



Department of Commerce, Community, and Economic Development

Virtual Meeting Code of Conduct

I understand that by participating in any virtual board meeting or event hosted by the Department of Commerce, Community, and Economic Development, **I am agreeing to the following code of conduct:**

Expected Behavior

- All board members, invited guests, members of the public, and staff will be treated with respect.
- Be considerate, respectful, and collaborative with fellow participants.
- Demonstrate understanding that the boards are following a business agenda and may reasonably change it to ensure meeting efficiency.
- Speak only when recognized by the Chair. When speaking, adhere to the topic and time limits.
- Recognize the Chair has the authority to manage the meeting, and staff may intercede to assist, if needed.
- All participants are subject to State and Federal laws.

Unacceptable Behavior

- Harassment, intimidation, stalking, or discrimination in any form is considered unacceptable behavior and is prohibited.
- Physical, verbal or non-verbal abuse, or threat of violence toward any board member, invited guest, member of the public, staff, or any other meeting guest/participant by any meeting participant is prohibited.
- Disruption of any meeting or hosted online session is prohibited. Public participants should mute their microphones and turn off video when not recognized by the chair.
- Examples of unacceptable behavior include:
 - Interrupting the meeting without being recognized by the Chair.
 - Making harassing comments or exhibiting other disruptive unprofessional behavior.
 - Comments related to gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, religion, national origin, or political affiliation;
 - Sharing screen or presenting video without being recognized by the Chair;
 - Inappropriate use of nudity and/or sexual images in presentations;

- Use of music, noise, or background conversations as a disruption. While this may happen briefly or incidentally, prolonged or repeated incidents are prohibited.
- Shouting, badgering, or continued talking over the speaker who has been recognized by the Chair.

Reporting Unacceptable Behavior

If you or anyone else in the meeting is in immediate danger or threat of danger at any time, please contact local law enforcement by calling 911. All other reports should be made to a member of the management team.

Consequences

If the director of the division/agency hosting the meeting determines that a person has violated any part of this code of conduct, staff or board members may take any of the following actions against any individual or group found to be in repeated violation of the code of conduct:

Sanctions may include, but are not limited to:

- Verbal or written warnings;
- Limiting a participant's ability to engage in the meeting, including muting, stopping video, or expelling a participant from the meeting;
- Suspending attendance at a future meeting or event – both virtual and in-person;
- Reporting conduct to an appropriate state entity/organization;
- Reporting conduct to local law enforcement.



Board of Barbers & Hairdressers Meeting

Alaska Division of Corporations, Business and Professional Licensing

November 5, 2025 at 9:00 AM AKDT to November 5, 2025 at 4:30 PM AKDT

Zoom Details: <https://us02web.zoom.us/j/84894669477>

Meeting ID: 848 9466 9477

Call In: 1-669-900-6833

TENTATIVE MEETING AGENDA

Working Groups May Occur

Agenda:

- 1. 9:00 a.m. November 5, 2025 Call to Order/Roll Call**
- 2. 9:05 a.m. Review/Amend Agenda and Mission Statement**
 - A. Review/Amend Agenda
 - B. Mission Statement
- 3. 9:10 a.m. Ethics Disclosure**
- 4. 9:15 a.m. Administrative Business**
 - A. Review/Edit/Approve Meeting Minutes
 - i. August 13, 2025 Strategic Planning Meeting
 - ii. August 20, 2025 Board Meeting
 - iii. September 10, 2025 Strategic Planning Meeting
 - iv. October 14, 2025 Strategic Planning Meeting
- 5. 9:20 a.m. Investigations**
 - A. Investigative Report
 - B. Investigative Probation Report
 - C. Executive Session
 - D. Fine Matrix/Schedule Amend
- 6. 11:20 a.m. Break/Recess**
- 7. 11:30 a.m. Administrative Business, Cont.**
 - A. Strategic Planning Report (J Pestrikoff and S Chambers)
 - i. Homework Check In
 - B. Medical Spa's Multi-Board Workgroup Report (S Thompson and S Chambers)
 - i. Medical Spa Services Frequently Asked Questions
 - ii. August 13, 2025, Board Meeting Medical Spa Correspondence Responses

- a. Thatiana Marchi, Scope of Practice Inquiry – Use of Non-Invasive Body Contouring Device – Response from S Chambers
- b. Jessie Hill - Laser Tattoo Removal Questions– Response from S Chambers
- c. Sarah Crosswhite, Medical Director Questions– Response from S Chambers
- d. Marie Hensley, Esthetician Training– Response from S Chambers

8. 12:00 p.m. Lunch

9. 1:00 p.m. Public Comment

10. 1:30 p.m. Division and Financial Update

- A. FY25 3rd Quarter Budget Report (M Dumas)
- B. Administrative Order 360 (AO 360) (Chambers/Robb)

11. 2:30 p.m. Administrative Business, Cont.

- A. Advisory Board Discussion (McKinley)
- B. Alignment and Priority Check (J Pestrikoff)
- B. Schedule Future Board Meetings and Strategic Planning Meetings
- C. Correspondence
 - i. Sarah Maxwell, Tattooing Courtesy License Process Concerns
 - ii. Linda McLendon – Continuing Education
- D. Board Chair and Vice Chair Elections
- E. Application Review
 - i. PLACE HOLDER
- F. Tattooing and Permanent Cosmetic Coloring Theory Written Exam Adoption Discussion

2. 4:30 p.m. Adjourn

III. Executive Branch Ethics

Service on a state board or commission is a public trust and members are expected to conduct the public's business in a way that preserves the integrity of the governmental process and avoids conflicts of interest. The Ethics Act (AS 39.52) doesn't forbid public officers from having opinions, interests, or professional pursuits outside of their service on boards or commissions, but it does require that members disclose certain matters so a determination can be made about whether they constitute a conflict of interest.

Compliance with the Executive Branch Ethics Act

All board and commission members and staff should be familiar with the procedures outlined below. The Act covers a board, commission, authority, or board of directors of a public or quasi-public corporation, established by statute in the executive branch of state government. Additional information is available from the Alaska Department of Law at <http://law.alaska.gov/doclibrary/ethics.html>. Much of the information in this section of the manual is taken directly from this site.

Misuse of Official Position (AS 39.52.120)

Members of boards or commissions may not use their positions for personal gain or to give an unwarranted benefit or treatment to any person. For example, members may not:

- use their official positions to secure employment or contracts;
- accept compensation from anyone other than the State for performing official duties;
- use State time, equipment, property or facilities for their own personal or financial benefit or for partisan political purposes;
- take or withhold official action on a matter in which they or an immediate family member have a personal or financial interest;
- coerce subordinates for his/her personal or financial benefit, or
- attempt to influence the outcome of an administrative hearing by privately contacting the hearing officer.



Alice knew that a proposal that was before the board would harm Alice's business partner. Instead of publicly disclosing the matter and requesting recusal, Alice engaged in discussions about the proposal and voted on the proposal.



Jack serves on a board that regulates parts of the building construction industry. Wearing a nametag that identifies him as a member of the industry board, Jack goes to a contractors' trade show and sets up a booth for his consulting business, called "Building a Future in Alaska."

Improper Gifts (AS 39.52.130)

A board or commission member may not solicit or accept a gift if it could reasonably be inferred that the gift is intended to influence the member's action or judgment. "Gifts" include money, items of value, services, loans, travel, entertainment, hospitality, and employment. The division has interpreted this guidance narrowly to ensure transparency in awareness and reporting.

Travel includes any expense paid directly to the board member in conjunction with a trip connected to the member's position on the board. This type of trip must be approved through the division and all reimbursements made through the CBPL Travel Desk to avoid violating the state's rules regarding travel.

(See section on travel.) All gifts from registered lobbyists are presumed to be improper unless the giver is an immediate family member of the person receiving the gift. This restriction on gifts does not apply to lawful campaign contributions.

A gift worth more than \$150 to a board or commission member or the member's family must be reported within 30 days if:

- the board member can take official action that can affect the giver, or
- the gift is given to the board member because he or she is on a state board or commission.

The receipt of a gift worth less than \$150 may be prohibited if it could reasonably be inferred that the gift is intended to influence the board member's action or judgment. Receipt of such a gift should be disclosed.

Any gift received from another government, regardless of value, must be reported; the board or commission member will be advised as to the disposition of this gift.

A form for reporting gifts is available at law.alaska.gov/doclibrary/ethics.html or from the board or commission staff.

☹️ The commission is reviewing Roy's proposal for an expansion of his business. Roy invites all the board members out to dinner at an expensive restaurant. He says it will be okay since he isn't excluding any of the members.

😊 Sam buys a holiday gift every year for Jody. Jody was recently appointed to a board, but Sam has no business that is up before the board.

☹️ Margie is a board member and decides to take a last-minute trip to a national conference for state board members in her industry. She is directly reimbursed by the national association for her meals, airfare, and rental car.

Improper Use or Disclosure of Information (AS 39.52.140)

No former or current member of a board or commission may use or disclose any information acquired through official duties if that use or disclosure could result in a financial or personal benefit to the board member (or a family member) unless that information has already been disseminated to the public.

😊 Sheila has been on the licensing board for several years. She feels she has learned a great deal of general information about how to launch a successful business venture. So, she sets up her own company helping small businesses get started and does well. She is careful not to assist in completing license applications that will be evaluated by the board on which she serves.

☹️ Gordon is a tattoo artist and the reviewing board member for an investigation of serious potential violations of health and safety issues by a licensed shop owner. Before the board votes on the matter, he tells several people who are thinking of getting a tattoo there about the confidential matter and encourages them to come to his shop instead.

Improper Influence in State Grants, Contracts, Leases or Loans (AS 39.52.150)

A board member who can affect the award or administration of a State grant, contract, lease, or loan may not apply for, or have an interest in that State grant, contract, lease, or loan. This prohibition also applies to the board member's immediate family.

A board member (or a family member) may apply for or be a party to a *competitively solicited* State grant, contract or lease, if the board member does not serve in the same administrative unit awarding or administering the grant, contract, or lease *and* so long as the board member does not take official action in the award or administration of the grant, contract, or lease.

A board member (or a family member) may apply for and receive a State loan that is generally available to the public and has fixed eligibility standards, so long as the board member does not take (or withhold) official action affecting the award or administration of the loan.

Board members must report to the board chair any personal or financial interest (or that of a family member) in a State grant, contract, lease or loan that is awarded or administered by the agency the board member serves. A form for this purpose is available at law.alaska.gov/doclibrary/ethics.html or from the board or commission staff.

☹️ John sits on a board that awards state grants. John hasn't seen his daughter for nearly ten years, but he figures that it doesn't matter when her grant application comes up before the board; he votes on the grant to his daughter, without disclosing the relationship to the board. (While voting for the grant looks worse than voting against the grant, the Ethics Act prohibits deliberating or voting on the issue regardless of what position the board member takes.)

☹️ The board wants to contract out for an analysis of the board's decisions over the last ten years. Kim bids on the contract since she has been on the board for ten years and feels she could do a good job.

Improper Representation (AS 39.52.160)

A non-salaried board or commission member may represent, advise, or assist in matters in which the member has an interest that is regulated by the member's own board or commission, if the member acts in accordance with AS 39.52.220 by disclosing the involvement in writing and on the public record, and refrains from all participation and voting on the matter. This section does not allow a board member to engage in any conduct that would violate a different section of the Ethics Act. So, the member must disclose the fact of the member's involvement in the regulated matter and abide by the board or commission's finding as to the existence of a conflict of interest.

😊 Delores has always coordinated continuing education opportunities for the physicians in her practice. After Delores is appointed to the State Medical Board, she discloses this role to the board and continues to coordinate these classes in her capacity as a private individual, not a board member.

Restriction on Employment after Leaving State Service (AS 39.52.180)

For two years after leaving a board, a former board member may not work on any matter on which the former member had personally and substantially participated while on the board. This prohibition applies to cases, proceedings, applications, contracts, and similar matters.

Former members of the governing boards of public corporations and former members of boards and commissions that have regulation-adoption authority, except those covered by the centralized licensing provisions of AS 08.01, may not lobby for pay for one year.

This section does not prohibit a State agency from contracting directly with a former board member. With the approval of the Attorney General, the board chair may waive this prohibition if a determination is made that the public interest is not jeopardized.

 The board has arranged for an extensive study of the effects of the department's programs. Andy, a board member, did most of the liaison work with the contractor selected by the board, including some negotiations about the scope of the study. Andy quits the board and goes to work for the contractor, working on the study of the effects of the department's programs.

 Andy takes the job, but he specifies that he will have to work on another project.

 Patrice, a licensed health care provider who is about to leave board service after eight years, is asked by a non-profit organization to work as their government relations director, which will require her to register as a lobbyist. She starts work for the organization in this capacity one week after her term on the board ends.

 Patrice accepts a clinical position with the non-profit organization instead.

Aiding a Violation Prohibited (AS 39.52.190)

Aiding another public officer to violate this chapter is prohibited.

Agency Policies (AS 39.52.920)

Subject to the Attorney General's review, a board may adopt additional written policies further limiting personal or financial interests of board members.

Disclosure Procedures (AS 39.52.220-250)

All board and commission members and staff should be familiar with the Executive Branch Ethics Act procedures outlined below.

Who Is My Designated Ethics Supervisor (DES)?

Every board or commission subject to the Ethics Act has several ethics supervisors designated by statute. The Act covers a board, commission, authority, or board of directors of a public or quasi-public corporation, established by statute in the executive branch of state government.

- The chair serves as DES for board or commission members.
- The chair serves as DES for the executive director. This does not apply to professional licensing boards and commissions, whose staff are employees for the Department, not the board.
- The Department of Commerce, Community, and Economic Development has assigned a Special Assistant to serve as DES for staff.
- The governor is the DES for a chair. The governor has delegated the DES responsibility to the Director of Administrative Services in the Office of Governor.

What Do I Have to Disclose?

The Ethics Act requires members of boards and commissions to disclose:

- Any matter that is a potential conflict of interest with actions that the member may take when serving on the board or commission.
- Any circumstance that may result in a violation of the Ethics Act.
- Any personal or financial interest (or that of an immediate family member) in a state grant, contract, lease, or loan that is awarded or administered by the member's board or commission.
- The receipt of certain gifts.

The staff of a board or commission, as state employees, must also disclose:

- Compensated outside employment or services.
- Volunteer service, if any compensation, including travel and meals, is paid or there is a potential conflict with state duties.

For more information regarding the types of matters that may result in violations of the Ethics Act, board or commission members should refer to the guide, *"Ethics Information for Members of Boards and Commissions."* Staff should refer to the guide, *Ethics Information for Public Employees."*

Both guides and disclosure forms may be found on the Department of Law's ethics website:

<http://law.alaska.gov/doclibrary/ethics.html>.

How Do I Avoid Violations of the Ethics Act?

- When in doubt, disclose and seek advice from division staff or the department Boards and Regulations Advisor.
- Make timely disclosures.
- Follow required procedures.
- Provide all information necessary to a correct evaluation of the matter. You may supplement the disclosure form with other written explanation as necessary. Your signature on a disclosure certifies that, to the best of your knowledge, the statements made are true, correct and complete. False statements are punishable.
- Follow the advice of your DES.

What Are The Disclosure Procedures for Board and Commission Members?

The procedural requirements for disclosures by members are set out in AS 39.52.220 and 9 AAC 52.120.

One goal of these provisions is to help members avoid violations of the Ethics Act. The procedures provide the opportunity for members to seek review of matters in advance of taking action to ensure that actions taken will be consistent with the Act.

Procedures for Declaring Actual or Potential Conflicts

Members must declare potential conflicts and other matters that may violate the Ethics Act in writing to the chair. Public disclosure may take the place of a written disclosure if the meeting is recorded, a tape or transcript of the meeting is preserved, and there is a method for identifying the declaration in the record.

- Notice of Violation or Request for Determination forms should be filed with the Designated Ethics Supervisor (the board chair) as soon as known.
- If a determination on whether a conflict exists on a matter pending before the board, it is ideal for the conflict to be submitted to the chair with enough time for the determination to be made—usually several weeks.
- If the matter is before the board before a determination has been made, the member must

refrain from voting, deliberations or other participation on it. In most, but not all, situations, refraining from participation ensures that a violation of the Ethics Act does not occur. Abstention does not cure a conflict with respect to a significant direct personal or financial interest in a state grant, contract, lease, or loan because the Ethics Act prohibition applies whether or not the public officer actually takes official action.

- If a member is uncertain whether participation would result in a violation of the Act, the member should disclose the circumstances and seek a determination from the chair before the meeting.

Confidential disclosure in advance of public meeting. Potential conflicts may be partially addressed in advance of a board or commission's public meeting.

- A member identifying a conflict or potential conflict may submit a Notice of Potential Violation to the chair, as DES, in advance of the public meeting.
- This written disclosure is considered confidential. No one may discuss or disclose this information.
- The chair may contact staff to seek advice from the Attorney General. Staff and the AAG will walk the chair through the process.
- The chair makes a written determination, also confidential, whether the disclosed matter represents a conflict that will result in a violation of the Ethics Act if the member participates in official action addressing the matter. The chair must give a copy of the written determination to the disclosing member. There is a determination form available on the Department of Law's ethics web page. The ethics supervisor may also write a separate memorandum.
- If the chair determines that the member would violate the Ethics Act by taking official action, the chair directs the member to refrain from participating in the matter that is the subject of the disclosure.
- A general oral report of the notice of potential violation and the determination that the member must refrain from participating is put on the record at a public meeting. In this manner, a member's detailed personal and financial information may be protected from public disclosure.

Determinations at the public meeting. When a potential conflict is declared by a member for the public record, the following procedure must be followed:

- The member must declare she or he has a potential conflict regarding a matter before the board.
- The chair states his or her determination regarding whether the member may participate. This ruling must be consistent with Attorney General advice and statute/regulation.
- Any member may then object to the chair's determination.
- If an objection is made, the members present, excluding the member who made the disclosure, vote on the matter.
- Exception: A chair's determination that is made consistent with advice provided by the Attorney General may not be overruled.
- If the chair, or the members by majority vote, determines that a violation will exist if the disclosing member continues to participate, the member must refrain from voting, deliberating, or participating in the matter. When a matter of particular sensitivity is raised and the ramifications of continuing without an advisory opinion from the Attorney General may affect the validity of the board or commission's action, the members should consider tabling the matter so that an opinion may be obtained.

