STATE OF MAINE
DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
BARBERING AND COSMETOLOGY LICENSING
35 STATE HOUSE STATION AUGUSTA, MAINE 04333-0035

INSTRUCTOR COURSE AFFIDAVIT/TRANSCRIPT

To be completed by an authorized school official (Please print legibly)

Student Name: _____ Date of Birth: _____

Student Address: _____
STREET CITY STATE ZIP

School Name: _____ School Lic #: _____ Exp. Date: _____

School Address: _____
STREET CITY STATE ZIP

Check One: ☐ Course Complete (*600 Hours*) ☐ Student Withdrew ☐ Terminated by the School

Withdrew/Termination Date (*If applicable*): _____

Enrollment Date: _____ **Completion Date:** _____

Complete this section only if student was granted credit from a school transfer

Transfer School Name: _____ Total Hours Credited: _____

Transfer School Address: _____
STREET CITY STATE ZIP

COURSE SUBJECT	HOURS	COURSE SUBJECT	HOURS
Review of all subjects applicable to the practice course of study for which the instructor license is intended.		Communication skills and lesson delivery. ("C")	
Health, safety standards and infection control standards, blood exposure procedures, safety procedures for chemical exposure, basic first aid, sterilization, sanitation and wet and dry disinfection standards.		Creating, managing and retention of student records and student enrollment, collections, and office work. ("C")	
Curriculum theory and demonstration lesson plan development; curriculum delivery and learning styles applicable to theory, laboratory and clinical; managing learning environment such as classroom and clinic floor environment, professional and student conduct, supervision, student advising and counseling and time management techniques. ("C")		Achieve knowledge and ability to teach the Program laws and related rules and other laws and rules including, but is not limited to: health and sanitation; infection control standards; fire safety; labor laws; unemployment compensation laws; workers' compensation and equal opportunity employment laws.	
Methods of instruction and assessment such as: demonstration, discussion, assignments and follow up and other learning methods; materials of instruction such as tools, equipment and technology; and obstacles to learning. ("C")		Business planning, finances, ownership, booths, operation, personnel, public relations, appointments, retail sale, consumption and inventory of supplies and product, insurance, establishment policies and record keeping.	
		Total Hours Credited:	

I, as this school's authorized official, hereby certify that all instruction including theory, practice and clinical training in the course areas described in this affidavit was provided to the student named in this affidavit in accordance with the Barbering and Cosmetology Licensing Act and related rules and that hours credited were satisfactorily completed. By signature, the student concurs with the content of this affidavit and affirms to having been provided with the instruction described herein.

_____ _____
Authorized School Official Date Student's Signature Date

This document will not be accepted if it is in any way defaced, altered, copy, redacted, including use of white out