Barbering and Cosmetology News Flash

Maine Department of Professional and Financial Regulation

Volume 1, Issue 1

December 1, 2008

Licenses changing to an annual expiration New date to remember, October 31

All currently active licenses, *with the exception of* student, trainee and school licenses, will be converted to an annual fixed date license expiration date.

How will this happen?

Converting all licenses to a new fixed expiration date will begin mid-December. We will begin to reprint all licenses with a new expiration date that will replace the license you currently hold at no cost to you.

New expiration date schedule:

- If your current license expiration date falls between **January 1, 2009 and September 30, 2009** your new license expiration date will be **October 31, 2009.**
- If your current license expiration date falls between **November 1, 2009 and September 30, 2010** your new license expiration date will be **October 31, 2010.**
- If your current license expiration date falls between **November 1, 2010 and December 31, 2010** your new license expiration date will be **October 31, 2011.**

You should receive your license with the new expiration date by the end of January 2009. Upon receiving your newly printed license with the October 31 expiration date, please destroy your old license and use your new license.

If you do not receive a license with your new expiration date, please contact our office immediately by email at barbercosm.lic@maine.gov

Get ready to renew your license:

You may renew your license online via our website up to 60 days prior to the expiration date. When renewing your practice license, you may use the access code that was provided to you or the last four digits of your social security number. IMPORTANT, when entering your cosmetology license number, i.e. CO123, the "O" next to the "C" is the letter O, not the number zero.

If you are renewing a business license, you MUST use the access code, the social security number or FEIN number is not an option. If you have lost the access code number, you may file a request to obtain your access code on the renewal page online—click on "Forgot Access Code?" You need your license number to complete this request. If you forgot your license number, you can find it online under "Find a Licensee" and follow directions. The access code number will be sent to you by return email or by regular. Only if your email matches the one on file will the access code be delivered by email. For security reasons, we cannot give you the access codes by phone.

Using the online license renewal method is now the quickest method to renew your license. We strongly encourage you to renew online. See the back page for tips on computer access and temporary credit cards.

If you need a paper renewal, please download your renewal application from our website, complete it and mail it to our office together with the appropriate fee. Mailing an application does not mean your license is renewed, you should allow at least 4 weeks for this office to process your application, please plan accordingly.

Initial licenses will be issued based on the annual fixed expiration date policy.

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Special points of interest:

- ✓ This News Flash is posted online and we encourage you to watch our website for future "News Flash" postings.
- ✓ Whenever a new license is printed the access code is on the new license document. Be sure to keep this access code in a secure place for future reference.

New licensing fees to take effect in January 2009

For a list of the current fees, please visit our website at: www.maine.gov/professionallicensing

- ✶ *Click on*: PROFESSIONS AND OCCUPATIONS. Select barbers or cosmetologists; this will bring you to application pages for all license categories. Look for the blue column to the right under "about this board."
- ✶ *Click on:* LAWS AND RULES. This page provides links to the Revisor's Office for pertinent laws and to the Office of the Secretary of State's website for rules you need to know to practice in Maine. See Chapter 10 of the administrative and department provisions for information on fees. For information the proposed new fees, visit "Proposed fee rule changes for nine boards" at the Office of Licensing and Registration webpage.

Everything you need at the click of the button. Check Out Online Services www.maine.gov/professionallicensing

Mind over matter….

From the web address above, you can:

- Download applications and information to apply for a practice or business-type license. *Click on "Apply for a License" "Applications & Forms"*
- Link to barbering and cosmetology laws and rules and related laws and rules.
- Check to see if we received the application you mailed and watch for when we issue your license by clicking on *"Find a Licensee …."*
- Obtain a list of licensees. *Click on "Find a Licensee or List of Licensees."*
- Update your contact address information. *Click on "Change your Address Online."* This is only available for practice licenses and is not an option for establishment or booth licenses.
- Research licensee discipline
- Featured link to a list of approved instructor continuing education courses.
- FAQs
- File a complaint against a licensee
- Renew Online—you can access this feature directly with this web address: www.maine.gov/online/pfrrenewal or via the above web address in the title.