If the chair identifies a potential conflict of his or her own, the same procedures are followed. If

possible, the chair should forward a confidential written notice of potential violation through staff to the Office of the Governor for a determination in advance of the board or commission meeting. If the declaration is first made at the public meeting during which the matter will be addressed, the members present, except for the chair, vote on the matter. If a majority determines that a violation of the Ethics Act will occur if the chair continues to participate, the chair shall refrain from voting, deliberating, or participating in the matter. A written disclosure or copy of the public record regarding the oral disclosure should be forwarded by staff to the Office of the Governor for review by the chair's Designated Ethics Supervisor (DES).

Procedures for Other Member Disclosures

A member's interest in a state grant, contract, lease or loan and receipt of gifts are disclosed by filling out the appropriate disclosure form and submitting the form to the DES for approval. The disclosure forms are found on the Department of Law's ethics website: law.alaska.gov/doclibrary/ethics.html.

How Are Third Party Reports of Potential Violations or Complaints Handled?

Any person may report a potential violation of the Ethics Act by a board or commission member or its staff to the appropriate DES or file a complaint alleging actual violations with the Attorney General.

- Notices of potential violations and complaints must be submitted in writing and under oath.
- Notices of potential violations are investigated by the appropriate DES who makes a written determination whether a violation may exist. The DES provides a copy of the notice to the employee or board/commission member who is the subject of the notice and may seek input from the employee or board/commission member, his or her supervisor and others. The DES may seek advice from the Attorney General.
- A copy of the DES' written determination is provided to the subject employee or board/commission member and the complaining party. The DES submits a copy of both the notice and the determination to the Attorney General for review as part of the DES' quarterly report. If feasible, the DES shall reassign duties to cure a potential violation or direct divestiture or removal by the employee or board/commission member of the personal or financial interests giving rise to the potential violation.
- Complaints are addressed by the Attorney General under separate procedures outlined in the Ethics Act.
- These matters are confidential unless the subject waives confidentiality or the matter results in a public accusation.

What Are the Procedures for Quarterly Reports?

Generally, Designated Ethics Supervisors must submit copies of notices of potential violations received and the corresponding determinations to the Attorney General for review by the state ethics attorney as part of the quarterly report required by the Ethics Act. In this division, staff compile any disclosures received during a meeting or outside of a meeting via the chair, then forward them on a quarterly basis to the Division Director, who send them to the department DES.

If the state ethics attorney disagrees with a reported determination, the attorney will advise the DES of that finding. If the ethics attorney finds that there was a violation, the member who committed the violation is not liable if he or she fully disclosed all relevant facts reasonably necessary to the ethics supervisor's or commission's determination and acted consistent with the determination.

How Does A DES or Board or Commission Get Ethics Advice?

A DES or board or commission may make a written request to the Attorney General for an opinion regarding the application of the Ethics Act. In practice, the Attorney General, through the state ethics attorney, also provides advice by phone or e-mail to designated ethics supervisors, especially when time constraints prevent the preparation of timely written opinions.

- A request for advice and the advisory opinion are confidential.
- The ethics attorney endeavors to provide prompt assistance, although that may not always be possible.
- The DES must make his or her determination addressing the potential violation based on the opinion provided.

Complaints, Hearings, and Enforcement (AS 39.52.310-370, AS 32.52.410-460)

Any person may file a complaint with the Attorney General about the conduct of a current or former board member. Complaints must be written and signed under oath. The Attorney General may also initiate complaints from information provided by a board. A copy of the complaint will be sent to the board member who is the subject of the complaint and to the Personnel Board.

All complaints are reviewed by the Attorney General. If the Attorney General determines that the complaint does not warrant investigation, the complainant and the board member will be notified of the dismissal.

The Attorney General may refer a complaint to the board member's chair for resolution. After investigation, the Attorney General may dismiss a complaint for lack of probable cause to believe a violation occurred. The complainant and board member will be promptly notified of this decision.

Alternatively, if probable cause exists, the Attorney General may initiate a formal proceeding by serving the board or commission member with an accusation alleging a violation of the Ethics Act. An accusation may result in a hearing.

When the Personnel Board determines a board member has violated the Ethics Act, the member must refrain from voting, deliberating, or participating in the matter. The Personnel Board may order restitution and may recommend that the board member be removed from the board or commission. If a recommendation of removal is made, the appointing authority will immediately remove the member. If the Personnel Board finds that a former board member violated the Ethics Act, the Personnel Board will issue a public statement about the case and will ask the Attorney General to pursue appropriate additional legal remedies.

Conflict of Interest and Ex Parte Communication

Conflicts outside of the Executive Branch Ethics Act may arise due to improper communication with a stakeholder. "Improper communication" can be any communication with an interested party where the communication is about something on which the board has authority to act, and which comes outside of a publicly-noticed meeting. A familiar example is the contact that a member of a jury could have with people or even news stories that could bias their opinion unfairly. Sometimes it is impossible for juries in high-profile cases to avoid hearing information that is inadmissible in court, so they are sequestered in hotel rooms with no television or public contact.

Board and commission members are not likely to be treated to such extremes, but they must take care not to discuss matters with others or among each other outside of appropriate meeting channels.

Ex-Parte Contact

The foundation of due process is that each side in a dispute has the opportunity to be heard. If one side has the opportunity to make an argument, the other side must have the opportunity to respond. It is sometimes tempting for an applicant, licensee, or attorney to attempt to circumvent the usual application decisionmaking procedures, to seek information on a pending application, to discuss a pending disciplinary action, or to seek to influence an individual's decision by directly contacting one of the board members. Such communications are called "ex parte" communications.

Ex parte communications are improper. The result of such a communication is that the board member so contacted may be unable to discuss, participate in, or vote on the application or disciplinary action.

The risk to the applicant or licensee who attempts such communication is that a board member who might have been favorably disposed to their license application or disciplinary case may not be able to participate in the decision or vote.

Ex parte communication must be disclosed. Should any individual attempt to contact you to discuss a license application or disciplinary case, please refer them to a staff member (licensing examiner, investigator, or executive administrator) for response.

Should you experience an ex parte communication, alert the chair about the contact in writing before the meeting and on the record at the beginning of the meeting so he or she can determine whether it is appropriate that you be recused from the discussion, deliberation, and vote. As the DES for the board, the chair is required to declare any conflict on the record.

If you are unsure about the nature and extent of the contact, please contact the board's staff for guidance.

Conflict Due to Market Interest

Another interesting conflict of interest issue that is gaining awareness is that of the potential for disproportionate influence of "active market participants" on boards. An active market participant is defined as someone who is currently engaged in the profession that the board regulates—or, licensees.

By nature, all licensed members of a board have an inherent market interest. However, determining whether a conflict exists goes a little deeper. Questions board members may ask to evaluate whether there is a possibility of running afoul of AS 39.52.120 (Misuse of Official Position):

- Does the matter involve an individual or business that is a direct competitor?
- Will ruling on this matter have a meaningful or measurable financial outcome for me, my family, or my business?
- Is there a *perception* that either of these answers are "yes"?
- A licensee wishes to utilize a new, cutting-edge health care technology and is seeking the

board's "thumbs up" in approving it for practice in Alaska. A member of the board is an investor in this technology and is considering utilizing it in his practice. The board member discloses this financial interest and asks to be recused from deliberation and vote. The chair recuses him, and he does not participate.

Market conflicts can extend to entire boards, as well. A 2015 United States Supreme Court decision ([*North Carolina Board of Dental Examiners v. Federal Trade Commission*](#)) resulted in a ruling that stripped the board of its immunity when addressing what might have seemed like a routine matter: The board violated the Sherman Act when it directed staff to send cease-and-desist letters to unlicensed teeth whiteners. Under North Carolina law, the teeth whitening companies posed a direct financial threat to dentists. By instructing them to close, they deprived the businesses of due process—as well as an income. The board did not work through their attorney or follow the standard investigative process when directing these individuals to close their businesses.

The case is complex, yet under Alaska law, the takeaway for professional licensing boards is straightforward:

- Ensure that the division's investigative standard operating procedures are followed.
- Adhere to the Administrative Procedure Act when taking action against anyone, licensed or unlicensed.
- Invite the department Boards and Regulations Advisor to assist with decisionmaking processes.
- Ask staff to invite an agency attorney to advise in policymaking that may restrict those outside the profession from engaging in business practices.
- Hold all deliberations in public view and invite the public to actively observe and comment.

Regarding matters involving ethics or potential real or perceived conflicts of interest, always ask for help well ahead of a meeting on the matter. Obtaining proper advice and following it will ensure everyone's rights are protected and that the most appropriate process is followed.

Board Members and Public Records

As officers of the state, board members are compelled to adhere to state standards of documents and information shared with them. This may mean maintaining strict confidentiality, which could require saving on an unshared computer or storing in a locked cabinet. Confidential documents should always be transmitted via OnBoard, ZendTo, or using email encryption.

All emails, documents, handwritten notes, texts, and other means of communicating state business are discoverable. Many board members set up separate email addresses to ensure their state business is separate from work accounts or their personal lives. If communication on a legal matter were to be subpoenaed, it is possible that deep entanglement could require confiscation of a personal cell phone or computer. Board members are advised to become familiar with the standards and take steps to separate accounts, documents, and other information containing state business.

Ethics Disclosure Form

CONFIDENTIAL
REQUEST FOR ETHICS DETERMINATION

TO: _____, Designated Ethics Supervisor

(Identify Your Department, Agency, Public Corporation, Board, Commission)

I request advice regarding the application of the Executive Branch Ethics Act (AS 39.52.010 - .960) to my situation. The situation involves the following:

☐ I have provided additional information in the attached document(s).

I believe the following provisions of the Ethics Act may apply to my situation:

- ☐ AS 39.52.120, Misuse of Official Position
- ☐ AS 39.52.130, Improper Gifts
- ☐ AS 39.52.140, Improper Use or Disclosure of Information
- ☐ AS 39.52.150, Improper Influence in State Grants, Contracts, Leases or Loans
- ☐ AS 39.52.160, Improper Representation
- ☐ AS 39.52.170, Outside Employment Restricted
- ☐ AS 39.52.180, Restrictions on Employment after Leaving State Service
- ☐ AS 39.52.190, Aiding a Violation Prohibited

I understand that I should refrain from taking any official action relating to this matter until I receive your advice. If the circumstances I described above may result in a violation of AS 39.52.110 - .190, I intend that this request serve as my disclosure of the matter in accordance with AS 39.52.210 or AS 39.52.220.

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

(Signature)

(Date)

(Printed Name)

(Division, Board, Commission)

(Position Title)

(Location)

Designated Ethics Supervisor: Provide a copy of your written determination to the employee advising whether action is necessary under AS 39.52.210 or AS 39.52.220, and send a copy of the determination and disclosure to the attorney general with your quarterly report.

Ethics Disclosure Form

Receipt of Gift

TO: _____, Designated Ethics Supervisor, _____
(Agency, Public Corporation, Board,
Commission or Council)

This disclosure reports receipt of a gift with value in excess of \$150.00 by me or my immediate family member, as required by AS 39.52.130(b) or (f).

1. Is the gift connected to my position as a state officer, employee or member of a state board or commission?

☐ Yes ☐ No

2. Can I take or withhold official action that may affect the person or entity that gave me the gift?

☐ Yes ☐ No

(If you answer "No" to both questions, you do not need to report this gift. If the answer to either question is "Yes," or if you are not sure, you must complete this form and provide it to your designated ethics supervisor.)

The gift is _____

Identify gift giver by full name, title, and organization or relationship, if any:

Describe event or occasion when gift was received or other circumstance explaining the reason for the gift:

My estimate of its value is \$ _____ The date of receipt was _____

☐ The gift was received by a member of my family. Who? _____

If you checked "Yes" to question 2 above, explain the official action you may take that affects the giver (attach additional page, if necessary):

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

(Signature)

(Date)

(Printed Name)

(Division)

(Position Title)

(Location)

Ethics Supervisor Determination: ☐ Approve ☐ Disapproved

Designated Ethics Supervisor*

(Date)

**Designated Ethics Supervisor: Provide a copy of the approval or disapproval to the employee. If action is necessary under AS 39.52.210 or AS 39.52.220, attach a determination stating the reasons and send a copy of the determination and disclosure to the attorney general with your quarterly report.*



DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
BOARD OF BARBERS AND HAIRDRESSERS

CONDENSED MINUTES OF THE MEETING HELD August 13, 2025

By the authority of AS. 08.01.070(2) and AS08.86.030 and in compliance with the provisions of AS 44.64, Article 6, a scheduled board meeting was held via teleconference/Zoom, August 13, 2025.

These are DRAFT minutes prepared by the staff of the Division of Corporation, Business and Professional Licensing. These minutes have not been reviewed or approved by the board.

August 13, 2025:

Attendance

Members Present: Chair Kevin McKinley, Willie Mae Canady, Jessica Pestrikoff, Jenn Lombardo, Shannon Thompson

Members Not in Attendance: Danielle Desare Hager – Unexcused Absence

Staff Present: Cynthia Spencer, Barbara Denney, and Damen Bennett Licensing Examiners, Sara Chambers, Boards and Regulations Advisor, Investigators Jenni Summers, Joy Hartlieb, and Dannie Kerfeld

Guest Presenters: Susan Colard, NIC Executive Director/Government Relations, Angie Printz, NIC National Exam Program Manager, and Henry Sorensen, Ph.D., President, Prov, Inc.

Special Attendee: Susanne Schmaling, LME, CLT, Medical Spa Services Work Group

Public Present via Zoom: There were 2 members of the public attending. (Rachel Laesen and Tyler Eggen)

1. Call to Order/Roll Call

The board was called to order at 9:00 a.m.

2. Review Agenda

Chair Kevin McKinley asked if there were any amendments to the agenda; hearing none he requested a roll call vote.

Agenda approved by roll call

3. Ethics Disclosure

Chair McKinley stated board member Shannon Thompson works out of his Anchorage 5th Avenue shop as a “booth renter”; Chair McKinley clearly stated Ms. Thompson is not an employee.

No other board member in attendance had any ethics violations to report.

4. Examination Review – NIC and Prov (Executive Session)

Suan Colard, Angie Printz, and Dr. Henry Sorensen greeted the board and introduced themselves.

Chair McKinley asked LE Spencer to refresh the board regarding this examination review.

LE Spencer stated the board requested to review theory written examinations for Advanced Practice Esthetics/Combined Esthetics, Advanced Micropigmentation, Permanent Cosmetics/Micropigmentation, and Tattooing. She stated the board may consider adopting the Tattooing and Permanent Cosmetics/Micropigmentation to replace the current State Board theory written examination for these license types. LE Spencer stated that during previous meetings, in conjunction with discussions of updating the current esthetician curriculum and creating a tiered or advanced esthetician license, the board had requested to review these examinations to ensure curriculums would provide adequate training covering topics within the theory written examinations.

Motion to enter executive session: 1st Jenn Lombardo - 2nd Mae Canady.

Alaska State Board of Barbers and Hairdressers enter executive session in accordance with AS 44.62.610(c) and Alaska constitutional right to privacy provisions, for the purpose of discussing matters which by law, municipal charter, or ordinance are required to be confidential; Board staff to remain during the session.

Approved by majority.

Board entered executive session at 9:05 a.m. and returned from executive session at 11:05 a.m. Quorum of board confirmed by roll call.

The board thanked Ms. Colard, M. Printz, and Dr. Sorensen for attending and allowing them to review examinations.

Chair McKinley asked board members for their thoughts on the examinations.

Shannon Thompson raised concerns about the overlap between permanent cosmetics and fine-line tattoos. She noted a trend of artists performing tiny tattoos under the permanent cosmetics license, which may blur legal boundaries.

LE Spencer clarified that statutes clearly define the difference between tattooing and permanent cosmetic coloring; performing services outside the scope of one's license is illegal. LE Spencer suggested enforcement and education as necessary steps to address this issue.

Ms. Thompson questioned whether current tests reflect the evolving practices in the industry and whether study materials are adequate.

Mae Canady noted that the advanced aesthetics curriculum may offer insights into future testing needs.

Jenn Lombardo confirmed that her inquiry to NIC focused on tattooing and micropigmentation, and that study materials were not clearly defined.

LE Spencer shared the NIC's reference materials for permanent cosmetic coloring, including:

- Milady
- Epidermal Cell Therapy Skills Book
- Fundamentals of Permanent Cosmetics
- Foundation of Fundamental Application, Tips and Techniques

LE Spencer informed the board that these exams are available in multiple languages, unlike the sanitation exam for tattooing, which is only in English.

The board briefly discussed the inclusion of Alaska statutes and regulations in current exams.

LE Spencer noted that while training requires review of state laws, there is no formal state law or jurisprudence exam.

The board and staff discussed incorporating a state law exam into NIC/PROV-administered exams and creating a jurisprudence exam as part of the application process.

Ms. Canady and Ms. Lombardo supported the idea of including state-specific content in exams to ensure compliance and understanding.

Recess The Board recessed at 11:17 a.m. for a short break; reconvened at 11:25 a.m. Majority of the board confirmed by roll call

6. Administrative Business

A. Strategic Planning Report (J Pestrikoff)

- i. Homework Check In

Chair McKinley asked Jessica Pestrikoff for an update on strategic planning.

Jessica responded that she does not have an update yet but plans to work on it this week.

Ms. Chambers greeted the board and confirmed that the strategic planning materials were sent to all board members on July 22nd. She emphasized the importance of completing the two homework assignments and submitting them to her by noon on August 18th. Sara noted she is on personal leave and will be compiling responses in her own time. If responses are not submitted, board members will need to present their work at the meeting. She reminded everyone that the next strategic planning meeting is on August 20th, followed by another on September 10th. The homework includes two color-coded worksheets and instructions. Questions should be submitted by tomorrow due to her upcoming leave. Participation in the homework is optional but encouraged to maintain progress.

Ms. Chambers urged board members to complete and submit strategic planning homework to her by August 18th at noon and to direct any question to her by August 16th.

Chair McKinley shared his initial reaction to the homework, noting it seemed daunting at first but became manageable once he started. He encouraged others not to be intimidated and suggested starting with small steps. Chair McKinley stated he found the 1–3 rating worksheet particularly helpful and noted it sparked deeper thinking and potential for discussion.

Ms. Lombardo asked for clarification on how the upcoming two-hour meeting would be structured.

Ms. Chambers outlined the plan:

- Review compiled responses and updated documents.
- Begin forming a mission statement and vision statement based on board input.
- Discuss the activity list and identify any additional items.
- Begin grouping activities into strategic initiatives (e.g., licensing, enforcement, exams, scope of practice).
- The goal is to finalize the list of activities and begin organizing them into initiatives for prioritization at the September 10th meeting.

Chair McKinley asked if brief responses were acceptable.

