BBC.Apprentice@dca.ca.gov).