



# State of Maine

## BARBERING and COSMETOLOGY LICENSING PROGRAM

**This Application Applies ONLY to Students  
Who Have Been Displaced by the  
Unplanned Closure of  
Mr. Bernard's School of  
Hair Fashion, Inc.**

### TRAINEE COSMETOLOGIST

*Do not return this cover page with your  
application; it is for your information only*

Department of Professional and Financial Regulation  
Office of Professional and Occupational Regulation  
(Mailing address) 35 State House Station, Augusta, ME 04333  
(Office location) Gardiner Annex, 76 Northern Avenue, Gardiner, Maine 04345

Office Direct Line (207) 624-8579 or Main Receptionist (207) 624-8603  
TTY users call Maine Relay 711  
FAX (207) 624-8637

Web address: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)  
Email: [barbercosm.lic@maine.gov](mailto:barbercosm.lic@maine.gov)



**STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
INDIVIDUAL LICENSE APPLICATION**

<b>APPLICANT INFORMATION (USE BLACK INK ONLY, PRESS FIRMLY)</b>			
FULL LEGAL NAME			
ANY OTHER NAMES EVER USED:			
DATE OF BIRTH	SOCIAL SECURITY NUMBER      -      -		
CONTACT ADDRESS			
CITY	STATE	ZIP	COUNTY
PHONE # (    )	FAX # (    )	E-MAIL	
<p><b>Please Check One of the Following Mr. Bernard's School of Hair Fashion, Inc. to Demonstrate Which You Attended</b></p> <p><input type="checkbox"/> <b>711 Lisbon Street, Lewiston, ME</b></p> <p><input type="checkbox"/> <b>66 Pine Street, Bangor, ME</b></p>			
<small>By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Professional and Occupational Regulation will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.</small>			
<b>➔ SIGNATURE</b>		<b>DATE</b>	

**Barbering and Cosmetology Licensing  
Trainee License - NO FEE REQUIRED  
Cosmetologist**

LICENSE TYPE:

Trainee Cosmetologist      (AC1421)

**Office Use Only:**

AC

**NO FEE REQUIRED**

Office Use Only:

Lic. # \_\_\_\_\_

Issue Date \_\_\_\_\_

Exp. Date \_\_\_\_\_

**SECTION 1: QUALIFIED SUPERVISING COSMETOLOGIST INFORMATION.**  
**PRINT LEGIBLY**

**Pursuant to Program Rules, Chapter 2 (1)(A)(6)** Qualified Supervisor and Alternate Supervisor, if applicable, must have at least three years of practice in the field for which they are licensed, within the past five years from the date of application to supervise a person.

**Pursuant to Program Rules, Chapter 2(6)(D)** The qualified licensed supervisor and alternate supervisor, if applicable, shall submit a notarized statement of work experience at the time of applicant's request for license.

Name of Trainee You Will Supervise			
Name of Qualified Supervising Cosmetologist			License Number
Qualified Supervising Cosmetologist's Establishment or Booth Name			License Number
Qualified Supervising Cosmetologist's E-Mail Address			
Qualified Supervising Cosmetologist's Establishment or Booth Physical Address			
City	State	Zip Code	Telephone Number
			(   )

**You have the option of naming an Alternate Qualified Supervising Cosmetologist. Please complete the following: (Alternate Qualified Supervising Cosmetologist must comply with Board Rules Chapter 2 (1)(A)(6) and (6)(D))**

Name of Alternate Qualified Supervising Cosmetologist			License Number
Alternate Qualified Supervising Cosmetologist's Establishment or Booth Name			License Number
Alternate Qualified Supervising Cosmetologist's Email Address			
Alternate Qualified Supervising Cosmetologist's Establishment or Booth Physical Address			
City	State	Zip Code	Telephone Number
			(   )

## **SECTION 2: NOTICES**

### **10 Day Notification Requirement**

Pursuant to 10 MRS §8003-G - any change in name, address, email address, criminal convictions, disciplinary actions, or any material change set forth in your original application for licensure must be reported to the Office within 10 days.

