



MISSISSIPPI BOARD OF BARBER EXAMINERS

MANDATORY PAPERWORK FOR MS BARBER BOARD REQUIREMENTS FOR ENROLLING IN BARBER COLLEGE:

- ❖ **EVERY STUDENTS FILE MUST BE IN COMPLIANCE BEFORE A PERMIT OR EXAM DATE IS GIVEN!
NO EXCEPTIONS AT ALL!**

**FIRST AND FOREMOST, ONLY USE FULL LEGAL NAMES – NO NICKNAMES OR SHORTENED
NAMES SHOULD BE USED**

THIS INCLUDES THE FOLLOWING:

- A. **FIRST FORMS NEEDED WHEN YOU ENROLL A STUDENT: PAPERWORK WILL BE SENT BACK TO YOU WITH LETTER OF NON-COMPLIANCE IF INCOMPLETE:**
- HIGH SCHOOL DIPLOMA OR GED CERTIFICATION
 - QUANTITY 2 – 2" X 2" PASSPORT SIZE PHOTOS
 - SOCIAL SECURITY CARD
 - SCHOOL ENROLLMENT FORM
- B. **ALL MONTHLY REPORTS ARE DUE TO STATE OFFICE BY THE 10TH OF EACH MONTH, BUT, NO LATER THAN THE 15TH!**
- ALL REQUIRED LINES FOR SIGNATURES AND DATES MUST BE FILLED IN COMPLETELY BY STUDENT AND INSTRUCTOR
 - EACH STUDENT WHO IS ENROLLED IN DAY & NIGHT CLASSES, YOU MUST HAVE SEPARATE MONTHLY REPORT FORMS; MAKE SURE YOUR ACCUMULATED HOURS ARE BROUGHT FORWARD; ADD UP CORRECTLY AND STATE AT TOP RIGHT, DAY CLASS OR NIGHT CLASS
 - OWNER CAN NOT SIGN OR INITIAL STUDENTS NAME OR WRITE STUDENT NOT PRESENT.
 - **THEY MUST BE SIGNED BY STUDENT AND INSTUCTOR OR YOUR PAPERWORK WILL BE RETURNED AS INCOMPLETE!**
- C. **EXAM APPLICATION & REQUEST FOR PERMIT**

*******IF A STUDENT IS A NO SHOW FOR THEIR ORIGINAL EXAM DATE, IT IS
CONSIDERED 1 FAILURE. THEY MUST REAPPLY BY THE NEXT **TWO (2)**
EXAM DATES, BECAUSE IT WILL BE CONSIDERED AS 2 MORE FAILURES
AND THEY MUST RETURN TO SCHOOL FOR 375 REFRESHER COURSE
HOURS*******

- D. **CHECK OR MONEY ORDER MADE OUT TO MS BARBER BOARD FOR THE CORRECT AMOUNT DUE:**

1. BARBER EXAM	\$ 100.00
2. CROSSOVER EXAM	\$ 100.00
3. INSTRUCTOR EXAM	\$ 105.00
4. RETAKE FEE OF ANY PART	\$ 55.00

WE MUST HAVE A CORRECT ADDRESS TO SEND PERMITS AND LICENSES TO!

E. IF A STUDENT OWES THE SCHOOL MONEY, WE MUST HAVE THE FOLLOWING REQUIRED PAPERWORK:

- A LETTERHEAD STATEMENT FROM THE SCHOOL STATING THE STUDENTS NAME AND AMOUNT OWED.
- THE STUDENT CANNOT TAKE THE EXAM OR TRANSFER ANY HOURS TO ANOTHER SCHOOL OR OUT OF STATE UNTIL BALANCE IS PAID IN FULL.
- WHEN BALANCE IS PAID, WE NEED ANOTHER LETTERHEAD STATEMENT STATING STUDENTS NAME AND THAT STUDENT HAS PAID IN FULL.

BARBER

- HIGH SCHOOL DIPLOMA OR GED CERTIFICATION
- QUANTITY 2 - 2' X 2" PASSPORT SIZE PHOTOS
- SOCIAL SECURITY CARD
- SCHOOL ENROLLMENT FORM
- **STUDENTS ARE REQUIRED TO DO 1500 HOURS FOR BARBERING**

CROSSOVER

- HIGH SCHOOL DIPLOMA OR GED CERTIFICATION
- QUANTITY 2 - 2' X 2" PASSPORT SIZE PHOTOS
- SOCIAL SECURITY CARD
- SCHOOL ENROLLMENT FORM
- **COPY OF CURRENT COSMETOLOGY LICENSE/CURRENT COSMETOLOGY INSTRUCTOR LICENSE**
- **STUDENTS ARE REQUIRED TO DO 600 HOURS FOR BARBER CROSSOVER**
- **STUDENTS ARE REQUIRED TO DO 1000 HOURS FOR INSTRUCTOR CROSSOVER BECAUSE THEY HAVE NOT BEEN IN THE BARBERING INDUSTRY FOR 2 YEARS!**

INSTRUCTOR

- HIGH SCHOOL DIPLOMA OR GED CERTIFICATION
- QUANTITY 2 - 2' X 2" PASSPORT SIZE PHOTOS
- SCHOOL ENROLLMENT FORM
- **COPY OF CURRENT BARBER LICENSE**
- **STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING:**
 - **600 HOURS** IF THEY HAVE BEEN WORKING IN THE BARBERING INDUSTRY FOR 2 YEARS OR MORE, TRANSFERRING IN FROM ANOTHER STATE,
 - **1000 HOURS** IF THEY HAVE NOT BEEN WORKING IN THE BARBERING INDUSTRY (STRAIGHT OUT OF SCHOOL OBTAINING THEIR BARBER LICENSE, TRANSFERRING IN FROM ANOTHER STATE AS BARBER, OR TAKING THE INSTRUCTOR COURSE FROM BECOMING A CROSSOVER, ETC.)

RETAKES

- EXAM APPLICATION WITH APPROPRIATE BOX MARKED
- CHECK OR MONEY ORDER FILLED OUT
- MAKE SURE STUDENTS NAME AND SCHOOL ARE LEGIBLE ON THE INFORMATION

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR STATE BOARD OFFICE.