If you begin to renew your license online and wish to pay by check—you may print your application at the payment option point and mail it to our office along with your check. Again, we encourage you to renew your license online for faster service. A manually processed renewal can take at least 4 weeks and mailing your application does not mean your license is renewed for you to continue to work once your license expires.

Don't wait to renew your license. Periodic scheduled web maintenance may require you to wait a few hours. Once your license expires, you will be responsible for any late fees.

GO FOR IT!
RENEW ONLINE

Thanks to the nearly 75% of licensees who have renewed their licenses online. Let's see if we can hit the 100% mark by

October 31 2009!

"ALERT
Do you know about the law that took effect on September 20, 2007, requiring you to report certain information?"

Did you know: Mandatory 10-day notifications - Title 10 §8003 -G

All licensees and applicants for licensure must report to the office in writing any of the following, **no later than 10 days after the change or event,** as the case may be:

a. Change of name or address; *(note: you can change your contact address online yourself. A name change must be reported in writing.);*

b. Criminal conviction;

c. Revocation, suspension, or other disciplinary action taken in this or any other jurisdiction against any occupational or professional license held by the applicant or licensee; or

d. Any material change in the conditions or qualifications set forth in the original application for licensure submitted to the office, board or commission.

Please help us to better serve you. We receive hundreds of calls, emails, regular mail, and service walk in customers. If you leave a voice message, please give us time to return your call before calling back. Repeat calls will slow down our ability to respond as quickly as we would like. All calls are returned in the order received.

Meet the Staff

Our mission and goal is to provide our customers with efficient and courteous service.

Licensing: (All license types)
Debra Thompson, Office Specialist—207-624-8579
Email: debra.d.thompson@maine.gov

Board Business: (Meetings)
Kelly McLaughlin, Staff Development Sp—207-624-8621
Email: kelly.l.mclaughlin@maine.gov

Field Inspections/Investigations:
Mary Ackerson, Sr. Compliance Inspector
(contact Debra Thompson)

To File a Complaint: Send written complaint to: Board office, see address on back page. Please mark "Complaints & Investigations" on envelope; Or file your complaint online. Unsigned anonymous complaints are not accepted.

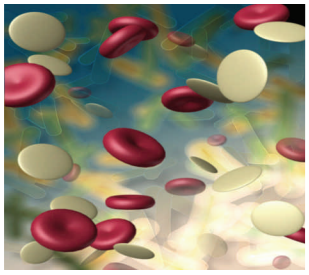
Administrator
Geraldine L. Betts—207-624-8625
Email: geraldine.l.betts@maine.gov

Prevent the spread of bacteria and promote good hygiene

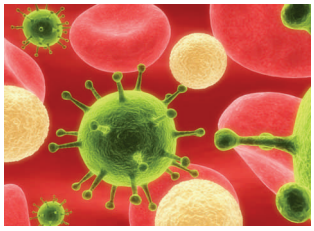
Board Rule 3.08 requires that you thoroughly wash your hands prior to the start of work, after using the rest room and as often as may be necessary to remove soil and contagions. Practice good hygiene to reduce the amount of bacteria on your skin. According to Dr. Dora Anne Mills, Maine Public Health Director, State Health Officer and Director of the Maine Center for Disease Control, "practicing good hygiene is the number one way to stop the spread of some forms of bacteria."

Wash your hands...

- With soap and warm water for 15 to 20 seconds, making sure to scrub up to your wrists, between your fingers and under and around nails.
- Rinse your hands with warm running water.
- Dry with a paper or cloth towel. Do not share towels. Remember, cloth towels in salon rest rooms are prohibited.
- Turn the faucet off using a paper towel (remember, your hands were dirty when you turned the faucet on).
- Throw the paper towel in the trash.