Ms. Chambers confirmed that short, high-level thoughts are perfectly fine. She stated the goal is to get board members thinking and contributing ideas, not to write in-depth essays; even brief phrases or bullet points are helpful for discussion and planning. She emphasized, don't let perfect be the enemy of good enough. Ms. Chambers stated board members are encouraged to share honest opinions, even if critical or brief, and both long-serving and newer members bring valuable perspectives.

Chair McKinley asked if there were any other questions or concerns.

Ms. Chambers confirmed that all questions had been addressed, and the board is on track for the August 20th meeting.

Susanne Schmaling, LME, CLT Medical Spa Workgroup joined the board. Board members and Ms. Chambers greeted Ms. Schmaling and thanked her for attending the meeting.

B. Medical Spa's Multi-Board Workgroup Report (S Thompson)

i. Medical Spa Services Frequently Asked Questions

Ms. Thompson stated she was having technical difficulties. Chair McKinley asked Ms. Chambers to provide an update on the Workgroup.

Ms. Chambers introduced the topic and invited Ms. Thompson to provide an overview of the Med Spa Workgroup's recent efforts.

Ms. Thompson deferred to Ms. Chambers to begin the summary while she located her notes.

Ms. Chambers commended Ms. Thompson for her active participation and also thanked Chair McKinley and Ms. Canady for their involvement in the Workgroup meetings.

Ms. Chambers stated the Med Spa Workgroup last met in June or July; during that meeting, they reviewed a draft Frequently Asked Questions (FAQ) document created by her, based on previous workgroup discussions, relevant statutes and regulations, and input from the Department of Law. She stated the FAQ document clarified terms such as medical director and medical spa, noting these are primarily medical and nursing terms, not directly tied to licensees unless they are working under a medical director. She emphasized that “licensure” refers to Alaska state licensure, not product certifications (e.g., hydrofacial machine training).

Ms. Chambers outlined what services may be delegated by physicians and physician assistants. This section is pending review by the Medical Board, which is meeting soon. She highlighted the role of professional judgment in delegation decisions, particularly for medical directors. She noted that RNs cannot delegate these services by law; only APRNs may serve as medical directors under the Board of Nursing. Ms. Chambers stated that EMTs and Paramedics cannot work in med spas. She reviewed the esthetics section and stated this section is relevant to this board and requires review. Ms. Chambers stated the board is asked to provide corrective language and suggestions or vote to support the section as written.

Ms. Chambers provided an overview of the FAQ’s and stated the FAQ aims to clarify what services Alaska-licensed estheticians may legally provide under their license, referencing statutes and regulations. She stated the document is designed to direct licensees to the appropriate legal sources for scope-of-practice questions. She emphasized holding a manufacturer’s certification (e.g., for a device like a hydrofacial machine) does not equate to state licensure; this distinction is critical, as many estheticians mistakenly believe product training grants legal authority to perform certain services. Estheticians must refer to Alaska State law to determine what services fall within their license. She stated the FAQ includes a new definition of “appliances”, recently adopted by the board, which helps clarify permitted tools and procedures. The FAQ outlines what limited esthetic services hairdressers may perform under current statutes.

Ms. Chambers informed the board that Advanced Esthetic services are not defined under Alaska law; the term is used to describe services outside the esthetician’s licensed scope. In such cases, estheticians must consult with a medical director or the Board of Nursing to determine if delegation is permissible. She stated the FAQ includes a special note referencing guidance from the Medical Board. The FAQ also includes a section addressing Healthcare Practices & IV Hydration; the practice of medicine and nursing, to help clarify jurisdictional boundaries. IV hydration, which is not within this board’s scope, as it involves prescription delivery and falls under medical regulation.

Ms. Chambers stated according to the Alaska Board of Barbers and Hairdressers, statute 08.13.220 esthetics is defined as “The use of the hands, appliances, cosmetic preparations, antiseptics, or lotions in massaging, cleansing, stimulating, or similar work on the scalp, face, or neck, including skin care, make-up, and temporary removal of superfluous hair, for cosmetic purposes for a fee.” She stated this definition is critical in determining what services fall within the scope of an esthetician’s license. Services involving other areas of the body (e.g., body contouring) may fall outside this scope and could be considered advanced aesthetic services, which are not currently defined in Alaska law and may require delegation under medical or nursing oversight.

Ms. Chambers invited board members to ask questions or propose edits to the aesthetics section of the FAQ.

Board members confirmed they had read the section in advance.

Suzanne Schmalting raised a concern about the ambiguity of “advanced aesthetic services,” particularly in relation to services like body contouring. She noted that while many devices may fall under the new appliance rule, the area of application (e.g., body vs. face/neck/scalp) may place the

service outside the esthetician's legal scope. She suggested this may require clarification or legislative change to resolve.

Ms. Chambers agreed, noting the issue is ongoing and tied to the board's strategic planning discussions about a potential second-tier license and without statutory changes, services outside the esthetician license fall under delegated medical practice, requiring oversight from the Medical Board or Board of Nursing. She stated the Board of Nursing has already endorsed the FAQ; and the Medical Board will review it at their August 22nd, 2025, meeting.

Ms. Chambers informed the board that services applied to areas outside the scalp, face, or neck (e.g., inner thighs, abdomen, arms) are not included in the esthetician's defined scope. These may fall under "advanced aesthetic services", which are not currently defined in Alaska law and may require medical delegation. She stated even if a device falls under the new "appliance" definition, its application area matters. If used on the body (not face/scalp/neck), it may exceed the esthetician's scope. She emphasized that estheticians seeking to perform services beyond their scope must work under a medical director (physician, PA, or APRN); the Medical Board and Board of Nursing have their own delegation rules, which must be followed.

Ms. Lombardo asked if estheticians are able to practice those services under a physician, or would the services only be able to be provided by a physician

Ms. Chambers noted the FAQ could be more explicit in directing estheticians to consult with a medical director when considering services outside their licensed scope. She suggested adding "If a service or procedure falls outside the scope of an Alaska esthetician license, consult with a licensed medical director (physician, PA, or APRN) to determine whether it may be legally delegated under their supervision."

Ms. Schmaling offered to compile a list of services that fall under basic esthetics, based on the current scope of practice and the new appliance rule and advanced esthetic services, which may require medical delegation. She used microneedling as an example, noting that microneedling to a depth of 1 mm remains within the epidermis and may be permissible under current law. However, the area of application (e.g., face vs. body) and device classification are key factors.

Chair McKinley supported the idea and asked for input from the work group and Sara Chambers.

Ms. Chambers agreed and suggested Ms. Schmaling could build on the color-coded chart previously developed for the December meeting.

Chair McKinley stated collaboration with Ms. Schmaling, Ms. Thompson, and Ms. Chambers would ensure accuracy and alignment with current regulations.

Ms. Chambers stated the updated chart could be reviewed by the Department of Law under Administrative Order 360, which now requires legal review of all guidance documents. She stated the goal is to bring the refined chart back to the board for review and ratification at a future meeting.

Ms. Thompson confirmed her availability and enthusiasm to participate

Ms. Chambers reviewed the next steps in this process, Ms. Schmaling, Ms. Thompson and she will collaborate over the coming weeks to refine the chart. The draft will be reviewed by the Department of Law and presented to the board for approval.

Ms. Canady expressed interest in receiving materials from the Medical Board related to esthetician scope discussions, given her role as the esthetician representative on the board.

Ms. Thompson and Chair McKinley supported Mae's involvement. Ms. Chambers agreed and noted that if a workgroup is formed with multiple board members, it will need to be publicly noticed and conducted in view of the public, per open meetings requirements.

Ms. Chambers stated she and LE Spencer will coordinate logistics. She offered to assist with formatting and finalizing the chart once the workgroup completes its review.

Ms. Schmaling reiterated her willingness to contribute, noting her experience offering training to state inspectors and the value of clarifying common questions.

Ms. Chambers requested a formal board decision to endorse the aesthetics section of the FAQ. She noted the Board of Nursing has already endorsed it; this board's endorsement will allow the FAQ to move forward for public posting and cross-board alignment.

Chair McKinley asked for a volunteer to make a motion to endorse the esthetics section of the FAQ.

Motion: 1st Jenn Lombardo – 2nd Mae Canady

Accept the esthetics portion of the presented Frequently Asked Questions worksheet.

Chair McKinley asked if board members had any questions or would like to discuss the motion; hearing none, he asked for a roll call vote.

Motion Approved by roll call vote.

Ms. Chambers thanked the board and stated she appreciates the board and is looking forward to the next steps with this document and the other document that had also been discussed.

The board thanked Ms. Chambers and briefly reviewed the remainder of their agenda.

Recess The Board recessed at 12:10 p.m. for a lunch break; reconvened at 12:30 p.m. Majority of the board confirmed by roll call.

8. Administrative Business, Cont.

A. Review/Edit/Approve Meeting Minutes

- i. May 15, 2025, Meeting
- ii. July 10, 2025, Strategic Planning Meeting

Chair McKinley asked if board members had reviewed the meeting minutes and if they had any edits or would like a few minutes to read through them. Hearing no requests, Chair McKinley asked for a motion to approve the minutes.

Motion: 1st Mae Canady – 2nd Shannon Thompson

Approve May 15, 2025, and July 10, 2025, meeting minutes as presented.

Approved by majority roll call vote.

Ms. Lombardo requested LE Spencer confirm with Ms. Chambers that their September 10, 2025, strategic planning meeting was scheduled from 10:00 a.m. – Noon and not later in the day. LE Spencer stated she would reach out to Ms. Chambers

B. Military Licensing – SCRA Delegation from Boards to Division

The board and LE Spencer discussed a request from the Military Licensing Program to delegate the authority to issue licenses under the Servicemembers Civil Relief Act (SCRA) to the Division, rather than requiring board review of each application.

LE Spencer stated the SCRA Military Licensing Program facilitates license portability for military service members and their spouses/partners transferring to Alaska. She stated the program allows for expedited licensing without requiring full board review, provided applicants meet federal and state criteria. LE Spencer informed the board that they currently lack statutory authority to delegate general licensing decisions to staff and the SCRA program is requesting explicit board approval to allow the Division to issue licenses for applicants who qualify under SCRA. She emphasized that without this delegation, the board would need to review each SCRA application individually via OnBoard.

The board briefly discussed licenses are required only for off-base work; on-base activities are federally governed and do not require Alaska licensure.

Ms. Lombardo and Ms. Canady requested a simplified explanation, which was provided by LE Spencer and others.

Ms. Thomson asked whether applicants must meet Alaska's licensing requirements. It was clarified that while they don't need to meet all initial qualifications, they must hold a valid license and comply with Alaska law once licensed.

LE Spencer provided application clarification. LE Spencer stated that applicants must hold unencumbered, active licenses in another jurisdiction; once issued, the license is subject to Alaska's statutes, regulations, and renewal cycles. She stated the program is federally mandated and applies across multiple professions. She also informed the board that prior briefings on this topic by Director Sylvan Robb and Deputy Director Glenn Saviers.

Motion: 1st Jenn Lombardo – 2nd Shannon Thompson

Licenses applied for under the Federal Servicemembers Civil Relief Act's (or "SCRA") licensure portability laws be reviewed, approved, and issued by the division, rather than by the board, in order to comply with federal law requiring expediency and due to the fact that the board's authority and requirement to approve and issue licenses is under Alaska Statute Title 8, rather than federal law. Once licensed is issued pursuant to the SCRA, these licensees will be subject to the requirements of Title 8 of Alaska Statutes and subject to the board's authority, same as all other Alaska professional licensees under the board's jurisdiction.

Chair McKinley asked if the board had any additional comments or questions; hearing none, Chair McKinley requested a roll call vote.

Motion Approved by roll call vote

Ms. Thompson thanked LE Spencer for clarification on this matter.

C. Schedule Additional Strategic Planning Meetings

LE Spencer stated this item was added just in case and asked the board if they would like to table this item until the September 10, 2025, strategic planning meeting.

Chair McKinley agreed and stated that they would also check with Ms. Chambers if any additional scheduling additional strategic planning meetings needed to be scheduled when she rejoined the board for Item 10.

Chair McKinley noted the board was ahead of schedule and asked LE Spencer to see if Investigators would be able to join the meeting now.

The board briefly discussed the NIC tattooing theory written examination.

Ms. Lombardo raised a question about the tattoo exam, noting the board hadn't had a chance to fully discuss it during the meeting.

Chair McKinley shared that he's generally okay with the exam but expressed uncertainty about how to handle the statutes and regulations portion. He acknowledged Cynthia had suggested some possible approaches.

Ms. Lombardo agreed, stating that both the current and proposed exams contain outdated content. She noted:

- The NIC exam focuses more on procedural questions and less on health and safety.
- The availability of the NIC exam in multiple languages is a benefit.
- If other industries are not requiring statutes and regulations testing, it may not be necessary here either.

Chair McKinley and Ms. Thompson commented on the exam's references to coil tattoo machines, which are now largely outdated in favor of rotary machines.

Ms. Canady asked whether NIC is planning to revise all exams this year.

Ms. Lombardo responded that she had heard that intention mentioned but noted it had been said before.

LE Spencer informed the board NIC typically updates all theory exams every few years, not just those related to body arts.

9. Investigations

Investigators Joy Hartlieb and Dannie Kerfeld greeted the board. Senior Investigator Jenni Summers greeted the board and introduced Inv Kerfeld, a new probation monitor for non-healthcare programs.

Ms. Lombardo asked why they were going through investigative training again.

LE Spencer stated that this training would be a yearly event and may also be done several times a year depending on when new board members were appointed. LE Spencer emphasized investigative processes may change and to ensure all board members were current with investigative processes, this training would occur at minimum, yearly.

A. Investigative Process Training Schedule Amendment – Training Documentation Submission Issues

i. Investigative Process

Inv Hartlieb reviewed the Investigative Process Training materials with the board and asked if board members had any questions.

Board members had no questions and thanked Inv Hartlieb and agreed to complete reviewing investigative documentation that could be done outside of executive session.

B. Investigative Memo

Inv Hartlieb reviewed the Investigative Memo with the board. Inv Hartlieb reported for the period April 15, 2025 – July 31, 2025, there are 31 open cases and 40 closed cases.

Chair McKinley asked what "litigation initiated" means?

Inv Summers explained an accusation is currently being drafted; once completed, the case will proceed through the Office of Administrative Hearings in coordination with the Attorney General's Office.

C. Investigative Probation Report

Inv Kerfeld reviewed the Probation Report with the board. Inv Kerfeld reported for the period May 10 – July 29, 2025, there are currently 6 licensees on probation and no licensee released from probation.

Ms. Lombardo asked what happens when individuals on probation fail to come into compliance with their consent agreements.

Inv Kerfeld responded, if a licensee violates their consent agreement, it is already codified that this could lead to license suspension. She also stated that the board would be notified of non-compliance and would determine any disciplinary action.

Inv Summers added the probation auditor first attempts to bring the licensee into compliance by reaching out and offering a reasonable timeframe; if the issue remains unresolved, the Division may move forward with license suspension. She also informed the board that of the six individuals currently listed as on probation, two cases involve both an individual and their associated business *Eden Chase and Vanity Lash* (one case) and *Sarah Grocott and Cedar LLC* (one case).

Ms. Lombardo followed up, asking how long the Division typically waits before escalating non-compliance to the board.

Inv Kerfeld explained that the timeline is circumstantial, for example, unpaid civil fines may warrant more leniency to allow for budgeting or payment plans. She also stated other types of violations may require faster action depending on severity.

Chair McKinley asked if board members had any questions. Hearing none, Chair McKinley requested a motion be made to adjourn into executive session for the remaining training and case reviews.

Motion to enter executive session: 1st Shannon Thompson - 2nd Jenn Lombardo.

Alaska State Board of Barbers and Hairdressers enter executive session in accordance with AS 44.62.610(c) and Alaska constitutional right to privacy provisions, for the purpose of discussing subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion and matters involving consideration of government records that by law are not subject to public disclosure. Board staff to remain during the session.

Approved by majority.

Board entered executive session at 1:17 p.m. and returned from executive session at 2:26 p.m. Quorum of board confirmed by roll call.

Motion: 1st Jenn Lombardo – 2nd Mae Canady

Adopt Consent Agreement for Case 2022-000291, Jordan Curren, as presented.

Chair McKinley asked if the board had any additional comments or questions; hearing none, Chair McKinley requested a roll call vote.

Motion Approved by roll call vote

Board entered executive session without Chair McKinley to review case 2022-000808 at 2:31 p.m. and returned from executive session at 2:35 p.m. Quorum of board confirmed by roll call.

Motion: 1st Jenn Lombardo – 2nd Shannon Thompson

Adopt Consent Agreement for Case 2022-000808, Darren Sanger, as presented.

Chair McKinley asked if the board had any additional comments or questions; hearing none, Chair McKinley requested a roll call vote.

Roll Call Vote

NAME	YES	NO	Recuse
Shannon Thompson	X		
Kevin McKinley			X – Reviewing Board Member
Jessica Pestrikoff	X		
W. Mae Canady	X		
Jenn Lombardo	X		

THE MOTION PASSED BY A MAJORITY VOTE.

Board entered executive session without Shannon Thompson to review case 2024-000751 at 2:37 p.m. and returned from executive session at 2:43 p.m. Quorum of board confirmed by roll call.

Motion: 1st Jenn Lombardo – 2nd Mae Canady

Adopt the Voluntary Surrender of License for Case 2024-000751, Vincent Almanza Sanger, as presented.

Chair McKinley asked if the board had any additional comments or questions; hearing none, Chair McKinley requested a roll call vote.

Roll Call Vote

NAME	YES	NO	Recuse
Kevin McKinley	X		
Jessica Pestrikoff	X		
Jenn Lombardo	X		
W. Mae Canady	X		
Shannon Thompson			X – Reviewing Board Member

THE MOTION PASSED BY A MAJORITY VOTE.

The board thanked Investigators Hartlieb, Kerfeld, and Summers for their time and assistance.

10. Administrative Business, Cont.

A. Board Member Training (Chambers)

Sara Chambers introduced herself to the board stating she is the Boards and Regulations Advisor for the Department; it is her job to help board members with understanding their roles and responsibilities through training and education.

Ms. Chambers informed the board that the purpose of this training was to provide a refresher and orientation on board member responsibilities, resources, and tools, with a focus on the Board Member Handbook and Welcome Packet.

Ms. Chambers thanked board members for their time and dedication, acknowledging the significant workload and volunteer nature of their roles.

Ms. Chambers provided a Board Member Handbook Overview titled “guide to excellence in regulation.” She stated that these materials are available in meeting packets, email, and on the board’s website under “Board Member Resources.” She encouraged members to read it regularly, especially before bed for light reading.