You can access this Law for your review at:

<http://www.mainelegislature.org/legis/statutes/10/title10ch901sec0.html>

**Email Address:** Your email address will be used for purposes of license renewal online and any notifications regarding your professional license status. Your email address on file with this office must be current in order to retrieve your access code at any time if it is lost after it is issued. It is important that your correct and current email address be on file with this office at all times.

## **SECTION 3: LAWS AND RULES**

### ***Maine Barbering and Cosmetology Laws and Rules***

<http://www.maine.gov/pfr/professionallicensing/professions/barbers/laws.html>

Access to all relevant laws and rules are accessible from this web page.

### ***Title 10 Department of Business Regulation Law §§8001-8011***

<http://www.mainelegislature.org/legis/statutes/10/title10ch901sec0.html>

### ***Office of Professional and Occupational Regulation Rules 02 041***

<http://www.maine.gov/sos/cec/rules/02/chaps02.htm#041>

Chapter 10, Establishment of License Fees

Chapter 11, Late Renewals

This office cannot provide you with a hardcopy of laws and rules. However, all of these documents are available online at [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing). Please visit the website(s) listed to access these documents electronically. These documents may be subject to change without notice and it is strongly advised that you periodically revisit these sites for any updates.

## **SECTION 4: APPLICANTS' AND QUALIFIED SUPERVISING COSMETOLOGIST(S)' CERTIFICATION AND SIGNATURE**

Read the statement below and sign where indicated as your certification of the information provided on this application. Applications that are incomplete, altered (including use of any white out), defaced, or compromised will not be accepted and will be returned. This includes, but is not limited to, unanswered questions, lack of appropriate signature, illegible information, missing required supporting documents, and/or missing or wrong fee.

By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application I understand that the Barbering & Cosmetology Licensing Program will rely upon this information for issuance of my license and that this information is truthful and factual. I further understand that sanctions may be imposed, including denial, suspension or revocation of my license, if this information is found to be false.

Printed Name of Applicant	
Signature of Applicant	Date
	

**SECTION 4:CONTINUED. APPLICANTS' AND QUALIFIED SUPERVISING COSMETOLOGIST(S)' CERTIFICATION AND SIGNATURE**

The following is required in accordance with Chapter 4 of the Program's rules. To insure compliance, the Qualified Supervising Cosmetologist, Alternate Qualified Supervising Cosmetologist and Trainee should review and become familiar with the Program's laws and related rules.

- **The supervisor shall maintain accurate, up-to-date records of all work done by the trainee. Hours shall be reported to this office on a form prescribed by this office at the end of the training period.**

Read the statement below and sign where indicated as your certification of the information and attestation provided on this application.

By signing this application, I agree to abide by the Maine Barbering and Cosmetology Program Laws and Rules and all of the State Laws and Rules related to the practice of Barbering and Cosmetology. I certify that I have obtained and read the laws and rules as listed above in this application and that I will periodically or as necessary revisit these documents to insure that I am current with Maine laws and rules. I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application I understand that the Barbering and Cosmetology Licensing Program will rely upon this information for issuance of my license and that this information is truthful and factual.

Printed Name of Qualified Supervising Cosmetologist	
Signature of Qualified Supervising Cosmetologist	Date
	

Printed Name of Alternate Qualified Supervising Cosmetologist	
Signature of Alternate Qualified Supervising Cosmetologist	Date
	

**DO NOT RETURN THE FOLLOWING PAGES  
WITH YOUR APPLICATION.**

**THESE PAGES ARE FOR YOUR REFERENCE  
AND RETENTION**



OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION

Director's Policy Statement

Unplanned School Closing – Teach-Out Option in Salon Setting #3/2015

(March 31, 2015)

On January 6, 2015, Mr. Bernard's School of Hair Fashion, Inc. located at 711 Lisbon Street, Lewiston ME and Mr. Bernard's School of Hair Fashion, Inc. located at 66 Pine Street, Bangor ME closed abruptly, which caused the displacement of about ninety-seven students and their inability to finish required hours to complete their course of study in cosmetology.

