



# Minnesota Board of Barber Examiners

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Board Website: [www.barbers.state.mn.us](http://www.barbers.state.mn.us)

## Registered Barber Examination and Registration Application

### Application Requirements:

Completed Application must be received by the Board with all required documents and full payment before the 20<sup>th</sup> day of the month before to the examination. If the 20<sup>th</sup> falls on a week-end the application is due on the Friday before.

- Purchase of the Home Study Course- required for Apprentice Barber applying to become a Registered Barber.
- Application fee of \$85.00 (Your first registration will expire on December 31 of the year issued.)
- Barber School Certificate of Completion indicating a minimum of 1500 hours of school completed within the previous four years.  
Or
- Barber School Certificate of completion of 500 hours of barber school completed within the previous four years if original 1500 hours were completed more than four years ago or additional 500 hours were required due to exam failure. (Certificate must be on file for results to be released.)  
Or
- Previously held a Minnesota Barber Registration that expired four or more years ago, examination required to reinstate barber registration.

### Applicant Information Collection and Use

The information collected during the application process is used to determine eligibility for examination or barber 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 denied.

The Board is required to have licensee Social Security number on file by Minnesota Statute 270C.72 and cannot issue a certificate of registration 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 of 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.

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.

7/2016

*This document is available in alternative formats to individuals with disabilities by calling 651-201-2820 or through the Minnesota Relay Service at 1-800-627-3529.*

An Affirmative Action/Equal Opportunity Employer

**Applicant Information**

Last Name	First Name	M I	Gender: <input type="radio"/> Male <input type="radio"/> Female
Address		Telephone Number	
City	State	Zip Code	
Date of Birth  / /	County	E-mail address	

Applying for: \_\_\_\_\_Feb \_\_\_\_\_May \_\_\_\_\_Aug \_\_\_\_\_Nov

**Examination Accommodations**

Applicants with documented disabilities may receive reasonable accommodations to complete the examination. It is your responsibility to request accommodations at the time of application.

Accommodations may include but are not limit to: Additional time to complete the written portion of the exam or a reader to read the examination. You must supply documentation of a need for accommodation such as special education records or a current disability evaluation. Please inform the Board of your need for accommodations and submit documentation with this application.

**Language Interpreter**

Applicants with English as a second language may have a language interpreter to assist them during the examination. It your responsibility to request an interpreter if needed. You must provide their own interpreter and all interpreters must be approved by the Board, cannot be family members or barbers, and must be on the State Roster of Interprets through Minnesota Courts or Department of Health. If you need an interpreter please inform the Board when you apply for the examination.

**\*NOTE:**

Your exam fees may be moved to the next examination date one-time if you notify the Board at least one working day before the exam begins. In rare instances an exception may be made for documented emergency situations.

Missing the exam without appropriate notice, being late for the exam (after 7:45am), or not having a model for the exam are not emergency situations and you will be required to pay the exam fee again to reschedule your examination.

All barber applicants 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 as listed.

<p>1. Have you ever held a barber certificate/license in another State or Country? <i>If yes, list the certificate/license type and the State/Country in which you were certified/licensed:</i></p>	<p><input type="radio"/> <b>Yes</b></p> <p><input type="radio"/> <b>No</b></p>
<p>2. Has any professional or occupational license, certification, registration, or permit held by you been fined, suspended, revoked, refused or denied in this or any other state, by the federal government, or any other jurisdiction? <i>If yes, you must attach all of the following:</i></p> <ul style="list-style-type: none"> <li>• A written statement signed and dated by the applicant identifying the type of license, certificate, registration or permit and an explanation of each incident including the jurisdiction.</li> <li>• A copy of the official document which establishes the resolution or final judgment.</li> </ul>	<p><input type="radio"/> <b>Yes</b></p> <p><input type="radio"/> <b>No</b></p>
<p>3. 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></p>	<p><input type="radio"/> <b>Yes</b></p> <p><input type="radio"/> <b>No</b></p>

### **Barber Responsibilities**

#### **Registration and Display of Certificates**

Per MN Statute 154.14 (2013) Every holder of a certificate of registration as a registered barber shall display the certificate, with a 2 x 2 head & shoulder photograph of the barber that meets the same standards as required for a United States passport, in a conspicuous place adjacent to or near the chair where work is performed.

#### **Renewal**

Barber registrations 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 (2014). States: Effect of failure to renew. A registered barber or a registered apprentice who has not renewed a certificate of registration may be reinstated within four years of such failure to renew without examination upon the payment of the required restoration fee for each year the certificate is lapsed.... All registered barbers and registered apprentices who allow their certificates of registration to lapse for more than four years shall be required to reexamine before being issued a certificate of registration.

**Communicable Disease**

Per MN Statute 154.161subd 4(7) (2014) practicing as a barber while having an infectious or contagious disease may be grounds to refuse to renew, suspend, temporarily suspend, or revoke the application, certificate of registration, or shop registration card....

**Name Change**

If you have a change of name, please notify the board in writing and include a photo copy 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.

**Barber Laws and Rules**

Copies of the Minnesota Barber Laws and Rules may be purchased from the Minnesota Bookstore (651-297-3000, 660 Olive Street, St. Paul) or found at: [www.leg.state.mn.us](http://www.leg.state.mn.us)

**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: \_\_\_\_\_