



## North Carolina Board of Barber Examiners OUT-OF-STATE APPLICANT

7001 Mail Service Center, Raleigh, North Carolina 27699-7000  
Phone (919) 814-0640 • Fax (919) 981-5068  
barbers.nc.gov • barberboard@nc.gov

### WAIT! ARE YOU FILLING OUT THE CORRECT FORM?

This may not be the correct form for you, even if you're licensed in another state. Please read this section to find out whether you should submit this form or apply in another way.

**Please answer all of the following questions, which will help you decide whether this is the correct form.**

- Yes  No Do you hold a valid barber license in another state?
- Yes  No Have you practiced as a licensed barber at least one out of the past five years?
- Yes  No If you had any complaints or disciplinary proceedings against your professional license, have they been resolved (closed)? If you haven't ever had a complaint or disciplinary proceeding against your license, please answer "Yes."
- Yes  No Have you either attended barber school for at least 1,500 hours or practiced as a licensed barber for at least five years?

If you answered "No" to any of the questions above, this is the wrong form. Please contact us for help on how to get credit for out-of-state training.

### PLEASE READ BEFORE YOU BEGIN!

- Please make sure you carefully read all the instructions, including the previous section about whether you're completing the correct form. Please don't assume that this is the correct form simply because you're licensed in another state.
- This application is **six pages long**. Please make sure you complete all pages.
- Don't leave any fields blank, unless the instructions say that the field is optional or that you can leave it blank. Otherwise, your application may be delayed.
- Please be sure to have the form notarized and make sure it's legible.
- Send the completed form to the address above.

**PERSONAL INFORMATION**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ MI: \_\_\_\_\_  
*(Optional)*

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone (optional): \_\_\_\_\_ Fax (optional): \_\_\_\_\_

Email (optional): \_\_\_\_\_

**BARBER SCHOOL**

Did you attend barber school?     Yes     No

If you answered "Yes," please complete the information below. If you answered "No," you can skip to the "Certification Letter" section below.

Name of your barber school: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**The application continues on the next page**

## OTHER IDENTIFYING INFORMATION

**IMPORTANT: this information is required, and we cannot process your application without it.**

Social Security Number: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
(We can only accept Social Security Numbers and are prohibited from using Tax Identification Numbers.)

### Privacy and security information

*Why do we collect this information?*

N.C. Gen. Stat. § 93B-14 requires the board to collect and disclose data to the following state agencies:

- Department of Revenue for the purpose of enforcing tax laws; and
- Department of Health and Human Services for the purpose of enforcing child support orders.

*How will this information be used?*

We only use this data for identification purposes and disclose it only as required by law. Apart from sharing the data with the Department of Revenue and Department of Health and Human Services, we currently also share the data with the Government Data Analytics Center as required by N.C. Gen. Stat. § 143B-1385(c). If the board is required to share data with any other sources not listed above, the board will post a general notice on its website.

*How is this information protected?*

We follow industry best practices and strict state laws designed to protect your data from unauthorized access, including limiting the number of staff members who have access, protecting data behind firewalls, and encrypting data at rest in and in transit.

**The application continues on the next page**

*The rest of this page is left blank to comply with N.C. Gen. Stat. § 132-1.10(b)(2).*

## CERTIFICATION LETTER

You must submit a certification letter (sometimes called a verification letter) from the board or agency in the state where you currently have a license. Please contact that board or agency to request this certification letter. Licensing boards and agencies regularly issue these certification letters, so yours should be familiar with them. If you have any questions, please contact us.

The certification letter should indicate at least the following information:

- Your length of licensure
- Whether you held a license continuously or whether there were breaks or interruptions
- If there were any breaks, the reason for those interruptions
- Whether there have been any disciplinary actions against your license

Our rules don't require the certification letter to indicate the number of barber-school hours you completed. However, if you attended barber school, we will need to have proof of your hours (see the next section, "Examinations" for more information). It will be helpful if the certification letter indicates either the number of hours you completed or how many hours were required for you to receive a license.

## EXAMINATIONS

This section will help you find out whether you can be licensed by endorsement (without having to take the exams) or whether you will have to take written and practical exams. (Please keep in mind that this section is designed to give you information about what requirements you'll have to fulfill, including fees. Whatever answer you give, we'll still make our own determination on whether you have to take the exams.)