Maine law provides a trainee track of study within a licensed salon (establishment) under the direct supervision of a qualified licensed practitioner. A trainee may enroll in a licensed school to obtain theory-type education and have those hours applied toward the 2,500 trainee course of study hours. However, program rules do not address credit of hours or ability of a student with accumulated course hours obtained in a structured school setting to apply those course hours toward a trainee course. The reason for not commingling hours between a more structured educational school vs. non-structured on-the-job training is clear. However, the unplanned closure of these two schools and the state's interest in assisting these students causes the Department to take steps to lessen the impact on students who have been unable to transition to another school.

Current rules of the program do not address this situation. In light of this, the Director issues this policy statement to allow a student who was attending one of Mr. Bernard's schools at the time of the schools' closure to obtain his or her remaining course hours of instruction through on-the-job experience in the practice of cosmetology as a trainee.

**Policy:** A student who was enrolled at the time of the closing of the two schools identified herein with 1,000 or more accumulated course hours may complete the balance of the required 1,500 school hours as a trainee at a rate of one training hour for every .6 of a trainee instruction hour.

An affected student will be required to submit a trainee application for purposes of registration and submitting information about the qualified supervisor who will conduct the training. Because a student enrolled in a licensed school would have had to present post-secondary education and birthdate information, there will be no further need to resubmit this information; there will be no charge for the trainee registration and no other documentation required to be submitted by the affected student other than the information about the qualified supervisor. However, upon filing for initial licensure, documentation of post-secondary education and birthdate information may be required if it is not available from the student's school records. A student who was enrolled at the time of the closing of the two schools identified herein with less than 1,000 hours accumulated course hours may request to have their accumulated cosmetology course hours applied toward completion of a full trainee course of 2,500 hours.

*Note: Final rules will be adopted in accordance with Title 5, chapter 375, subchapter 2-A of the Maine Administrative Procedures Act. The final rules may differ somewhat from this policy statement, but the Office will work with any individual who move forward prior to adoption to address any issues arising from those differences.*

Anne L. Head, Director, Office of Professional and Occupational Regulation

3/31/2015

Program Administrator Contact: Geraldine L. Betts 207-624-8625 or [geraldine.l.betts@maine.gov](mailto:geraldine.l.betts@maine.gov)

## **PROCESSING TIME:**

- ✓ Action on this application is posted to the web in real time. Please visit our website if you wish to monitor progress. If the status appears as Pending, this means that your application was received by this office and it is pending or under review. Once reviewed and if everything about your application meets the licensing requirements, the license will be issued and the status will show as ACTIVE online. If your application is incomplete, a letter will be sent to you with the list of required additional information.
  
- ✓ Please refrain from calling our office to “check” on your application as these calls only serve to slow our ability to review and process applications. Information regarding the status of applications may be found at the Office of Professional and Occupational Regulation’s website [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing). We appreciate your thoughtful attention to this request.
  
- ✓ Once your license is issued it is immediately visible online with an “active” status. Licenses are printed off site and require at least 14 business days for delivery. In the case of trainee licenses, your license will be mailed directly to the establishment or booth noted in your application.

STATE OF MAINE DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION

**Mailing Address:** 35 State House Station, Augusta, Maine 04333 **Courier/Delivery address:** 76 Northern Avenue, Gardiner, Maine 04345  
Phone: (207) 624-8603 Fax: (207) 624-8666 TTY users call Maine relay 711 web: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)

### Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035
- **Where are you located?** 76 Northern Avenue, Gardiner, Maine.
- **What hours are you open?** 8:00 AM to 5:00 PM weekdays
- **Can I come to Gardiner to drop off my application?** Yes. You will not leave with a license, though.
- **Can I come to Gardiner to pick up my license?** No. Your license will be mailed to you.
- **How long does it take to process an application?** You can check our website: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing). Your license will show up as PENDING at first; as soon as your status is ACTIVE you are authorized to practice.

### NOTICES

**PUBLIC RECORD:** This application is a public record for purposes of the Maine Freedom of Access Law (1 MRS §401 et seq). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.

**SOCIAL SECURITY NUMBER:** The following statement is made pursuant to the Privacy Act of 1974. Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 35 MRS §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(c)(2)(C)(i)). Your Social Security Number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your Social Security Number and it shall be treated as confidential tax information pursuant to 36 MRS §191.

#### Before you seal the envelope, did you:

- Complete every item on the application (incomplete applications may be returned)
- Sign and date your application
- Make a copy of your application to keep for your records