Ms. Chambers informed board members that this would be provided to new board members upon appointment, this includes a Quick Start Guide, Checklist, and links to key resources. She detailed the checklist including liaison contacts, Governor’s Code of Conduct and Oath, statutes and regulations, and website and training resources.

Ms. Chambers mentioned several training videos created to support different learning styles. She encouraged members to watch them during downtime (e.g., while doing chores); videos cover key board member responsibilities and regulatory concepts.

Ms. Chambers highlighted the importance of knowing key personnel such as Jenni Summers, Senior Investigator, Cynthia Spencer, Licensing Examiner, and noted that contact roles may change over time.

Ms. Chambers directed board members to review the Board Member Handbook and Welcome Packet, complete any outstanding training videos, use the checklist to ensure all onboarding steps are completed and to reach out to LE Spencer with any questions or for additional support.

Ms. Chambers reminded the board that they are quasi-judicial decision-makers. She stated board member responsibilities include determining scope of practice (e.g., aesthetics, med spa

procedures), issuing disciplinary actions, including fines or license revocation, and making decisions that can impact careers and public safety. She emphasized the seriousness of the role and the power held by professional licensing boards.

Ms. Chambers stated that proper procedure is essential to avoid legal and financial complications and key procedural elements are making motions correctly, ensuring quorum, and adhering to the Executive Branch Ethics Act. She stated members are encouraged to lean on staff (LE Spencer, PC Derr, or Director Robb) for guidance and support.

Ms. Chambers reviewed board composition and collaboration as the board includes subject matter experts and public members that offer critical perspectives that balance professional viewpoints. Ms. Chambers stated board members are encouraged to collaborate and rely on each other's expertise, especially in a multidisciplinary board setting.

Ms. Chambers stated board work is ongoing, not limited to quarterly meetings and members should be scheduling time to review materials and prepare for meetings, choosing a preparation style that works best for them (e.g., early review vs. just-in-time), and communicate with LE Spencer if life circumstances affect their ability to complete board work.

Ms. Chambers stated board members must be familiar with centralized statutes and regulations, Code of Conduct, Open Meetings Act (ensures transparency and public access), and Executive Branch Ethics Act. Ms. Chambers stated ethics training is strongly recommended, especially for the board chair, who serves as the designated ethics supervisor. She informed the board that members must disclose any potential conflicts of interest, including financial or personal relationships with applicants or licensees. Ms. Chambers noted that past criticism of the board for lack of disclosure was noted as a cautionary reminder.

Ms. Chambers emphasized the importance of intentional, statute-based decision-making. She encouraged members to read the handbook in small, manageable segments, and use the decision-making flowcharts to guide regulatory and disciplinary actions. Ms. Chambers stated that members should always begin with statutory authority before forming conclusions or issuing guidance. She clarified the difference between regulation and policy, and the importance of grounding board actions in law. She also addressed common challenges such as defining scope of practice and avoiding overreach.

Ms. Chambers emphasized the importance of making proper motion, ensuring a quorum of members, and following correct procedures to avoid appeals or legal challenges. She noted that procedural missteps can result in overturned decisions, financial burdens, and the need for corrective meetings.

Ms. Lombardo expressed appreciation for the training, noting it was more comprehensive than what she pieced together during her previous four-year term.

Chair McKinley invited questions; no additional questions were raised by board members.

Ms. Chambers emphasized that informal consensus (e.g., "everyone good?") is not sufficient to direct staff or establish board positions. She stated all board actions must be accompanied by a formal motion and vote to be valid and recorded. She cited the recent MedSpa FAQ vote as a positive example of proper procedure. Ms. Chambers stated roll call voting is especially important in virtual meetings where nonverbal cues are limited.

Ms. Chambers briefly addressed Administrative Order 360 (AO 360), recently issued by the Governor of Alaska. She stated AO360 will require serious review of existing regulations. She informed the board that she is leading the department's response and will provide guidance to boards through Director Robb. Ms. Chambers encouraged members to read the AO available on the Governor's website; more information and expectations will be shared in future meetings.

Ms. Chambers reviewed Effective Regulation Development with the board. She encouraged members should review the "Effective Regulations" section of the handbook.

She stated that key questions to consider are what harm are we trying to address and is the proposed regulation grounded in statutory authority? Ms. Chambers stated that this section will be especially relevant as boards take on more regulatory review responsibilities under AO 360. Ms. Chambers stated the board had just completed their investigative training, and reminded members that these materials are available for reference in the handbook and meeting documents.

Ms. Chambers reviewed the Legislative Process and stated that a section in the handbook outlines how boards can initiate legislation and how to prepare for and participate in testimony. She stated this is relevant to upcoming agenda items involving legislative discussion.

Ms. Lombardo asked for clarification on the bill mentioned (AO 360) and expressed appreciation for the clarity and comprehensiveness of the training.

Ms. Chambers reviewed Travel Procedures and informed members that the handbook includes a travel FAQ and guidance for board-approved travel. Members encouraged to consult the handbook first, as staff may not always be immediately available to respond to travel-related questions.

Ms. Chambers reviewed the Board Finances section of the Handbook and informed the board that detailed information is provided on how fees are set and assessed, and where licensing revenue goes. She stated this section is useful for both board members and licensees who inquire about financial processes.

Ms. Chambers encouraged the board to consider periodic evaluations as part of strategic planning. She reviewed the meeting evaluation form and a board member self-evaluation tool. She stated that these tools are designed to prompt reflection on individual contributions, meeting effectiveness, and alignment with the board's mission. She offered to provide one-on-one support for members interested in personal development or feedback.

Ms. Chambers shared a personal list of qualities that contribute to being an effective and respected board member:

- Interest in Public Service: Board members should be motivated by serving the public, not advancing personal or professional agendas.
- Common Sense and Curiosity: Asking questions is essential. Members should feel empowered to speak up if they're confused or unprepared.
- Preparation: Board members are expected to read their packets, understand agenda items, and seek clarification from the chair or staff when needed.
- Subject Matter Gaps: Members are encouraged to request presentations or background information when unfamiliar with technical topics (e.g., tattooing, aesthetics).
- Commitment to Participation: Attendance is critical. Lack of quorum has historically been a challenge. Members should prioritize meetings and communicate proactively if conflicts arise.
- Accountability: Boards have the authority to recommend the removal of members who are consistently absent or unengaged. Sara emphasized the importance of honoring the governor's appointment by being an active, contributing member.

Ms. Chambers emphasized the importance of understanding the organizational structure, roles of the Division Director, Deputy Director, Administrative Law Judges, and support staff like LE Spencer and PC Derr. She stated knowing who to go to for what helps board members operate more effectively.

Chair McKinley praised LE Spencer's long-standing expertise and institutional knowledge. Ms. Chambers echoed this, noting LE Spencer's role in helping her learn the ropes and her value as a resource to the board.

Ms. Chambers invited board members to share any final questions or training needs for future agendas.

Ms. Lombardo and Chair McKinley participated in the discussion and supported the training's value.

The board thanked Ms. Chambers for her time and education.

Ms. Chambers thanked the board for their time and reiterated members can reach out with any questions or concerns.

11. Public Comment

LE Spencer stated that she had received communication from Mechille South that she would like to address the board during public comment, however, Ms. South had not joined the meeting at this time. LE Spencer stated at this time there was only one person, Rachel Laesen, online who would like to speak during public comment.

Chair McKinley set a 5-minute time limit per person for public comment.

Rachel Laesen, Attorney, Laesen law Team, representing Skinlife Medspa

- **Zoom Access Issue:** Ms. Laesen noted that the Zoom link on the board's website (under the board packet section) was incorrect, which may have prevented other attendees, including Mechille South, from joining. She was eventually able to join via the agenda link and recommended reviewing the posted links for accuracy.
- **Breakout Room Confusion:** She clarified that she was redirected to a breakout room during executive session and wanted to ensure the board understood it was unintentional.
- **Executive Session Question:** Ms. Laesen inquired why portions of the investigative training were held in executive session, expressing concern that investigative processes should be publicly accessible.
- **Appreciation for Public Comment Timing:** She expressed support for holding public comment later in the meeting, as it allowed her to respond to real-time discussions and encouraged the board to continue this practice.

Chair McKinley acknowledged the feedback and committed to reviewing the Zoom access issue to ensure public accessibility.

LE Spencer confirmed there were no other attendees that were requesting to speak. Chair McKinley requested an agenda update.

LE Spencer stated Dawn Fabanich, for Item 12 scheduled for 3:40 p.m., had not joined the meeting. Chair McKinley asked if the board could start the application review. LE Spencer stated the applicant may join the meeting and they still needed to wait to see if Ms. Fabanich joined the board. She suggested the board review correspondence items. Chair McKinley agreed and stated if any additional attendees arrived for public comment the board would accept testimony until 3:40 p.m.

13. Administrative Business, Cont.

B. Correspondence

i. Marie Hensley, Esthetician Training

Ms. Lombardo emphasized the importance of continuing education within the aesthetics program and acknowledged that her points were valid and aligned with ongoing board efforts, noting that similar feedback has been received in the past and is currently being addressed.

The board briefly discussed the correspondence item and agreed that it included topics the board had just covered with Ms. Chambers relating to the Medical Spa Working Group. Board members also noted that Ms. Hensley's questions were outside of the board purview and requested the email from Ms. Hensley be forwarded to Ms. Chambers for review and response. Ms. Chambers stated she would review and respond to the email.

ii. Sarah Crosswhite, Medical Director Questions

The board reviewed the correspondence item and agreed that this would also need review and response from Ms. Chambers as it crosses into medical territory.

The board requested LE Spencer forward this email to Ms. Chambers.

Chair McKinley asked how the board was doing on time. LE Spencer informed the board that it was now 3:40 p.m. and she had not received email communication from applicant Sonja Barone or Dawn Fabanich.

Chair McKinley stated that public comment is now closed, and Ms. Fabanich had not joined the meeting; the board would take a quick break.

Recess The Board recessed at 3:44 p.m. for a short break; reconvened at 3:45 p.m. Majority of the board confirmed by roll call

Chair McKinley requested LE Spencer confirm if Sonja Barone was online with the meeting. LE Spencer informed the board that Ms. Barone had not joined the meeting. The board decided to complete reviewing correspondence items.

iii. Thatiana Marchi, Scope of Practice Inquiry – Use of Non-Invasive Body Contouring Device

The board briefly discussed this correspondence item and noted additional information on the type of device Ms. Marchi is referring to. The board agreed that this correspondence item did cross over into possible medical areas and requested the email be forwarded to Ms. Chambers for review and response.

iv. Jessie Hill - Laser Tattoo Removal Questions

The board briefly discussed this correspondence item and noted tattooing laser removal was also a topic of discussion during Work Group meetings and agreed this correspondence item may cross over into possible medical areas and requested the email be forwarded to Ms. Chambers for review and response.

v. Sue Shroy - Regarding the Future of Esthetics

The board reviewed the correspondence item and asked LE Spencer who Tyler Eggen is. LE Spencer informed the board that Mr. Eggen is the Alaska Commission on Postsecondary Education Program Coordinator who oversees schools and schools licensed by this board.

vi. Mindy Millhouse - Industry Concerns

The board reviewed the correspondence item.

vii. Makenzie Melsom - Microneedling Question

The board reviewed the correspondence item and noted that currently, through statutes, Sec 08.13.220(16) only a tattooist may provide microneedling. The board noted that this statute was incorrect and was on their goals to be corrected to reflect the service be removed from tattooing and added to the definition of esthetics.

The board asked LE Spencer to respond to Makenzie Melsom's email.

12. Style Starts Here Hair Academy — School Matters (Dawn Fabanich)

Ms. Fabanich did not join the board for this item, so no further action was taken.

The board decided to review Ms. Barone's application next.

13. Administrative Business, Cont.

A. Application Review

i. Sonja Barone, Esthetician by Waiver of Examination

Ms. Lombardo raised concerns regarding the timing and processing of Ms. Barone's application. She noted that the application was submitted four days before Ms. Barone's Montana license expired. There is no clear guidance in statutes or regulations regarding expected processing time; Ms. Barone may have believed she was in compliance by submitting the application before her license expired. She noted that the Montana license verification was received six days after the license had expired.

LE Spencer informed the board that all documents are processed in the order received, with a minimum 10-day processing period. She noted applications are not immediately available upon arrival due to mail sorting and receipting procedures. LE Spencer noted statutory authority requires that applicants for licensure by waiver of examination must hold an active, current license from another jurisdiction at the time of application. LE Spencer stated Ms. Barone submitted multiple copies of her license verification herself, which is not acceptable. Verifications must come directly from the issuing authority. She noted that the official license verification from Montana was received on March 6, but the license had expired on March 1. LE Spencer cautioned the board that there is no precedent for approving a waiver of examination application when the applicant does not hold an active license at the time of review.

Ms. Lombardo asked whether the situation could have been avoided had Ms. Barone applied for a temporary permit.

LE Spencer stated Ms. Barone did not request a temporary permit. A temporary permit may have been issued if she had applied and maintained an active Montana license throughout the review process. She stated to qualify for a temporary permit, applicants must submit a copy of a valid, current out-of-state license showing issue and expiration dates. She emphasized that based on the February 24 submission date and March 1 expiration, a temporary permit might have been issued, but renewal of the Montana license would have been necessary to maintain eligibility.

Ms. Lombardo expressed sympathy for Ms. Barone's situation and suggested that clearer guidance might help applicants avoid similar issues in the future.

LE Spencer acknowledged the comment and stated this would be taken under advisement.

Chair McKinley inquired whether Ms. Barone could still renew her Montana license from Alaska to resolve the issue.

LE Spencer stated Yes, Ms. Barone can renew her Montana license online or by phone; once renewed, the division can verify the license directly via the Montana licensing website. LE Spencer explained that no new license verification from the Montana Board would be required and upon confirmation of the renewed license, the Alaska license could be issued.

Kevin McKinley expressed concern about the implications of approving the application and stated the board is approaching a sunset audit, shortened from 7 to 5 years; by approving an application in violation of statute could jeopardize the board's standing. He stated that while sympathetic, approving this request could set a precedent for future violations. He emphasized that Ms. Barone can resolve the issue by renewing her Montana license remotely.

Ms. Lombardo agreed, noting while expressing concern about applicant understanding she was unsure if Ms. Barone had been clearly advised to renew her Montana license. She expressed concern about the lack of applicant understanding and the need for clearer guidance. She referenced HB158, which proposes universal temporary licenses, potentially addressing similar cases in the future.

LE Spencer stated Ms. Barone was advised multiple times to renew her Montana license. If she renews the license the division can verify it online and proceed with issuing the Alaska license. She cautioned the board that violating statutes for one applicant would require the same for all future applicants.

Ms. Lombardo and Ms. Thompson expressed sympathy but agreed the board cannot selectively enforce statutes. Submitting an incomplete application and failing to maintain an active license are applicant responsibilities.

Ms. Lombardo and Ms. Thompson agreed compassion is important in communication, especially given the applicant's personal circumstances. However, the board is bound by statute and cannot selectively enforce requirements. Submitting an incomplete application and failing to

maintain an active license are applicant responsibilities.

LE Spencer clarified that it's common for applications to be submitted incomplete. She informed the board that the front desk and mail staff are not qualified to assess application completeness. She explained that all corrections and updates must be submitted in writing and staff cannot act on verbal updates or assumptions.

The board agreed that option 2 was favored, conditional approval based on renewal or examination pathway. The agreed application denial was considered a last resort and not appropriate in this case. The board emphasized the importance of providing applicants with clear, compassionate guidance.

The board noted Ms. Barone may renew her Montana license online for \$135. Once renewed, the division will verify the license via the Montana licensing website and no new license verification will be required from the Montana Board; upon verification of renewing the Montana license the Alaska license could be issued promptly.

Motion: 1st Shannon Thompson – 2nd Jenn Lombardo

Approve the application for an esthetician license by waiver of examination for Sonja Barone pending verification of renewing her Montana license OR passing the Esthetics theory written examination.

Chair McKinley asked if the board had any additional discussion.

Chair McKinley, Ms. Lombardo, Ms. Thompson and Ms. Canady expressed sympathy for the applicant's situation, especially given personal challenges. They also expressed frustration with the complexity of the licensing process, even for experienced professionals. They expressed concern about setting a precedent by bending statutes and emphasized the importance of clear, compassionate communication. They all acknowledged that the applicant has been informed of her option's multiple times.

Hearing no further discussion, Chair McKinley requested a roll call vote.

LE Spencer reread the motion:

Motion: 1st Shannon Thompson – 2nd Jenn Lombardo

Approve the application for an esthetician license by waiver of examination for Sonja Barone pending verification of renewing her Montana license OR passing the Esthetics theory written examination.

Chair McKinley asked if the board had any additional comments or questions; hearing none, Chair McKinley requested a roll call vote.

Roll Call Vote

NAME	YES	NO	Recuse
W. Mae Canady	X		
Jenn Lombardo	X		
Shannon Thompson	X		
Jessica Pestrikoff	X		
Kevin McKinley	X		

THE MOTION PASSED BY A MAJORITY VOTE.

Ms. Chambers encouraged the board to reflect on this case as a prime example of how overly prescriptive regulations can limit staff flexibility and hinder common-sense decision-making.

She emphasized that the board has full authority over its own regulations and noted that under Administrative Order 360 (AO360), the board will be required to review and reduce regulations, and this situation illustrates the need for Right Touch Regulation—balancing public protection with practical, flexible processes. She urged the board to consider how future regulatory revisions could allow for reasonable discretion in similar cases.

Chair McKinley acknowledged the importance of the point and anticipated further discussion on AO360 in upcoming meetings.

Ms. Chambers confirmed that more information and engagement on AO360 is forthcoming.

C. Begin Delegation of License Issuance to Staff

Chair McKinley introduced the need for the board to consider delegating license issuance authority to division staff. He clarified that this would require a legislative change, as the board currently lacks statutory authority to delegate this function. Chair McKinley requested board approval to initiate a legislative project to allow delegation of license issuance and to engage with legislators and Director Sylvan Robb to explore sponsorship of a bill.

LE Spencer reminded the board to be aware that processing applications and issuing licenses are two separate components.

Ms. Chambers clarified that the board cannot delegate authority on its own; it must pursue legislation to do so. She emphasized the urgency of initiating this project due to legislative timelines, with August–September being critical for bill sponsorship and noted that this request is outside the normal strategic planning cycle but justified due to timing and workload concerns. She confirmed that she and Chair McKinley could begin drafting language and working with leadership if the board approved the motion.