Yes    No   Did you attend barber school for at least 1,500 hours? (If you received on-the-job training instead of attending school, please answer "No.")

If you answered "Yes," you shouldn't have to take the exam, but we'll need some proof that you completed those hours. In many cases, the certification letter (see the previous section) will provide that information or at least tell us the minimum number of hours you had to complete to get a license. If you have transcripts or similar documentation, you can also include that information.

If you answered "No," you'll have to take written and practical exams. **Please see the temporary permit section below for information on how to work while you're waiting to take and pass the exam.** Although you're not required to pay fees at this time, you may want to submit your exam fees with this application to expedite the temporary permit.

## TEMPORARY PERMIT

If you're required to take the examination, we'll send you a temporary-permit form. If you're approved for the temporary permit, you'll be able to work for a period of time while you try to pass the exams. (There are limitations—for example, you wouldn't be able to manage a shop, and you'd have to work under the supervision of a registered barber.) When we send qualifying individuals the temporary-permit form, we'll provide more information, or you can contact us with questions.

## CRIMINAL HISTORY

The board will conduct a criminal-background check to see whether you have any convictions for felony offenses. Not all felony convictions will disqualify you. If we find any disqualifying felony convictions, you will be scheduled for a hearing before the board. Please keep in mind that the board staff may need to ask you for information about your criminal record.

## EMPLOYEE CLASSIFICATION

You must read the Public Notice Statement below and answer the two questions below. Please note that if you answer Yes to the second question, you must submit documentation. **Your application will not be processed without this information.**

1. Have you read and understood the Public Notice Statement below?

Yes       No

2. Have you been investigated for employee misclassification?

Yes       No

Please note: if you responded Yes to having been investigated for employee misclassification, you must submit the results of the investigation for review.

### ***Public Notice Statement Required by N. C. Gen. Stat. § 143-789(a)(5)***

*Any worker who is defined as an employee by N.C. Gen. Stat. §§ 95-25.2(4) (NC Department of Labor), 143-762(a)(3) (Employee Fair Classification Act), 96-1(b)(10) (Employment Security Act), 97-2(2) (Workers' Compensation Act), or 105-163.1(4) (Withholding; Estimated Income Tax for Individuals) shall be treated as an employee unless the individual is an independent contractor. Any employee who believes that the employee has been misclassified as an independent contractor by the employee's employer may report the suspected misclassification to the Employee Classification Section within the North Carolina Industrial Commission.*

*(Continued on the next page)*

Employee Classification Section, North Carolina Industrial Commission  
1233 Mail Service Center  
Raleigh, NC 27699-1233  
Telephone: (919) 807-2582, Fax: (919)715-0282  
Email: emp.classification@ic.nc.gov

**NOTE:** don't send this form to the address on the left. Only use that address to report suspected misclassification. Send this form to the address at the top of the front page.

*Employee misclassification is defined as avoiding tax liabilities and other obligations imposed by Chapter 95, 96, 97, 105, or 143 of the North Carolina General Statutes by misclassifying an employee as an independent contractor. N.C. Gen. Stat. § 143-786.*

## FEES

You DO NOT need to send any payment at this time or answer the “Yes/No” question in this section. We’ll let you know once we’ve finished working on your application how much you owe. However, if you want to expedite the process, you may submit the appropriate fee as indicated below.

If you want to send payment now, please send check, cashier check, or money order. You SHOULD NOT send cash. If you hand-deliver this application to our office, you can also pay by credit or debit card (Visa, MasterCard, or Discover).

Yes  No Do you have to take the exams? (Please see the “Examinations” section on page three.)

- **If you answered “Yes,” your exam fees will be \$170.** Please keep in mind that once you pass the exams, you’ll need to pay an additional \$50 for the license fee, but you shouldn’t send the license fee at this time.
- **If you answered “No,” your endorsement fee will be \$120.** Once we approve your application and verify that you’re eligible for endorsement, we’ll send your license.

## ATTESTATION

I, \_\_\_\_\_, hereby swear or affirm that the statements on this form are true and accurate to the best of my knowledge and belief.

Applicant’s signature: \_\_\_\_\_ Date: \_\_\_\_\_