

Instructor Examination and Registration Application

Application Requirements: The following items must be included with the application to complete the registration process:

- Application fee: \$180.00 by check or money order made payable to the Minnesota Barber Board.
- Transcripts and/or Course Completion Certificates for Required Instructor Courses
- Completed Application returned by the 20th day of the month prior to the examination date (if the 20th falls on a weekend, application is due on the Friday prior to the 20th)
- Be a Registered Barber in Minnesota for a minimum of three years prior to application.

Pursuant to Minnesota Statutes 604.113 and 609.535, the Minnesota Board of Barber Examiners is authorized to charge a service fee of \$30.00 for any check that is returned for nonpayment.

Effective August 1, 2020, the Board will no longer accept cash payments.

Applicant Information Collection and Use

The information collected during the application process is used to determine eligibility for examination or instructor registration/license. You are not legally obligated to provide any of the information requested. If you do not provide the information the Board may be unable to process your application resulting in the application process being delayed or the application being denied.

The Board is required to have a licensee's Social Security Number on file by Minnesota Statute 270C.72 and cannot issue a license without having the number. Your Social Security Number may be requested by and released to the Minnesota Commissioner of Revenue and may be used for revenue recapture as authorized by Minnesota Statute. Minnesota Statute 13.355 classifies Social Security Numbers as private data on individuals and your Social Security Number will not be released except as specifically authorized by law.

Upon issuance of a certificate, license, or registration all information provided during the application process will become public information pursuant to Minnesota Statute Chapter 13.41 Subd. 5, with the exception of Social Security Numbers as specified above.

To avoid delay in processing, please complete all parts of the application and provide all requested documentation. Applications are not complete and cannot be processed until all information and documentation is provided.

You should receive information regarding the status of your application within 10 business days of the Board receiving the completed application. If you have questions regarding the application process or need assistance, please call the Board office at 651-201-2820, Monday - Friday 8:00 am to 4:30 pm excluding holidays. If we do not answer, please leave a message and we will return the call.

Applicant Information

Last Name	First Name	Middle Initial	
Residential Address		Telephone Number	
City	State	Zip Code	County
Date of Birth	Registered Barber Number:	E-mail address	

Exam Month Applying for: ____ May ____ Nov

To be eligible for the Barber Instructor Examination:

Certificates of completion from a Board approved program or transcripts from an accredited college or university program documenting completion of the following courses, or their equivalent as determined by the Board, must be on file with the Board or attached to this application.

- Introduction to Career and Technical Education Teaching
- Philosophy and Practice of Career and Technical Education
- Course Development for Career and Technical Education
- Instructional Methods for Career and Technical Education
- Human Relations

All applicants for barber registration in the State of Minnesota must answer the following questions. If you answer yes to any of these questions, you must provide the additional documentation that is listed.

1. Have you ever held a barber license in another state or country? <i>If yes, list the license type and the State/Country in which you were licensed:</i>	<input type="radio"/> Yes <input type="radio"/> No
2. Have you, or any license that you have held, been the subject of an Inquiry or Investigation by any board or division of barbering or the Office of the Attorney General? <i>If yes, a written, signed explanation, including specific dates, along with the letters of inquiry and resolution must be attached to this application.</i>	<input type="radio"/> Yes <input type="radio"/> No
3. Have you held a barber license which has been censured, suspended, revoked, cancelled, terminated or been subject to any type of administrative or disciplinary action in any state, including Minnesota? <i>If yes, you must attach all of the following:</i> <ul style="list-style-type: none"> • A written statement signed and dated by the applicant identifying the type of license and an explanation of each incident. • A copy of the Notice of Hearing or other documentation that states the charges and allegations • A copy of the official document which establishes the resolution or final judgment. 	<input type="radio"/> Yes <input type="radio"/> No
4. Have you been notified by the Commissioner of Revenue, pursuant to Minnesota Statute 270C.72 that you currently owe the State of Minnesota any delinquent taxes? <i>If yes, attach a signed, dated explanation including payment plan or resolution.</i>	<input type="radio"/> Yes <input type="radio"/> No

Barber Instructor Responsibilities

Your signature on this application indicates that you have read and understand the following:

Renewal

Your registration will expire each year on December 31st. Failure to renew on or prior to that date will result in additional fees to reinstate the registration.

Minnesota Statute 154.15 Subd. 2. States: Effect of failure to renew. ... A registered instructor of barbering who has not renewed a certificate of registration may be reinstated within four years of such failure to renew without examination upon payment of the required restoration fee for each year the certificate is lapsed. All registered barbers who allow their certificates of registration to lapse for more than four years shall be required to take the examination before being issued a certificate of registration. All registered instructors of barbering who allow their certificates of registration to lapse for more than four years shall be required to take the examination before being issued a certificate of registration.

Communicable Disease

You understand that you may not practice barbering while having an infectious or contagious disease, and certify that you currently do not have an infectious or contagious disease.

Name Change

If you have a change of name, please notify the Board in writing and include a photocopy of the legal document that changed your name (marriage certificate, divorce decree, court order, etc...).

Address Change

An address change can be completed over the telephone, by fax, in person or by e-mail. It is your responsibility to inform the Board so as to not delay receipt of Board communications.

CERTIFICATION OF APPLICANT

I certify that I have read and understand the information provided above and that the information I have included within this application is true and correct.

Signature of Applicant

Date

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Seal

Notary Public
County: _____
My Commission Expires: _____

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