Motion: 1st Jenn Lombardo – 2nd Mae Canady

Approve the board initiate legislative conversations to allow the division to issue licenses

Ms. Lombardo asked for historical context on why the board is currently responsible for reviewing applications.

Chair McKinley explained that in the early 2000s, the board reviewed applications directly, but as volume increased, a checklist system was introduced. Legal counsel later clarified that statutory authority was required to delegate issuance. He emphasized that the current volume (20–50 applications per week) makes board-level review unsustainable.

Ms. Sara Chambers provided historical context on the use of the checklist as a mechanism for license issuance. She explained that earlier legal advice supported the checklist as a valid delegation tool, allowing staff to issue licenses if all checklist items were met. However, more recent legal interpretation determined that the board lacks statutory authority to delegate license issuance, regardless of checklist use. Ms. Chambers emphasized that this shift in legal interpretation is what prompted the need for a statutory change and noted that this issue was previously raised by Director Sylvan Robb and should be included in the board's regulatory reform priorities under AO360.

Ms. Lombardo thanked Ms. Chambers for the clarification.

Chair McKinley requested a recap of the motion.

LE Spencer provided the motion had been made by Ms. Lombardo, seconded by Ms. Canady and stated, "Move that the board initiate legislative conversations to allow the division to issue licenses."

Chair McKinley confirmed the motion language and opened the floor for final comments. Hearing no further discussion, a roll call vote was conducted.

Roll Call Vote

NAME	YES	NO	Recuse
W. Mae Canady	X		
Shannon Thompson			
Jenn Lombardo	X		
Jessica Pestrikoff	X		
Jessica Pestrikoff	X		
Kevin McKinley	X		

THE MOTION PASSED BY A MAJORITY VOTE.

D. Fine Schedule/Matrix Update

Chair McKinley opened the discussion by referencing prior conversations about the fine matrix and invited Ms. Canady to share her previous comments.

Ms. Canady expressed that while the matrix is helpful, it may be too lenient—particularly in cases of repeat non-compliance, such as failure to submit required paperwork. She noted that the matrix does not adequately address ongoing or repeated violations, especially in apprentice-related cases.

Ms. Lombardo provided historical context from the 2019 meeting with former investigator Dawn Bundick. She explained that the previous matrix was based on timeframes (e.g., less than or more than 90 days), which allowed repeat offenders to avoid escalating consequences. She supported the 2020 shift to a first offense/second offense model but noted that it still has limitations. Ms. Lombardo suggested enhancements such as differentiating between first offenses based on severity or duration (e.g., first offense under 30 days vs. over 90 days), addressing multiple types of first offenses across different violations (e.g., paperwork, license display, etc.), and introducing a cumulative or tiered approach to better reflect repeat behavior across categories.

Chair McKinley agreed with Ms. Lombardo's insights and acknowledged the need for a more nuanced approach. He proposed treating this as a homework project for board members to reflect on and bring ideas to a future strategic planning session. He emphasized the importance of input from all board members, given the diversity of modalities and experiences.

Ms. Chambers raised a legal concern regarding the current structure of the fine matrix. She noted that if the matrix functions as a "if you do this, then this happens" model, it may constitute a regulation, which would require formal adoption through the regulatory process. Ms. Chambers explained that most boards use precedent-based disciplinary actions, not binding matrices. She suggested the board consider whether the matrix is intended as guidance or a binding framework, and to explore whether it should be removed from regulation or revised accordingly. Ms. Chambers committed to gathering additional input from the investigator and consulting with Cynthia to further assess the issue.

Chair McKinley acknowledged the matrix has evolved over time through trial and error. He expressed a desire to develop a stable, effective framework that doesn't require constant revision and supported Sara's recommendation and emphasized the importance of legal clarity and consistency.

The board agreed to include the fine matrix review in the upcoming strategic planning process. Board members will reflect on the current matrix and propose improvements, consider the legal implications of binding language versus precedent-based guidance and will collaborate with Ms. Chambers and LE Spencer to ensure any revisions align with statutory and regulatory requirements.

Chair McKinley thanked everyone for their time and participation. He stressed that everyone is really doing a good job.

15. Adjourn

The chair declared the board off the record at 5:01 p.m.

Respectfully submitted:

Cynthia Spencer, Licensing Examiner III

Approved:

Kevin McKinley, Chairperson
Board of Barbers and Hairdressers

Date: _____

DRAFT



DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
BOARD OF BARBERS AND HAIRDRESSERS

CONDENSED MINUTES OF THE MEETING HELD AUGUST 20, 2025

By the authority of AS. 08.01.070(2) and AS08.86.030 and in compliance with the provisions of AS 44.64, Article 6, a scheduled board meeting was held via teleconference/Zoom, August 20, 2025.

These are DRAFT minutes prepared by the staff of the Division of Corporation, Business and Professional Licensing. These minutes have not been reviewed or approved by the board.

July 10, 2025:

Attendance

Members Present: Chair Kevin McKinley, Willie Mae Canady, Jessica Pestrikoff, Jennifer (Jenn) Lombardo, Shannon Thompson, Danielle Desarae Hager

Staff Present: Cynthia Spencer, Barbara Denney, Damen Bennett Licensing Examiners, Lacey Derr, Program Coordinator, Sara Chambers, Boards and Regulations Advisor

Public Present via Zoom: There were 3 members of the public present via Zoom

1. Call to Order/Roll Call

The board was called to order at 10:00 a.m. by Chair Kevin McKinley.

2. Review Agenda

Chair Kevin McKinley asked if there were any amendments to the agenda; hearing none he requested a roll call to approve the agenda.

By Roll Call – NO Board Members Objected to the Meeting Agenda as Written

3. Ethics Disclosure

Chair McKinley stated board member Shannon Thompson works out of his Anchorage 5th Avenue shop as a “booth renter”; Chair McKinley clearly stated Ms. Thompson is not an employee.

No other board member in attendance had any ethics violations to report.

4. Strategic Planning and Prioritization Processes.

Ms. Chambers greeted the board and public participants, expressing appreciation for their engagement in the strategic planning process. She emphasized the importance of public involvement and the board’s commitment to thoughtful, forward-looking governance.

Ms. Chambers outlined that this session is part of an ongoing strategic planning process, which will unfold over several meetings. The goal is to help the board define:

- Core functions
- Values
- Mission and vision
- Strategic goals for a defined planning period

Ms. Chambers reviewed the purpose and structure of mission and vision statements; discuss and weigh the board’s activity list and begin categorizing priorities for future planning. Ms. Chambers clarified that the board would not be drafting mission or vision statements during this session, as such work is better done individually before being synthesized. Instead, members were encouraged to reflect on examples and submit their ideas as homework.

Ms. Chambers emphasized the importance of a mission and vision was emphasized as a “North Star” for the board’s work. She stated that without a shared sense of purpose, board work can become a checklist rather than a meaningful regulatory function.

She shared examples from other boards, such as the Board of Veterinary Examiners, which reads its mission into the record at each meeting to reinforce regulatory identity and purpose.

Ms. Chambers acknowledged the activity list submitted by board members and stated although the information provided was not compiled into a single document due members not submitting the information to her by the August 18 deadline. She informed board members that LE Spencer had uploaded the submissions to OnBoard for reference during the session.

Ms. Chambers reviewed the board's enabling statute, highlighting three key sections:

- Section A: Establishes the board's general authority to exercise control over the regulated professions.
- Section B: Contains "shall" statements—mandatory duties the board must perform under state law.
- Section C: Outlines discretionary powers, such as conducting hearings, suspending licenses, and adopting regulations.

Ms. Chambers emphasized that the mission statement should reflect the board's statutory authority, particularly Section A, while Sections B and C can provide additional context and depth. She shared mission statements from other boards to inspire the group:

- Alaska Board of Nursing:
"Actively promote and protect the health of the citizens of Alaska through transparent, sound governance of the practice of nursing."
- Alaska Board of Veterinary Examiners:
"Protect the health, safety, and welfare of Alaskans by ensuring that veterinary practitioners possess and maintain a level of skill and knowledge necessary to provide safe, competent, professional veterinary services to consumers, and protect the public from veterinary practitioners who pose a risk."
- Washington State Cosmetology Board:
Mission: Protect consumers and address licensees' legal concerns by giving recommendations to the director.
Vision: Promote safety through education and professionally competent practices.
- California Board of Barbering and Cosmetology:
Mission: Ensure the health and safety of consumers by promoting ethical standards and enforcing the laws of the industry.
Vision: Enforce the highest level of safety standards and provide an environment where consumers obtain services with confidence and security.

Ms. Chambers noted that some boards combine mission and vision elements into a single statement, while others separate them.

Ms. Chambers reviewed the next steps members will be taking.

- Board members will review the examples and submit draft mission and vision statements as homework.
- The board will continue refining its activity list and begin categorizing strategic priorities for future sessions.
- Ms. Chambers will distribute a reference document with mission/vision examples and California's strategic plan for inspiration.

Ms. Chambers continued the session by distinguishing between mission and vision statements. She stated that a mission statement reflects what the board is *statutorily empowered* and *required* to do; and a vision statement reflects what the board *aspires* to achieve—what success looks like for licensees, consumers, and the public. She encouraged the board to think about:

- What outcomes they want for licensed professionals.
- What the public should experience when receiving services.
- How the board's work can promote competency, professionalism, public safety, and confidence in the regulated industries.

Ms. Chambers highlighted a few examples to illustrate how other boards approach vision and mission development.

- Mississippi's Board included a detailed mission aligned with statutory duties and a "philosophy" that functions like a vision—emphasizing public welfare, competency, sanitation, and professionalism.
- Boards of Engineers and Educators in other states also focus on integrity, confidence, and quality outcomes for the public.

Ms. Chambers emphasized that boards can choose how detailed or aspirational they want their vision to be. The key is that it should serve as a guiding star for decision-making and help board members stay grounded in their regulatory role. Ms. Chambers asked members if they had any thoughts, questions, or feedback. She reiterated that there was no pressure to finalize anything during this session; the goal was to introduce the concepts and begin the process of reflection and contribution.

Chair McKinley expressed appreciation for the variety of mission statement examples provided, noting that they demonstrated the flexibility and creativity possible—even within a structured, regulatory context.

Ms. Thompson echoed Chair McKinley's sentiments, sharing that the examples broadened her perspective. She appreciated seeing how other states approach their mission and vision—even those with different levels of authority—and found it inspiring. She emphasized the importance of making the board's mission and vision personal and goal-oriented, rather than just a checklist.

Ms. Chambers acknowledged the feedback and reiterated that reviewing examples is a helpful way to spark ideas and avoid the challenge of starting from a blank page. She confirmed that the examples and reference materials would be shared with board members and staff for further reflection.

Ms. Chambers introduced the concept of "goal buckets"—broad categories that organize the board's strategic priorities. She shared examples from the California Board of Barbering and Cosmetology's strategic plan, noting its polished design and public-facing clarity. While acknowledging that Alaska's plan doesn't need to be as elaborate, she emphasized the value of a clear, accessible document for:

- Onboarding new board members
- Guiding board discussions
- Demonstrating transparency to the public

Ms. Chambers reviewed California's Goal Areas (Buckets):

1. Board Administration
2. Licensing
3. Inspections
4. Enforcement
5. Outreach

Ms. Chambers encouraged the board to consider adopting similar categories and to begin thinking about how their own activities and priorities might fit into these buckets. She also previewed that the next phase of strategic planning would involve defining goal statements for each bucket, identifying specific activities that support those goals, and ensuring alignment with the board's mission, vision, and statutory authority. Ms. Chambers thanked Jessica Pestrikoff for stepping in to help maintain momentum on the strategic plan as Ms. Chambers transitions out of the facilitation role.

Ms. Chambers introduced the next phase of the strategic planning process: organizing the board's activities into goal areas (or "buckets") and assigning priority levels to each activity.

Examples from Other Boards

- Alaska Board of Nursing uses goal areas such as:
 - Licensing
 - Practice
 - Education
 - Governance
 - Communication

- Organization

She stated each area includes a statement of purpose and a list of activities aligned with that goal. She emphasized how this structure helps boards stay focused, track progress, and align meeting agendas with strategic priorities. She noted that the Board of Nursing's top priority (Activity 1A)—advocating for the Nurse Licensure Compact—has remained consistent for six years and is strategically timed around the legislative calendar.

Ms. Chambers guided the board through the process of reviewing and ranking their previously submitted activity list, which had been uploaded to OnBoard by Cynthia.

Instructions for the Board

- Board members were asked to pull up their homework (activity rankings and comments).
- The group would assign priority levels using a 1–2–3 system:
 - 1 – Immediate Priority: Urgent, high-impact, to be addressed in upcoming meetings.
 - 2 – High Priority: Important, but not urgent.
 - 3 – Standard Priority: Necessary, but not time-sensitive.

Ms. Chambers clarified that:

- The goal was to build consensus, not finalize decisions.
- Silence would be interpreted as agreement for the sake of efficiency.
- If clarification was needed on any activity, board members were encouraged to ask.
- Those familiar with a particular activity were invited to provide a brief one-liner explanation to help newer members understand.

She reminded the board that this is a living document—priorities can be adjusted as needed in future meetings.

Board members had no questions.

Ms. Chambers reviewed Activity Prioritization Item 1, AS 08.13.030, add a regulation to request the removal of a board member if they miss a certain number of meetings with unexcused absences. Ms. Chambers stated that this regulation would provide a formal mechanism for the board to recommend the removal of inactive members to the Governor's Office. While the Governor retains sole authority to appoint or remove members, this regulation would support the board's position and help address long-standing issues with non-participating members who do not formally resign.

Chair McKinley asked whether this regulation would alter the Governor's authority.

Ms. Chambers clarified that it would not. The regulation would simply provide documentation and justification to support a recommendation for removal. She emphasized that this tool has been helpful for other boards in similar situations, especially when members become unresponsive.

LE Spencer noted that this recommendation stems from years of experience with board members who "ghosted" the process, leaving seats inactive and unfillable.

Ms. Thompson stated she initially ranked the item as a 3, but after discussion, revised her ranking to a 2, citing the importance of maintaining quorum and board functionality.

The board agreed this is an important structural safeguard, though not an immediate crisis. It supports long-term board effectiveness and accountability.

Ms. Chambers stated this was now ranked as a 2 and noted If members change their minds at the end of the day and want to come back to this, you certainly can.

Ms. Chambers reviewed Activity Prioritization Item 2, AS 08.13.080(d), remove all license requirements from AS 08.13.080(d). This subsection limits testing for body arts and may block the board from adopting NIC tattooing and permanent cosmetic coloring (PCC) theory written exams. Ms. Chambers stated subsection (d) of the statute contains outdated and overly specific requirements that limit the board's

flexibility to adopt modern, nationally recognized exams (such as NIC theory exams for tattooing and PCC). Moving these requirements from statute to regulation would allow the board to respond more quickly to changes in industry standards and practices. This change would also align with the board's broader goal of maintaining relevance and responsiveness in a rapidly evolving field.

Ms. Lombardo explained that having detailed requirements in statute makes it difficult to update licensing standards in response to industry changes. She cited the esthetics program as an example of how outdated statutory language has hindered progress. Ms. Lombardo emphasized that placing such requirements in regulation instead of statute would allow for more timely updates and better alignment with current practices.

Ms. Thompson asked whether the NIC exams could be written into regulation as a compromise. Jennifer responded that because the limitations are currently in statute, the board would need legislative action to make such changes, highlighting the rigidity of the current structure.

Ms. Chambers confirmed that this proposal would remove statutory barriers and allow the board to adopt exams and standards through regulation, which is more adaptable.

Desarae Hager sought clarification, asking whether the proposal would allow the board to set training requirements via regulation rather than statute.

Ms. Lombardo confirmed that was the intent and noted that a similar proposal had been drafted by a previous board.

Chair McKinley shared that he had previously discussed this concept with legislators. While some were open to it, there was concern about potential regulatory overreach. He emphasized the importance of maintaining a balanced, "right-touch" regulatory approach.

Ms. Chambers summarized the goal: to increase the board's agility by moving specific licensing requirements from statute to regulation, while still ensuring accountability and alignment with industry standards.

Ms. Hager suggested referencing "industry standards" in the regulatory language to help maintain credibility and avoid excessive or insufficient requirements.

Ms. Canady reminded the group to consider unintended consequences and the importance of clearly communicating the rationale behind any changes.

The board agreed that this is an important structural reform that would enhance flexibility and responsiveness, though it may require careful legislative engagement and stakeholder communication.

Ms. Chambers stated this was now ranked as a 2

Ms. Chambers reviewed Activity Prioritization Item 3, AS 08.13.080, to add hair braiding to the scope of barbering and non-chemical barbering.

Board members agreed this was due to a statutory oversight, barbers and non-chemical barbers are currently not authorized to perform hair braiding, despite it being a common and historically accepted practice within the profession. This omission has created a regulatory gap that unintentionally restricts practitioners. The proposed amendment would restore this authority and align the statute with industry norms and expectations.

Ms. Canady explained that the exclusion was an unintended consequence of prior legislative changes. She initially ranked it as a 3, but acknowledged it deserves a higher priority.

Ms. Chambers encouraged board members not to worry about how many items are ranked at each level, but to focus on what feels important. She noted that if the board pursues a broader statutory rewrite, this item could be included as part of a comprehensive package.

Ms. Lombardo strongly supported priority 1 ranking, emphasizing that the board had effectively taken something away from barbers that they previously had the right to do.

Ms. Thompson and Ms. Canady both agreed with priority 1 designation.

The board agreed that this is a high-impact correction that should be addressed in the next legislative opportunity.

Ms. Chambers stated this was now ranked as a 2 and stated if the board wanted to revisit this they could.

Ms. Chambers reviewed Activity Prioritization Item 4, AS 08.13.082, to allow apprenticeship hours and other apprenticeship specifications to be set in regulation rather than statute. She stated that this proposal mirrors the earlier discussion on licensing requirements. By moving apprenticeship details—such as hours and program structure—from statute to regulation, the board would gain greater flexibility to adapt to industry changes and training needs without requiring legislative action.

Ms. Lombardo initially ranked this as a 3 but noted it should likely be treated the same as the licensing item previously discussed.

Ms. Hager and Ms. Canady supported a priority 2 ranking.

Ms. Chambers confirmed that, for consistency, this item would be marked as a 2, with the understanding that it could be revisited later.

Ms. Chambers reviewed Activity Prioritization Item 5, 08.13.082, include an apprenticeship pathway for advanced manicurist training.