Protect your clients and yourself against the spread of bacteria and blood borne pathogens.



Board Rule 3.09 (I) Any tool, instrument or item which has been contaminated with blood borne fluid shall immediately be washed with hot sudsy water.

1. Any disposable material coming into contact with blood and/or body fluids shall be deposited in a sealable plastic bag or in a manner that not only protects the licensee and client, but also others who may come in contact with the material, i.e. sanitarian workers.

2. Any disposable sharp objects that come in contact with blood or other body fluids shall be disposed of in a sealable puncture proof container strong enough to protect the licensee, client and others from accidental cuts or puncture wounds that could happen during the disposal process.

3. Shop owners shall have both sealable plastic bags and sealable rigid containers available for use at all times.

Unlicensed practice—how can you help

....Verify that the person you hire holds a valid license to practice by checking license status online....

We receive many reports of unlicensed practice due to failure to obtain a license to practice initially or failure to timely renew a license.

As an employer you can be held responsible for employing a person who does not have a valid license to practice. (32 MRSA §14205, Sec. 1 (B))

Our licensing database is accessible online and you can check licenses online anytime. It's easy and quick. Go to www.maine.gov/professionallicensing under "User Tools" click on "Find a licensee" and follow the directions. The information is "real time" data. This means the minute we issue a license it will show up on the web.

A few pointers: A "P" status license means that our office received an application and it is pending review. This does not mean the applicant can practice; only that the office has received an application. Only when you see the status change to "A" is a person authorized begin to practice.

ESTABLISHMENTS AND BOOTH RENTERS

The opening of your new business is important to us. Here are a few helpful tips to avoid delays in the processing of your application.

- No license is transferable to another person or location. If you move your shop or booth, you must file a new application and obtain a new license. You may not open your shop until a new license has been issued.
- A change in ownership of your shop or booth requires a new license. This includes adding or deleting a person to a partnership. You may not transfer your existing license to another owner and the new owners cannot work under your shop license. A change in the ownership of a shop constitutes a change in the booth rental. The booth license issued is only valid for the shop it was originally authorized to operate in. A license is issued on the basis of the information on your original application and any changes requires a new application and new license.
- Incomplete applications will be returned. Please be sure to check the application for completeness before mailing.
- Self-inspection Checklist. The checklist is a determining factor for or regarding the issuance of your shop or booth license. It is important that you accurately and truthfully respond to each question. To confirm that your shop or booth is in compliance with laws and rules, an inspection will be conducted within 60 days of issuance of your license. False reports could lead to sanctions against your license. Please use care when completing the checklist.
- Shop and booth applications, the self-inspection checklist, laws and rules are available online.
- Physical address on shop and booth applications. When completing your application for a shop or booth license, please list the physical address/location of the shop or booth and not your home address.

Maine Department of Professional and Financial Regulation

Office of Licensing and Registration
Barbering and Cosmetology
35 State House Station
Augusta, ME 04333

Phone: 207-624-8579
Fax: 207-624-8637
E-mail: barbercosm.lic@maine.gov

Physical Location
76 Northern Ave., Gardiner, ME
Gardiner Annex Bldg.

P&FR

We're on the Web:
www.maine.gov/professionallicensing

RENEW YOUR LICENSE ONLINE

You may also download your renewal application from the online renewal web page.

Downloading the application does not constitute license renewal or entitle you to continue to work beyond the expiration of your license. Mailing an application to renew your license manually takes up to 4 weeks to process and issue a license. Until your license is issued, you are not eligible to work past the license expiration date.

To avoid delays and to get an immediate turn around on issuance of your license, renew online!

Only if you renew your license online will your license be immediately renewed and activated to allow you to continue to work pending receipt of your license.

If you do not have a computer, visit your local library to use the general public computers. If you do not have a credit card, visit your local supermarket where you may purchase a pre-paid debit card.

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