2014 Renewal of a Barbershop License

The barbershop shall be in full compliance with 645—Chapter 21 and 645—Chapter 22 to be eligible for license renewal.

Barbershop License No.	
Barbershop Name	
Barbershop Address	
City, State, Zip Code	
Owner E-mail address	
Phone 1	
Phone 2	
Owner *SSN/Tax ID	

Privacy Act Notice: **Disclosure of your Social Security Number on this renewal application is <u>required</u>** by 42 U.S.C. § 666(a)(13) and Iowa Code § 252J.8(1). The number will be used in connection with the collection of child support obligations and as an internal means to accurately identify licensees, and may be shared with taxing authorities as allowed by law including Iowa Code § 421.18.

<u>Step Two</u> - What is the renewal fee and when is it due?

The renewal fee is $72. Check or money order must be payable to the Iowa Board of Barbering.

- You are responsible for submitting a completed, accurate renewal application and renewal fee before the license expiration date of June 30. The board office strongly suggests the application and fee be postmarked on or before June 1.
- Your renewal **<u>must</u>** include: (1) the completed renewal application (this form), and (2) the renewal fee.

<u>Note</u>: Continuing education report forms are no longer required. You are no longer required to report detailed course information or mail copies of continuing education certificates for renewal. Continuing education information will be required if you are selected for the post renewal audit. For auditing purposes, licensees must retain the information for two years after the biennium has ended. Do Not Submit Continuing Education Certificates

When is the late fee due?

- To avoid the late fee, this completed application **<u>must be</u>** postmarked by the license expiration date of June 30.
- The most recent postmark will determine whether the renewal application is late. This is true even if the application was initially postmarked prior to the license expiration date.
- A $60 late fee plus the $72 renewal fee are required on all applications postmarked in the grace period. *"**<u>Grace period</u>**"* means the 30-day period following expiration of a license when the license is still considered to be active; July 1 through July 30. In order to renew a license during the grace period, a licensee is required to pay the $60.00 late fee.
- Renewal applications postmarked after the *"**<u>Grace period</u>**"* will not be processed. The license will automatically be placed on inactive status.

Inactive License

- A barbershop who fails to renew the barbershop license by the end of the *"**<u>Grace period</u>**"* has an inactive license and shall not provide barber services until the license is reactivated.
- Reactivation must be completed and approved to regain active license status: https://ibplicense.iowa.gov

Processing

- Allow four weeks to process the paper renewal. Once approved, a new wallet card will be sent to you.
- To receive a paper copy of the current Iowa Law and Administrative Rules include an additional $5.00. To view the current Iowa Law and Administrative Rules online, go to http://www.idph.state.ia.us/licensure/Barbering.aspx?pg=Laws

<u>Step Three</u> - The following six questions **<u>must</u>** be answered by the owner(s) of the shop.

If you answer "Yes" to any question below, (1) attach a signed letter of explanation providing the details of the incident, (2) attach a copy of any court ordered evaluations, showing completion and recommendations, and (3) attach a copy of all official court documents regarding your conviction/malpractice suit, including final disposition and/or settlement. You must answer "Yes" even when a conviction or judgment has been deferred or expunged from your record. **SINCE 07/01/2012 HAVE ANY OF THE OWNERS:**

Yes	No	Been convicted, found guilty of, or entered a plea of guilty or no contest to a felony or misdemeanor crime (other than minor traffic violations with fines under $500)?
Yes	No	Had any judgments or settlements paid on your behalf as a result of a malpractice suit or claim filed against you?
Yes	No	Been investigated by a licensing, registration, or certification authority or organization? If the investigation or action was instituted by this licensing board you may answer "NO" to this question.
Yes	No	Been disciplined or sanctioned by any other licensing, registration, or certification authority or organization related to your professional practice? If this licensing board took the disciplinary action, you may answer "NO" to this question.
Yes	No	Developed a medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety? (If you are currently a participant in the Impaired Practitioner Review Committee, you may answer "NO" to this question.)
Yes	No	Been engaged in illegal or improper use of drugs or other chemical mood altering substances? (If you are currently a participant in the Impaired Practitioner Review Committee, you may answer "NO" to this question.)

Continue on side two

2014 Renewal of a Barbershop License

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Step Four - Review and initial the rules listed below.

- The license of the barbershop along with the current wallet card shall be posted and visible to the public.
- A barbershop license shall be issued for a specific location. A change in location or site of a barbershop shall result in the cancellation of the existing license and necessitate application for a new license and payment of the fee.
- A barbershop license is not transferable. A change in ownership of a barbershop shall result in the cancellation of the existing license and necessitate application for a new license and payment of the fee.
- An owner shall notify the board in writing of a change of name to the barbershop within 30 days after the occurrence and, in addition, shall return the current certificate and pay the $20.00 reissued certificate fee.
- Each barbershop owner shall hire individuals who hold a current and valid Iowa license or temporary work permit to practice barbering or cosmetology to provide barbering or cosmetology services.
- Upon discontinuance of a barbershop, the barbershop license certificate must be submitted to the board office within 30 days.

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Owner's initials

Step Five - Please Read and Sign.

I certify that I have carefully read the questions on this application and have answered them completely and truthfully. I declare under penalty of perjury that my answers, and all other statements or information submitted by me in this application process, are true and correct. If it is determined at any time that I have provided misleading or false information on or in support of this application, I understand that my license may be subject to disciplinary action and criminal prosecution.

I also understand that this application is a public record in accordance with Iowa Code chapter 22 and that application information is public information, subject to the exceptions contained in Iowa law. Finally, in submitting this application, I consent to any reasonable inquiry that may be necessary to verify the information I have provided on, or in conjunction with, this application.

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Signature(s) of barbershop owner(s), please print name clearly Date

Mailing address for barbershop **if** different than the physical address of the barbershop.	