LS Spencer stated that currently, there is no apprenticeship option for advanced manicuring. This gap was created when the 12-hour manicuring course was removed and replaced with a 250-hour advanced endorsement. The change inadvertently eliminated the ability to complete this training through apprenticeship, despite strong interest and need from the public and industry.

Board members confirmed that no apprenticeship pathway currently exists for advanced manicuring.

Chair McKinley and Ms. Canady noted that this is a frequent question from the public, and that restoring this option would improve accessibility and training quality.

Ms. Chambers confirmed the board's consensus to rank this as a 2.

Ms. Chambers reviewed Activity Prioritization Item 6, AS 08.13.082, to remove training timelines and allow training requirements to be set in regulation.

The board agreed this proposal would eliminate rigid statutory timelines for completing apprenticeship training programs, allowing the board to establish more flexible and equitable standards through regulation. The current structure may unintentionally disadvantage apprentices, especially in rural areas—by requiring longer completion times than traditional school-based programs, despite apprentices often working more days per week.

Chair McKinley stated he had initially ranked this as a 3, noting it doesn't take anything away from licensees but could expand access for training.

Ms. Canady also supported a ranking of 3.

Ms. Thompson and Ms. Hager advocated for a 2 ranking, with Ms. Hager emphasizing that apprenticeships should be on par with school-based programs in terms of flexibility and access.

Ms. Chambers agreed with the rationale and noted that since the board is already reviewing this section of statute, it makes sense to include this item in the broader review.

Ms. Chambers confirmed the board's consensus to rank this as a 2.

Ms. Chambers reviewed Activity Prioritization Item 7, AS 08.13.120 to update and clarify language related to temporary licenses, temporary shop licenses, and the allowance of conventions.

Ms. Lombardo shared that the board previously sought legal clarification on this issue and received confirmation that the language was contradictory and unclear. Draft revisions were developed but never advanced.

Chair McKinley noted that the current language has long been problematic, especially regarding conventions. He supported crafting a tailored solution rather than continuing to work around statutory gaps.

Both Ms. Lombardo and Chair McKinley agreed that while this isn't the most urgent issue, it affects a large number of stakeholders and has already received significant board attention.

The board agreed this section of statute contains confusing, outdated, and contradictory language that affects the issuance of temporary licenses and the board's ability to support conventions. The inconsistencies between statute and regulation have created legal ambiguity, limiting the board's ability to respond to industry needs and public events. Clarifying this section would improve transparency, consistency, and operational efficiency.

Ms. Canady confirmed support for a priority 2 ranking.

Ms. Chambers confirmed the board's consensus to rank this as a 2.

Ms. Chambers reviewed Activity Prioritization Item 8, 08.13.130 amend to specify that practitioners must display a "current Alaska license."

Ms. Lombardo explained that this issue was flagged by a former investigator and had been previously discussed by the board. She described it as a "no-brainer" fix that could be easily added to a legislative package.

Chair McKinley supported a priority 2, while Ms. Canady and Ms. Lombardo supported priority 1.

Ms. Chambers noted that this type of simple, non-controversial amendment could be bundled into a single-subject legislative bill if the board moves forward with one this year.

Ms. Hager suggested marking such items as "easy" or "no-brainer" in the document for future reference.

Board members agreed with Ms. Chambers and Ms. Hager's suggestions.

The board agreed that the current statute requires licensees to display their license but does not specify that it must be a current or Alaska-issued license. This ambiguity has caused enforcement challenges and confusion. Clarifying the language would strengthen compliance and align with standard regulatory expectations.

Ms. Chambers confirmed the board's consensus to rank this as a 1 – Immediate Priority (No-Brainer) as a low-complexity amendment suitable for inclusion in a future legislative package.

Ms. Chambers reviewed Activity Prioritization Item 9, AS 08.13.130, amend by eliminating the 12-hour manicurist license and require all manicurists to complete a 250-hour training program.

Ms. Chambers provided historical context, noting that the board previously implemented the 250-hour requirement, which was later reversed due to confusion, lack of grandfathering provisions, and industry resistance.

Ms. Lombardo and Ms. Canady recalled the challenges and fallout from the earlier attempt, emphasizing the need for careful planning and stakeholder engagement.

Chair McKinley supported the concept but expressed concern about political sensitivity and the need for strong legislative support. He ranked it a 4, citing the complexity and potential for controversy.

Ms. Hager ranked it a 1, citing public health concerns and the inadequacy of 12-hour training for modern nail services.

Ms. Canady ranked it a 3, supporting the goal but acknowledging the need for a thoughtful approach.

The board agreed this proposal would standardize training requirements for manicurists by eliminating the 12-hour license and requiring all practitioners to complete a 250-hour program. The intent is to ensure adequate training in sanitation, safety, and advanced techniques, and to reduce health risks associated with undertrained practitioners. However, this issue has a complex legislative history, including prior implementation and subsequent reversal due to unintended consequences and industry pushback.

Ms. Chambers confirmed the board's consensus as undecided and marked this matter for further discussion due to the wide range of perspectives and the complexity of the issue.

The board concurred and agreed to revisit this item in a future meeting for deeper discussion and potential refinement.

Ms. Chambers reviewed Activity Prioritization Item 10, AS 08.13.160(d)(2), amend to define "licensed healthcare professional" more specifically.

Chair McKinley raised this as a long-standing concern, noting that the vague language has allowed individuals such as dentists, EMTs, and massage therapists to perform services like piercings and tattooing without board oversight.

Ms. Hager asked whether the original legislative intent was to allow services in healthcare settings (e.g., nursing homes), but it was clarified that the statute, as written, allows healthcare professionals to perform services in any setting.

Ms. Lombardo provided an example of surgeons performing areola tattooing post-mastectomy without formal tattooing or permanent cosmetic coloring training.

Ms. Thompson Shannon emphasized the public health risk, supporting a priority 1 ranking.

Other board members, including Ms. Hager, Ms. Canady, and Chair McKinley supported priority 2, acknowledging the importance but recognizing the complexity of legislative change.

The board agreed that the current statute allows any "licensed healthcare professional" to perform services regulated by the board without holding a license under this chapter. However, the term is undefined, leading to ambiguity and potential misuse. This has raised public safety concerns, particularly in cases where individuals without proper training in aesthetics, tattooing, or body art perform services under the broad umbrella of being a "healthcare professional."

The board also agreed that this issue poses significant safety concern and warrants legislative attention, though it may require careful drafting and stakeholder engagement.

Ms. Chambers confirmed the board's consensus to rank this as a 2.

Ms. Chambers reviewed Activity Prioritization Item 10, AS 08.13.160, amend to clarify that a person licensed under this chapter to practice barbering or non-chemical barbering is also licensed to practice hair braiding under the same license.

Ms. Chambers confirmed this item is directly related to the earlier hair braiding discussion.

The board agreed to apply the same priority ranking as the previous hair braiding item.

The board agreed that this proposal is a companion to the earlier hair braiding amendment and would ensure that hair braiding is explicitly included in the scope of barbering and non-chemical barbering. This correction addresses a statutory oversight and aligns with industry expectations and historical practice.

Ms. Chambers confirmed the board's consensus to rank this as a 1 – Immediate Priority (No-Brainer) as a low-complexity amendment suitable for inclusion in a future legislative package.

Ms. Chambers reviewed Activity Prioritization Item 11, AS 08.13.180 amend to correct terminology used for “apprentice” for beauty services and “trainee” for body arts, instead of the generic term “student permit.”

Chair McKinley, Ms. Lombardo, and Ms. Thompson all supported the change, emphasizing the need for consistency.

All board members agreed this was a low-complexity, semantic correction.

Board members agreed that the current statute uses inconsistent terminology when referring to individuals in training. Regulations distinguish between “apprentices” (beauty services) and “trainees” (body arts), but the statute uses the term “student,” which creates confusion. This amendment would align statutory language with regulatory definitions and improve clarity.

Ms. Chambers confirmed the board's consensus to rank this as a 3.

Ms. Chambers reviewed Activity Prioritization Item 12, AS 08.13.183, amend to remove the reference to “nail technician.”

Ms. Chambers confirmed this was likely an oversight when the 12-hour license was reinstated.

Ms. Lombardo initially ranked it a 3, but suggested it qualifies as a “no-brainer” and should be included in any legislative cleanup package.

Ms. Canady and other board members agreed.

Board members agreed the term “nail technician” remains in statute despite the fact that Alaska no longer issues a license under that title. The current licensing structure includes manicurists and advanced manicurists, making the reference to “nail technician” outdated and misleading.

Ms. Chambers confirmed the board's consensus to rank this as a 1 – Immediate Priority (No-Brainer) as a low-complexity amendment suitable for inclusion in a future legislative package.

Ms. Chambers reviewed Activity Prioritization Item 13, AS 08.13.220(10)(B)(i) amend to remove the exclusion of “massage treatment” from the definition of services provided by manicurists.

Ms. Chambers stated that the statute currently excludes “massage treatment” from the scope of manicuring services, despite the fact that hand, forearm, and lower leg massage is a standard and expected part of manicures and pedicures. This outdated language creates a legal contradiction and places many practitioners in technical violation of the law.

Ms. Thompson emphasized that massage is a core part of nail services and training, especially in holistic and international beauty standards.

Ms. Hager noted that the current language puts many practitioners unknowingly out of compliance.

Chair McKinley, Ms. Canady, and others agreed that this is a high-priority correction to align statute with industry norms and public expectations.

Ms. Chambers clarified that this change would not trigger enforcement but would modernize the law to reflect actual practice.

Ms. Chambers confirmed the board's consensus to rank this as a 1.

Ms. Chambers reviewed Activity Prioritization Item 14, AS 08.13.220(16) amend by removing microneedling from the definition of tattooing.

Ms. Chambers proposed preemptively assigning this item a “No-Brainer” 1 ranking, given the board’s long-standing agreement on the issue.

The board agreed that the inclusion of microneedling in the definition of tattooing has long been a point of confusion and contention. The board has discussed this issue extensively over the years, and there is consensus that microneedling should not be regulated as tattooing under this statute.

Board members unanimously agreed, with no further discussion needed.

Ms. Chambers confirmed the board's consensus to rank this as a 1 – Immediate Priority (No-Brainer) as a low-complexity amendment suitable for inclusion in a future legislative package.

Ms. Chambers concluded the statute review portion of the meeting by encouraging board members to continue contributing ideas. If any board member thinks of additional statutory changes or corrections, they are encouraged to email her directly. She emphasized the activity list is a living document, and new items can be added for future discussion and prioritization.

Ms. Chambers reviewed Activity Prioritization Item 15, 12 AAC 09.002, application checklist regulation, remove or streamline.

LE Spencer explained the historical purpose of the checklist and its current limitations. The checklist regulation was originally created to provide staff with clear standards for issuing licenses without board review. However, the same requirements are already repeated in license-specific regulations (e.g., 12 AAC 09.082, 084, 085, 090, 095). She stated that maintaining this checklist separately has become cumbersome, especially when statutes or other regulations are updated. She stated that streamlining or removing this section could improve clarity for staff, licensees, and the public, and reduce the administrative burden.

Ms. Chambers noted that while standards must still exist, the regulation could be rewritten or reorganized for clarity and efficiency.

Ms. Lombardo suggested reorganizing regulations by license type to make it easier to navigate.

Ms. Hager and others supported consolidating references and avoiding duplication.

Chair McKinley emphasized the importance of making staff workflows more efficient and supported a higher priority.

The board agreed that streamlining or potentially eliminating this regulation, which duplicates requirements already outlined in license-specific sections. The goal is to reduce redundancy, improve clarity, and support the division’s ability to issue licenses more efficiently, especially if legislative changes grant broader authority to staff.

The board agreed this is a valuable cleanup effort that supports broader goals of modernization and efficiency, especially if paired with legislative changes.

Ms. Chambers confirmed the board's consensus to rank this as a 2.

Ms. Chambers reviewed Activity Prioritization Item 16, 12 AAC 09.004, remove subsections (E) and (F) regarding courtesy hairdresser and esthetician licenses.

LE Spencer stated that despite this intent, no applications have been received, and the provision has never been used. She asked the board to consider removing the regulatory provisions for courtesy licenses, which were originally created to accommodate temporary, on-site services (e.g., for film and

television productions). Since their creation, no courtesy licenses have ever been issued, raising questions about their necessity.

Chair McKinley stated the regulation was intended to support Alaska-based productions needing temporary hair and makeup services.

Some board members expressed concern that removing the regulation could eliminate a tool that might be needed in the future.

Others noted that the lack of enforcement or awareness may explain the lack of use, and that the regulation still serves as a deterrent or reference point for compliance.

Ms. Lombardo and Ms. Canady noted that while the regulation is unused, it may still serve a purpose and could be needed later.

Ms. Hager emphasized the value of retaining the regulation as a compliance tool, even if rarely enforced.

Ms. Thompson agreed that keeping the regulation does no harm and may be more beneficial than removing it.

Ms. Chambers suggested that if the board ever wanted to revisit the concept, it could consider creating a narrow exemption for closed sets or internal company services.

The board agreed that this item is not urgent and should remain on the books unless a compelling reason arises to remove it.

Ms. Chambers confirmed the board's consensus to rank this as a 4.

Ms. Chambers reviewed Activity Prioritization Item 17, 12 AAC 09.020, remove outdated language related to board-administered exams.

LE Spencer stated the board no longer administers any exams directly and all theory written exams are handled by PROV, which has its own identification and security protocols. She stated the regulation is outdated and redundant, and its removal would be a regulatory cleanup effort. She explained that if the board ever chose to reinstate practical exams in the future, new regulations would need to be drafted at that time. She confirmed that no exams are currently administered by the board or the state.

Ms. Chambers noted this appears to be an oversight from the transition to third-party testing.

Ms. Desarae Hager asked whether the board might ever return to practical exams; it was clarified that if so, new regulations would be required.

Chair McKinley and Ms. Canady agreed this is a straightforward cleanup item.

Board members agreed that eliminating references to board-administered or state-administered exams, as all theory written exams are now administered by PROV and are fully computerized. The regulation is no longer applicable and appears to be a holdover from a previous licensing model.

Ms. Chambers confirmed the board's consensus to rank this as a 1 – Immediate Priority (No-Brainer) as a low-complexity amendment suitable for inclusion in a future legislative package.

Ms. Chambers reviewed Activity Prioritization Item 18, 12 AAC 09.025, conduct for examinations.

Ms. Chambers stated this was another section the board could remove as it is no longer applicable. All theory written exams are now administered by PROV, which has its own conduct and identification protocols. This regulation is a holdover from when the board administered exams directly and removing it would be part of a broader regulatory cleanup effort.

Board members unanimously agreed with Ms. Chambers

Ms. Chambers confirmed the board's consensus to rank this as a 1 – Immediate Priority (No-Brainer) as a low-complexity amendment suitable for inclusion in a future legislative package.

Ms. Chambers noted the board had 5 minutes remaining for this meeting and noted that they would probably not complete reviewing their strategic planning review and that they'd not created buckets. She stated that their buckets could be a homework task. She emphasized this wouldn't be hard and that she'll give members items to consider which may assist the board towards a path to refine and make any changes. She stated whatever strategic planning items are left from this meeting will be reviewed during their September strategic planning meeting.

Ms. Chambers reviewed Activity Prioritization Item 19, 12 AAC 09.106, amend to include non-chemical barbering to the list of professions eligible for instructor licensure.

Ms. Canady explained that the omission was an unintended consequence of earlier changes.

Ms. Lombardo clarified that this is a regulatory fix, not a statutory one.

Board members agreed this is a straightforward correction and when the non-chemical barbering license was created, it was inadvertently omitted from this section. This amendment would correct that oversight and ensure consistency across license types.

Ms. Chambers confirmed the board's consensus to rank this as a 1 – Immediate Priority (No-Brainer) as a low-complexity amendment suitable for inclusion in a future legislative package.

Ms. Chambers reviewed Activity Prioritization Item 20, 12 AAC 09.112, add a subsection to clarify how multiple event locations are handled under temporary shop licenses. Currently, the regulation is ambiguous, and licensees are required to obtain a separate license for each event location—even when part of a single event series or organization.

Ms. Lombardo emphasized that this issue is tied to broader inconsistencies between statute and regulation regarding temporary shop licenses.

Chair McKinley, Ms. Thompson, and Ms. Canady acknowledged the impact on licensees' and supported prioritizing the issue for clarification.

LE Spencer stated that the current regulation lacks clarity on whether one temporary shop license can cover multiple locations within a defined time frame. This has led to confusion and inconsistent application, especially for recurring events or multi-city tours (e.g., tattoo conventions).

While some board members support requiring separate licenses for each location due to inspection and sanitation concerns. LE Spencer noted that DEC already provides location-specific approvals, which could support a more streamlined approach.

The board agreed that clarification is needed, even if the final outcome maintains the current practice. Board members also agreed that this is a complex issue that may require both regulatory and statutory review.

Ms. Chambers confirmed the board's consensus to rank this as a 2 and noted this board could reevaluate if they chose.

Ms. Chambers reviewed Activity Prioritization Item 21, 12 AAC 09.125(i), square footage requirements for 12-hour manicurist course. Ms. Chambers noted that the course was book only with no practical operation requirements.

Ms. Thompson and Ms. Canady supported removing the requirement, calling it a no-brainer.

Chair McKinley raised concerns about maintaining minimum standards for classroom environments, even for book-only instruction.

Ms. Hager argued that the current square footage requirement is disproportionate to the course content and limits access unnecessarily.

The board acknowledged that ACPE oversight and school licensing already provide safeguards regarding classroom capacity and conditions.

Board members agreed that this course is theoretical only, with no hands-on training or equipment use. The current regulation requires 300 square feet minimum and 7 square feet per student, which may be excessive and prohibitively burdensome for small schools. Board members also noted that the requirement appears to be a holdover from more intensive training models and may no longer be relevant. Board members agreed that removing or revising the requirement could improve access and reduce unnecessary barriers for schools offering this limited-scope training.

The board agreed this is a meaningful cleanup item that could reduce regulatory burden while maintaining educational integrity.

Ms. Chambers confirmed the board's consensus to rank this as a 2.

Ms. Chambers closed the session by thanking the board for their thoughtful engagement and productive discussion. She noted the significant progress made in reviewing statutory and regulatory priorities and emphasized that the remaining items will be addressed in the next session.

Ms. Chambers stated she will compile the next steps summary, including mission and vision statement samples, and assign light homework to be completed before the next meeting.

Ms. Chambers stated that the homework deadline would be September 5, 2025, which will allow time to prepare meeting materials.

The board and Ms. Chambers confirmed the next strategic planning meeting is scheduled for September 10, 2025, and will run from 10:00 AM – 12:00 PM.

LE Spencer stated that due to timing, she would prepare a bare-bones packet (agenda, ethics, and worksheets) by the deadline and additional materials will be posted after the meeting as needed.

Ms. Chambers asked the board to consider scheduling additional strategic planning sessions or allocating time during a regular board meeting to complete the planning process. Ms. Chambers encouraged board members to email her with any additional ideas or overlooked items for inclusion in the activity list.

Chair McKinley thanked Ms. Chambers for her leadership and preparation, noting that the board's high level of engagement was a testament to her facilitation. He humorously added that she did a great job "herding a group of cats."

Ms. Chambers expressed appreciation for the board's commitment and reminded members to stay engaged and submit their homework on time to keep the process moving forward.

The board thanked Ms. Chambers for her time and assistance.

5. Adjourn

The chair declared the board off the record at 12:02 p.m.

Respectfully submitted:

Cynthia Spencer, Licensing Examiner III

Approved:

Kevin McKinley, Chairperson
Board of Barbers and Hairdressers

Date: _____

DRAFT



DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
BOARD OF BARBERS AND HAIRDRESSERS

CONDENSED MINUTES OF THE MEETING HELD SEPTEMBER 10, 2025

By the authority of AS. 08.01.070(2) and AS08.86.030 and in compliance with the provisions of AS 44.64, Article 6, a scheduled board meeting was held via teleconference/Zoom, September 10, 2025.

These are DRAFT minutes prepared by the staff of the Division of Corporation, Business and Professional Licensing. These minutes have not been reviewed or approved by the board.

September 10, 2025:

Attendance

Members Present: Jennifer (Jenn) Lombardo, Danielle Desarae Hager, Willie Mae Canady, Jessica Pestrikoff, Shannon Thompson,

Member Excused Absence: Kevin McKinley

Staff Present: Cynthia Spencer, Barbara Denney, Damen Bennett Licensing Examiners, Lacey Derr, Program Coordinator, Sara Chambers, Boards and Regulations Advisor

Public Present via Zoom: There were 5 members of the public present via Zoom

LE Cynthia Spencer announced that Chair McKinley would not be able to attend this meeting; during his absence, Jenn Lombardo would be interim chairperson.

1. Call to Order/Roll Call

The board was called to order at 10:01 a.m. by Chair Jenn Lombardo.

2. Review Agenda

Chair Jenn Lombardo asked if there were any amendments to the agenda.

Motion: 1st Mae Canady– 2nd Desarae Hager

Approve September 10, 2025, meeting agenda as written.

Motion Approved by majority

3. Ethics Disclosure

Shannon Thompson stated she works out of Kevin McKinley's Anchorage 5th Avenue shop as a "booth renter" under her own business.

No other board member in attendance had any ethics violations to report.

4. Strategic Planning and Prioritization Processes.

Ms. Chambers greeted the board staff, and thanked members of the public for attending. She noted the absence of Kevin McKinley, who was unable to attend.

Ms. Chambers recapped the previous strategic planning meeting noting the board previously ranked priority items from a brainstorming session. Ms. Chambers stated the goal for this meeting was to review draft mission and vision statements submitted by board members and assign priority items to strategic "buckets" modeled after the California Board's strategic plan.

Ms. Chambers expressed concern over limited board participation in submitting homework. Ms. Chambers informed the board that only one board member submitted input on time. She stated that this lack of engagement hinders progress and makes collaborative planning difficult. She emphasized that strategic planning cannot be effectively done in short, infrequent meetings without preparation. Ms. Chambers reiterated the value of strategic planning:

- Provides a North Star for the board's identity and direction.
- Helps prioritize efforts and manage competing demands.
- Supports communication with licensees and stakeholders.
- Demonstrates accountability and commitment to improvement.

Ms. Chambers warned against the “hand-to-mouth” approach of reacting to issues without long-term planning. Ms. Chambers asked the board to reflect on whether they are willing and able to engage in the strategic planning process. She clarified that while staff can support and guide, the board must lead the policy and regulatory work. Ms. Chambers stated that it would be inappropriate for staff to draft the strategic plan independently.

Chair Jennifer Lombardo invited each board member to share their thoughts on whether to continue with the strategic planning process and how they wish to proceed.

Mae Canady Shared her experience on a previous board that was productive, though unsure if strategic planning was used in the same way. Acknowledged not submitting homework but expressed willingness to move forward and curiosity about what has changed since her prior service.

Shannon Thompson Admitted to being distracted but felt reenergized after a conversation with Chambers. Expressed appreciation for the guidance and support, and a desire to continue with strategic planning despite being new to the process.

Desarae Hager Supported strategic planning, drawing from her background in education. Emphasized the importance of follow-through and consistency. Acknowledged her limited experience on the board but expressed a willingness to participate and learn.

Jessica Pestrikoff Echoed others' sentiments, admitting she didn't complete her homework but had started drafts. As a public member, she felt unsure of her role but recognized the value of strategic planning in helping new members understand the board's direction. Expressed willingness to contribute.

Chair Lombardo Reflected on her past board service (2017–2021) and the board's productivity during that time. Explained that strategic planning is a more structured version of the board's previous goal-setting practices. Encouraged all members to participate, regardless of experience, and emphasized that diverse perspectives strengthen the board.

Ms. Canady thanked Chair Lombardo for her encouragement and emphasized the importance of asking questions when unsure.

Chair Lombardo reiterated the value of open communication and acknowledged the challenges of virtual meetings compared to in-person interactions.

Ms. Chambers validated board members' feelings of uncertainty and emphasized that strategic planning must lead to action. Shared that Ms. Pestrikoff has agreed to help track and align board actions with the strategic plan once it is in place. Chambers committed to sharing a draft document to help the board move forward and emphasized the importance of structure, accountability, and communication.

Board members agreed to continue with the strategic planning process and a shared commitment was made to speak up when something is unclear, support one another in learning and contributing, and follow through on assignments and timelines.

Ms. Chambers reminded the board of the activity list developed at the previous meeting, which categorized items into:

- Top Priorities (No-Brainers): Items with broad agreement that require legislative or regulatory change due to outdated or problematic language.
- Tier 2 Priorities: Important items that need to remain on the board's radar with a plan and timeline for future action.
- Tier 3 & 4 Items: Lower-priority or longer-term items.
- Controversial/Undecided Items: Topics requiring further board discussion (e.g., advanced manicurist requirements).

- Unaddressed Items: Items not yet reviewed or categorized.

Ms. Chambers proposed that the board continue working through the yellow-highlighted items (unaddressed or pending discussion) from the activity list.

Board Members agreed to resume where they left off at the last meeting.

Ms. Chambers and board members briefly discussed accessing the current statutes and regulations, which would be needed for the next phase of review.

Ms. Chambers reviewed Activity Prioritization Item 22, 12 AAC 09.127. Ms. Chambers introduced the item, explaining its origin as a regulation created to accommodate a now-closed UAF cosmetology program. She asked the board whether this regulation should be ranked for removal or further discussion.

Chair Lombardo invited Cynthia Spencer to provide historical context.

LE Spencer explained the regulation was created over 15 years ago to support a university-based program that ultimately closed due to lack of client interest. She stated no other university has since pursued opening a cosmetology school, largely due to the extensive internal approval process (Board of Regents, ACPE, and this board). She explained that the regulation now seems redundant, as any future university program could follow the existing school application process.

Ms. Hager supported removal of the regulation, noting her experience with a similar process in Galena and confirming the regulation duplicates existing requirements.

Ms. Canady expressed concern about underserved areas but agreed the regulation is unlikely to be used again.

Ms. Pestrikoff asked whether removing this regulation would be difficult. Ms. Chambers and Chair Lombardo clarified that it would be a regulatory change, not a statutory one, and could be bundled with other “no-brainer” changes in a future regulation project.

Chair Lombardo emphasized the board’s goal to simplify and modernize its regulations, making them more accessible to industry professionals and the public.

Ms. Pestrikoff supported removing “low-hanging fruit” to build momentum and motivation.

Ms. Hager added that the regulation largely repeats content from the preceding regulation and only differs in referencing public institutions.

Ms. Chambers confirmed this is a regulation, not a statute, and can be changed by the board. She stated it aligns with Administrative Order 360, the Governor’s regulatory reform initiative, which encourages removal of outdated or unnecessary regulations. The board’s work on this item will contribute to the department’s regulatory reduction goals for 2026 and 2027.

Ms. Chambers proposed classifying this item as a “Number 1 – No-Brainer” for removal and bundling it with similar items in a future regulation project.

Board Members agreed unanimously.

Ms. Chambers confirmed the board’s consensus to rank this as a 1 –No-Brainer for removal and bundling it with similar items in a future regulation project.

Ms. Chambers reviewed Activity Prioritization Item 23, 12 AAC 09.127. 12 AAC 09.130(c), (e), and (f). Sara Chambers introduced the item, which proposes removing or revamping subsections (c), (e), and (f) of the regulation related to school records. The rationale is that the board does not currently enforce these requirements, as demonstrated by repeated investigative referrals.

LE Spencer provided context, the regulation has led to delays in reenrollment for students, apprentices, and trainees due to missing training documents. Current regulations require documents to be submitted directly by instructors or trainers, which often does not happen. She stated that despite years of noncompliance, the board has not taken disciplinary action, typically issuing only non-disciplinary letters. This results in wasted staff time and confusion for applicants.

Ms. Canady asked how other states handle school and student records. Discussion revealed:

- Most states do not license schools directly; oversight is typically handled by post-secondary education offices.
- Students usually submit their own transcripts to the state board, similar to college or university processes.
- Alaska is one of the few states with apprenticeship programs and direct school regulations.

Ms. Canady and Ms. Hager both supported ranking this item as a “1 – No-Brainer”, citing the burden on students and the redundancy of the regulation.

Ms. Pestrikoff and Chair Lombardo agreed, emphasizing the importance of removing unnecessary barriers and focusing on achievable reforms.

Ms. Hager added that allowing trainees to submit their own documents would resolve many of the recurring issues.

Ms. Chambers noted that this is a regulatory, not statutory, change and can be addressed by the board. This issue also aligns with Administrative Order 360, which encourages the removal of outdated or burdensome regulations. She stated the board may also consider a future statutory change to remove its role in school licensure, transferring that responsibility to the Alaska Commission on Postsecondary Education.

Board Members unanimously agreed to rank this item as a “1 – No-Brainer” for removal or revision.

Ms. Chambers confirmed the board’s consensus to rank this as a 1 –No-Brainer for removal and bundling it with similar items in a future regulation project.

Ms. Chambers: reviewed Activity Prioritization Items 24 and 25, 12 AAC 09.162(3) and 12 AAC 09.162(11); Ms. Chambers introduced the items, which includes two proposed edits:

1. Remove “sanex strips” from the list of required equipment.
2. Update language regarding dermal lights and electrical equipment to align with the board’s updated appliance regulations adopted last year.

Ms. Chambers noted that this appears to be a missed update during the last regulatory revision and asked the board to consider whether this should be prioritized for cleanup.

Ms. Thompson, Ms. Hager, and Ms. Canady all agreed this was a “1 – No-Brainer” item for removal and revision.

Board Members unanimously agreed to classify this item as a top-priority regulatory cleanup.

Ms. Chambers confirmed the board’s consensus to rank these as a 1 –No-Brainer for removal and bundling it with similar items in a future regulation project.

Ms. Chambers: reviewed Activity Prioritization Items 26 and 27, 12 AAC 09.185(e), (g), (h) and 12 AAC 09.990(i), (j), (k). Ms. Chambers introduced Items 26 and 27, which propose removing or revising documentation submission requirements for apprentices and trainees in body piercing, tattooing, and permanent cosmetic coloring. These items mirror the issues discussed under 12 AAC 09.130, where documentation must be submitted by the trainer/instructor.

Ms. Chambers asked whether the board would like to group these items with the previous documentation-related regulation for a future bundled regulation project.

Ms. Hager supported grouping all documentation-related regulations into a single project and suggested consulting with the division to ensure the changes benefit all parties.

Ms. Lombardo agreed it could be a larger project. She originally scored it a “3” due to timing and competing priorities, though she acknowledged it is a no-brainer conceptually.

LE Spencer emphasized that the board’s failure to enforce its own regulations is a serious concern, particularly when repeated violations are treated as minor issues.

Ms. Canady and Ms. Thompson agreed that while the issue is important, it may not be as urgent as others. They supported bundling it with related items and assigning it a “2 – Important but not urgent” ranking.

Ms. Chambers confirmed that the board can adjust priorities over time and that these items may become more pressing under the Governor’s Administrative Order 360 regulatory reform initiative.

Board Members agreed to reclassify Items 26 and 27, along with Item 23, as “2 – Important” and to bundle them into a future documentation-focused regulation project.

Sara Chambers: reviewed Activity Prioritization Item 28, 12 AAC 09.990(7). Ms. Chambers introduced the item, which defines a *manicurist* as including individuals licensed in any jurisdiction as a *nail technician*. She asked for clarification on whether this definition is creating confusion or should be revised.

LE Spencer explained that most states use the term *nail technician*, not *manicurist*; the definition may have been added to help out-of-state applicants understand Alaska’s licensing terminology. LE Spencer stated that this has also created confusion, especially after legislative changes that temporarily replaced the manicurist license with a nail technician license, then reversed that change. LE Spencer noted that the training requirements for manicurists and nail technicians differ significantly, and the current definition may be misleading.

Ms. Hager suggested grouping this item with other unresolved issues related to manicurist and advanced manicurist licensing.

Chair Lombardo and Ms. Canady agreed that while the issue is valid, it is not urgent. They proposed assigning it a “3 or 4 – Low Priority” and bundling it with other nail technician-related topics for future review.

Ms. Chambers confirmed that the current definition may still be helpful for out-of-state applicants and that statute allows manicurists to use the title *licensed nail technician*, which limits the board’s ability to resolve the confusion through regulation alone. She recommended labeling this as a low-priority item, to be grouped with other nail tech-related issues for potential future cleanup or legislative consideration.

Board Members agreed to assign this item a low priority, to be revisited as part of a broader review of nail technician-related statutes and regulations.

Ms. Chambers confirmed the board’s consensus to rank this as a 3 – Low Priority.

Ms. Chambers began reviewing the Strategic Planning “Wish List” Items

Ms. Chambers reviewed board review and Issuance of licenses. Ms. Chambers noted that legislation to remove license approval from the board’s purview and delegate authority to staff is already in progress. She reminded the board that Chair McKinley had been given authorization by the board to begin outreach and advocacy for this change at the last regular board meeting.

Ms. Chambers noted that no further action is needed at this time as this item is already moving forward.

Department of Environmental Conservation (DEC) – Inspection Standards. Ms. Chambers introduced the topic of outdated and unenforced DEC regulations related to sanitation and inspection of salons and body

art establishments.

Chair Lombardo emphasized DEC's regulations are over 20 years old and have not been updated since 2001–2002. The board previously submitted recommended updates, which were not adopted. She stated if DEC is unwilling to modernize or enforce its regulations, it may not be the appropriate agency to oversee the body art industry.

Ms. Hager shared her experience opening a salon in Galena, where DEC's outdated requirements (e.g., lighting levels, heater specs) were burdensome and misaligned with current industry needs.

Ms. Thompson added that salon and body art professionals across Alaska feel deprioritized by DEC, which is overwhelmed with other responsibilities (e.g., regulating food service on boats).

LE Spencer noted that within the Municipality of Anchorage (MOA), inspections are conducted and enforced, however, outside MOA, inspections are rare or nonexistent.

Board Members agreed this is a high-priority advocacy issue, though not directly within the board's regulatory authority.

Ms. Chambers suggested the board could:

- Advocate through the Division Director to elevate the issue with DEC.
- Consider whether sanitation oversight should be transferred from DEC to the Department of Commerce or the board itself.
- Revisit this topic under Administrative Order 360, which may prompt DEC to modernize or relinquish outdated regulatory responsibilities.

Ms. Canady raised a key concern: If the board has already tried to address this issue and DEC has not acted, what can the board realistically do?

Ms. Chambers responded the board can still take a formal position and advocate through the Division Director (Director Robb). She stated leadership at DEC has changed, and Administrative Order 360 may create new pressure for regulatory reform. The board could:

- Revisit and update its past recommendations to DEC.
- Draft a formal letter of concern or recommendation.
- Request a meeting with DEC to discuss the public health implications of outdated and unenforced regulations.
-

Ms. Thompson and Chair Lombardo discussed the potential for remote inspections, especially in rural areas. During COVID-19, DEC conducted inspections via Zoom, but this practice has since become inconsistent and unclear.

Ms. Canady supported the idea of sending a letter, noting that sometimes agencies need to be reminded of their responsibilities. She appreciated the empowerment that comes from taking action, even if indirect.

LE Spencer clarified that the board contracts with DEC to perform inspections. She noted the board even offered to increase funding when DEC stopped inspecting non-body art shops, but DEC declined.

Ms. Hager asked whether DEC's authority over sanitation regulations is mandated by statute and whether any of that authority could be transferred back to the board.

Ms. Chambers explained there is a statutory partnership between DEC and the Department of Commerce. DEC currently holds all regulatory authority over sanitation standards and any transfer of authority would require legislative action.

Ms. Hager also asked how much of a roadblock DEC's outdated regulations are for licensees.

Ms. Thompson and Chair Lombardo confirmed DEC's outdated, and inconsistently enforced regulations create significant barriers for shop owners, especially in rural areas and the lack of clarity and

consistency in inspections delays openings and causes confusion.

Ms. Canady and Chair Lombardo expressed concern about how to move forward on an issue that has already been addressed without results.

Ms. Chambers recommended:

- The board take a formal position on the issue.
- Work through LE Spencer and Director Robb to advocate for change.
- Revisit and update past recommendations to DEC.
- Draft a formal letter and request a meeting with DEC to discuss the public health implications of outdated and unenforced regulations.

Ms. Thomason and Chair Lombardo discussed the potential for remote inspections, especially in rural areas, noting that DEC had used Zoom during COVID but that the practice is now inconsistently applied.

Ms. Canady supported sending a letter as a first step, emphasizing the board's role in holding DEC accountable.

Ms. Hager asked whether DEC's outdated regulations are a roadblock for licensees.

LE Spencer confirmed that there is no current roadblock for non-body art shops due to the compliance certification process. She stated when DEC stopped inspecting non-body art shops, the board created a Certification of Compliance with 18 AAC 23 form, which shop owners must sign and notarize. Body art shops still require a DEC Inspection Report or Certificate of Sanitary Standards, which are received regularly

Based on this clarification, Ms. Hager recommended ranking the issue as a "3 – Medium Priority", since it is not currently causing significant delays or barriers for licensees.

Board Members agreed to assign this item a priority level of 3, recognizing its importance but acknowledging that it is not an urgent operational issue at this time.

Ms. Chambers confirmed the board's consensus to rank this as a 3.

Body Art Courtesy Licenses for Alaska Shops. Ms. Chambers introduced the topic, noting that it was raised without detailed context. She invited board members to clarify the issue.

Chair Lombardo and LE Spencer explained:

- The original intent of the body art courtesy license was to allow temporary licensure for artists working in Alaska-based shops, not for special events.
- Over time, the application process evolved to accommodate special events, leading to confusion and repeated changes to submission deadlines (currently 90 days).
- Chair McKinley has expressed interest in creating a more flexible option for Alaska shops to bring in out-of-state artists to cover short-term staffing needs.

Chair Lombardo recalled Chair McKinley's concern that artists who visit regularly (e.g., every 3 months) must reapply for a new courtesy license each time. Current rules limit courtesy licenses to 30 consecutive days, with a maximum of two per calendar year.

Ms. Chambers clarified that this issue is distinct from the Universal Temporary Licensure legislation, which is intended as a pathway to permanent licensure. She noted that Chair McKinley's proposal appears to focus on short-term, non-permanent licensure for temporary staffing needs.

LE Spencer noted attempts to distinguish between brick-and-mortar shops and special events have been complicated by licensing requirements that treat both similarly. She emphasized any changes would likely require a regulatory revision and possibly a broader revamp of the convention/special event licensing structure.

Chair Lombardo suggested tabling the discussion until Chair McKinley can provide more clarity on his proposal.

Ms. Chambers agreed and recommended adding this to the “Talk to Kevin” follow-up list for future discussion.

Board Members agreed with Chair Lombardo and Ms. Chambers.

Ms. Chambers confirmed the board’s consensus to table this item for further discussion with Chair McKinley.

Tiered Esthetician License. Ms. Chambers introduced the topic, noting that it originated from the Med Spa Services Workgroup and reflects ongoing discussions about creating an advanced esthetician license. She noted that while the board has not yet explored the full details, there has been general consensus that this is a beneficial and necessary initiative.

Chair Lombardo recommended assigning this a “1 – High Priority”, stating it should be one of the board’s first major projects.

Ms. Thompson and Ms. Canady agreed with the ranking.

Board Members unanimously agreed to assign the Tiered Esthetician License initiative a priority level of 1.

Ms. Chambers confirmed the board’s consensus to rank this as a 1.

Medical Spa–Related Needs and Changes. Ms. Chambers introduced the topic, noting that it is closely related to the Tiered Esthetician License discussion. She recommended combining this and the tiered esthetician license topics into a single project, as they are deeply interconnected.

Chair Lombardo agreed with the recommendation.

Board Members agreed to combine this item with the Tiered Esthetician License initiative, which has already been assigned a priority level of 1.

Ms. Chambers confirmed the board’s consensus to combine this with Tiered Esthetician License and rank both as a 1.

Add Details from 2023 Minutes Regarding Statute Changes. Ms. Chambers noted that this item was a general placeholder based on earlier reviews of past meeting minutes, particularly from 2023.

Ms. Canady recalled that the topic likely relates to aesthetics and the early discussions around advanced esthetics but could not recall specific details during the meeting. She committed to reviewing the 2023 minutes and reporting back at a future meeting.

Board Members agreed to label this item as “Mae Will Report Back” for future follow-up.

Update 12-Hour and Manicurist with Advanced Endorsement Licenses. Ms. Chambers noted that this topic had already been addressed earlier in the meeting so no further discussion or ranking needed.

Update the Tattoo Exam. Ms. Chambers asked whether this item was completed at the August 13 meeting.

Chair Lombardo confirmed that the board reviewed the NIC theory written exam, but no formal action was taken. She recommended assigning it a “2 – Important” ranking, noting that it should be discussed further but is not the most urgent matter.

LE Spencer confirmed that this item is scheduled for action on the November board meeting agenda.

Ms. Chambers acknowledged that the item is already in progress and does not require further prioritization at this time.

Require Tattooists to Be Licensed for More Than One Year Before Taking on an Apprentice / Possible Instructor License Changes. Ms. Chambers introduced the topic and asked for clarification on its origin.

Chair Lombardo confirmed that the suggestion was hers but noted that Chair McKinley adamantly opposes the idea.

Ms. Chambers recommended tabling the discussion until Kevin is present.

Board Members agreed to defer this topic for future discussion when all relevant parties are available.

Ms. Chambers confirmed the board's consensus to table this item for further discussion when all board members were present.

Examine Tattoo School Requirements. Ms. Chambers introduced the topic.

Chair Lombardo confirmed that this was a Chair McKinley-initiated item.

Board Members agreed to defer discussion until Kevin is present to provide context and direction.

Ms. Chambers confirmed the board's consensus to table this item for further discussion with Chair McKinley.

Review Statutes and Regulations Requiring Documentation to Only Come from the Instructor. Ms. Chambers noted that this topic had already been discussed earlier in the meeting.

Chair Lombardo confirmed that it was part of the broader conversation about documentation submission requirements and should retain the same ranking previously assigned.

No further discussion or changes were made.

Review Statutes and Regulations to Eliminate Outdated Language (e.g., Fax Requirements). Ms. Chambers introduced the topic as a general cleanup project, citing outdated language such as requirements to submit documents "by fax."

Ms. Hager and Ms. Canady agreed that this type of cleanup would likely be addressed organically as part of broader statute and regulation reviews already underway.

Chair Lombardo suggested ranking it as a "3 – Medium Priority", to be addressed after more pressing statutory and regulatory changes are completed.

Board Members agreed to assign this item a priority level of 3.

Ms. Chambers confirmed the board's consensus to rank this as a 3.

Tattoo Training Requirements and Form Alignment. Ms. Chambers introduced the topic, noting the need to ensure that training requirements and forms are consistent.

Chair Lombardo explained statute and regulation require 1,000 hours of tattoo training, with specific breakdowns for theory and practical hours (totaling approximately 470 hours). The remaining ~530 hours are not defined in statute or regulation but must be categorized as either theory or practical on the current form. This creates confusion, as the form appears to require something not explicitly stated in law. She recommended either updating the form to reflect the flexibility or amending the regulation to clarify the breakdown. She suggested a priority level of 3, as it is not urgent but worth addressing for clarity.

LE Spencer confirmed that the form currently allows the remaining hours to be completed in any combination of theory or practical, but this is not reflected in regulation.

Board Members agreed to assign this item a priority level of 3.

Ms. Chambers confirmed the board's consensus to rank this as a 3.

Additional Tattoo Requirements – 400 Hours. Ms. Chambers noted this as a separate but related item to the previous item.

Chair Lombardo confirmed it was duplicative of the previous discussion and could be deleted or merged with the above item.

Ms. Chambers confirmed the board's consensus to rank this as a 3 and would combine this with Tattoo Training Requirements and Form Alignment.

Create a Permit for Hot Tools Use by Unlicensed Personnel. Ms. Chambers introduced the topic, originally proposed by former board member Tenaya Miramontes, as a way to allow unlicensed individuals (e.g., students or youth) to use hot tools in shops under a permit system. This would require a statutory change.

Ms. Canady and Ms. Hager both expressed strong opposition:

- Mae noted that existing pathways like apprenticeships and braiding licenses already provide access to the profession.
- Desarae emphasized that the proposal is redundant, and that Alaska already allows unlicensed practice in certain rural areas under specific conditions.

Ms. Thompson and Chair Lombardo agreed with the assessment.

Board Members agreed to assign this item a priority level of 4, or potentially remove it from the list entirely.

Ms. Chambers confirmed the board's consensus to rank this as a 4 with possible removal.

Ms. Chambers began reviewing the Other Priorities Identified by the Board Items

Devise a Method for Periodically Reviewing Statutes and Regulations. Ms. Chambers introduced the item as a proactive measure to avoid future backlogs of outdated statutes and regulations.

Ms. Hager strongly supported the idea, ranking it a “1 – High Priority”, to ensure the board doesn’t fall behind again.

Ms. Thompson and Ms. Pestrikoff agreed.

Ms. Chambers confirmed this aligned with her own recommendation.

Board Members unanimously agreed to assign this item a priority level of 1.

Ms. Chambers confirmed the board's consensus to rank this as a 1.

Improve Application and Training Resources for Licensees. Ms. Chambers asked whether the board wanted to prioritize improving how applicants understand and navigate the licensing process.

Ms. Thompson recommended a “2 or 3”, noting it’s important for accessibility but not currently a barrier.

Ms. Hager and Ms. Canady agreed.

Board Members agreed to assign this item a priority level of 2–3, with the understanding that it could be addressed after more urgent regulatory work is completed.

Ms. Chambers confirmed the board's consensus to rank this as a 2 – 3 with the understanding that it could be addressed after more urgent regulatory work is completed.

Additional Town Hall Meetings to Increase Public Engagement. Ms. Chambers introduced the item as more of a strategy than a goal, noting that the Board of Barbers and Hairdressers was the first board to launch town hall-style listening sessions, which have since been adopted by other boards.

Ms. Hager recommended a priority level of 2 or 3, noting that while town halls are valuable, the board has significant work ahead that should take precedence.

Ms. Thompson, Ms. Canady, and Chair Lombardo agreed.

- Chair Lombardo noted that reactive town halls (in response to public concern) were highly successful, while proactive sessions had lower turnout.
- Chair Lombardo emphasized that town halls are a flexible tool the board can use as needed, without requiring regulatory changes.

Ms. Chambers confirmed that town halls can be used to gather public input on regulatory projects or as standalone engagement tools, and that the board has multiple options for structuring public comment opportunities.

Board Members agreed to treat this as a strategic tool, not a formal goal, and to utilize it as needed, particularly when public input is critical.

Ms. Chambers confirmed the board's consensus.

Update the Disciplinary Matrix and Fine Schedule. Ms. Chambers introduced the item, noting that the board began work on this in August and that it may require a regulations project, depending on how the matrix is used.

Ms. Hager supported prioritizing the update, stating that if the board is modernizing regulations, it should also ensure enforcement tools are current and effective.

LE Spencer confirmed the matrix is scheduled for continued discussion at the November board meeting and noted it has appeared on multiple past agendas without resolution.

Ms. Canady requested to review the last three versions of the matrix to understand how it evolved, especially since one version may have been updated without board input.

Ms. Chambers recommended a follow-up conversation between LE Spencer, PC Derr, and the investigative unit to clarify the matrix's history and current use. She noted this would assist in preparing for a more robust discussion at the November meeting.

Chair Lombardo offered to share her notes and past versions of the matrix with Cynthia to support that preparation.

Ms. Hager asked for clarity on why the matrix needs updating and what specific issues are being addressed.

LE Spencer encouraged members to review past meeting minutes for background and context.

Ms. Chambers confirmed that this item is in progress and will be revisited in November.

Ms. Chambers summarized the board's progress all items brought forward were either ranked, postponed for more information, or grouped for future action. The next step is to populate the strategic planning worksheet, using the board's rankings and goals to begin structuring the plan into categories (e.g., legislation, regulation, licensing, enforcement, outreach). She noted that she's started this process using goals submitted by Acting Chair Lombardo as a foundation which will include:

- Strategic Planning Categories (based on regulatory board best practices):

- Board Administration & Governance
- Legislation & Regulation
- Licensing
- Inspection & Enforcement
- Outreach & Public Engagement

Ms. Chambers emphasized the importance of breaking down large goals (e.g., tiered aesthetics licensing) into strategies, objectives, and implementation steps; assigning responsibilities, setting timelines, and using the plan to guide board agendas and track progress. She also emphasized Ms. Pestrikoff's role as the strategic plan "shepherd" to help maintain momentum and accountability.

Ms. Canady and Chair Lombardo appreciated the structure and Jenn's contributions.

Ms. Thompson Shannon expressed gratitude for the guidance and tools provided, especially around using board minutes as a searchable resource.

Chair Lombardo emphasized the board's strength in collaborative discussion over individual homework assignments. She suggested simplifying materials by using bullet points, large fonts, concise language, and avoiding lengthy, dense documents that may discourage engagement. She recommended avoiding group splits or independent research tasks; instead, prioritize in-meeting discussions. She noted that simplifying materials will help board members be better prepared and more engaged.

Ms. Chambers agreed with the feedback and committed to:

- Plugging board priorities into the strategic planning framework herself.
- Presenting a draft plan at a future meeting for board review and adjustment.
- Transitioning from planning to implementation once priorities are confirmed.

Ms. Canady echoed support for simpler materials. She shared that overwhelming documents can discourage follow-through, especially for those less comfortable with digital tools. She expressed appreciation for the effort to make materials more accessible.

Ms. Chambers reaffirmed the importance of adapting staff support to the board's strengths and learning styles. She noted that each of the 21 professional licensing boards has its own culture and engagement style, and staff should be flexible to meet those needs. She proposed:

- Staff will draft the strategic plan based on the board's clearly stated priorities.
- A follow-up meeting in mid-October (2–3 hours) to review and refine the draft together.
- Final review during the November 5 board meeting, transitioning into the implementation phase.

Chair Lombardo confirmed the next regular board meeting is on November 5 and opened the floor for board members to share availability in October for a dedicated strategic planning session.

The board briefly discussed meeting dates and times. *The board agreed to hold another Strategic Planning meeting on Tuesday, October 14, 2025, from 10:00am – 1:00pm.*

Ms. Chambers reiterated her appreciation for the board's engagement and collaboration. She emphasized the importance of tailoring staff support to the board's strengths and learning styles. Ms. Chambers confirmed she will draft the next version of the strategic plan within the next few weeks; include content related to the Administrative Order and prepare materials for review at the October 14 strategic planning session.

Ms. Chambers noted that she and Ms. Pestrikoff will coordinate with LE Spencer to support implementation tracking once the plan is finalized.

Chair Lombardo expressed gratitude to all board members for their participation and openness. She highlighted the value of inclusive discussion and encouraged continued engagement.

Chair Lombardo thanked Ms. Chambers, LE Spencer, and all staff for their support.

5. Adjourn

The chair declared the board off the record at 12:05 p.m.

Respectfully submitted:

Cynthia Spencer, Licensing Examiner III

Approved:

Kevin McKinley, Chairperson
Board of Barbers and Hairdressers

Date: _____

DRAFT



DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
BOARD OF BARBERS AND HAIRDRESSERS

CONDENSED MINUTES OF THE MEETING HELD OCTOBER 14, 2025

By the authority of AS. 08.01.070(2) and AS 08.86.030 and in compliance with the provisions of AS 44.64, Article 6, a scheduled board meeting was held via teleconference/Zoom, October 14, 2025.

These are DRAFT minutes prepared by the staff of the Division of Corporation, Business and Professional Licensing. These minutes have not been reviewed or approved by the board.

October 14, 2025:

Attendance

Members Present: Jennifer (Jenn) Lombardo, Danielle Desarae Hager, Willie Mae Canady, Jessica Pestrikoff, Shannon Thompson,

Member Excused Absence: Kevin McKinley

Staff Present: Cynthia Spencer, Barbara Denney, Damen Bennett Licensing Examiners, Lacey Derr, Program Coordinator, Sara Chambers, Boards and Regulations Advisor, Investigators Jenni Summers, Joy Hartlieb

Public Present via Zoom: Rachel Lauesen

LE Cynthia Spencer announced that Chair McKinley would not be able to attend this meeting; during his absence, Jenn Lombardo would be interim chairperson.

1. Call to Order/Roll Call

The board was called to order at 10:10 a.m. by Chair Jenn Lombardo.

2. Review Agenda

Chair Jenn Lombardo asked if there were any amendments to the agenda.

Motion: 1st Mae Canady– 2nd Shannon Thompson

Approve October 14, 2025, meeting agenda as written.

Motion Approved by majority

3. Ethics Disclosure

Shannon Thompson stated she works out of Kevin McKinley's Anchorage 5th Avenue shop as a "booth renter" under her own business.

No other board member in attendance had any ethics violations to report.

4. Strategic Planning and Prioritization Processes.

Sara Chambers welcomed the board and thanked Acting Chair Lombardo. She acknowledged the volume of documents shared in advance and encouraged members not to feel overwhelmed. She noted that no additional homework had been assigned this time and emphasized that the session would focus on walking through the materials together.

Sara introduced a "matrix-style" system she developed to organize the board's strategic goals and steps. She explained that the goal of the session was to:

- Review the draft strategic plan layout
- Gather feedback and input
- Repackage the plan based on discussion
- Identify strategies, focus areas, and a general timeline.

She expressed optimism that by the end of the session, the board would have a working strategic plan with actionable steps.

LE Cynthia Spencer confirmed the meeting would end at 1:00 PM. Ms. Chambers encouraged members to take a break midway through the session as needed. Jennifer Lombardo supported the idea of incorporating short breaks.

Ms. Chambers shared a visual layout of the high-level strategic plan. She noted that several board members had submitted suggested mission and vision statements prior to the last meeting. Using those submissions and examples previously provided, she drafted a proposed mission and vision statement for the board to review and potentially adopt or revise during the session.

Mission Statement Discussion

Ms. Chambers introduced the draft mission statement, explaining the distinction between a mission and a vision:

- Mission Statement: What the board is here to do—its purpose and statutory authority.
- Vision Statement: What success looks like—what the regulated industries look like when the board is doing its job well.

Ms. Chambers presented the proposed mission statement: *"To ensure the health and safety of Alaska consumers by promoting the highest level of professional standards and by enforcing the laws of the barbering, hairdresser, tattooing, and esthetics industry."*

Ms. Chambers noted that the language could be refined and invited feedback.

Shannon Thompson supported the wording, with minor tweaks.

Chair Lombardo: Agreed and suggested including additional industries such as body art, body piercing, permanent cosmetics, and nail technology. She recommended using the term "industries" to reflect the diversity of professions regulated by the board.

Ms. Canady, Jessica Pestrikoff, and Danielle Desarae Hager: All expressed support for the draft with the suggested additions.

Ms. Chambers agreed with the revisions and confirmed that "body art" could encompass tattooing, body piercing, and permanent cosmetics.

Chair Lombardo proposed that the board read the mission and vision statements aloud at the beginning of each meeting to help members focus and transition into their regulatory roles. This idea was well received by all board members.

Ms. Chambers also supported including the statements in each meeting packet.

Vision Statement Discussion

Ms. Chambers introduced the draft vision statement and explained its purpose: to describe what success looks like when the board fulfills its mission. She presented the proposed draft: *"The Board of Barbers and Hairdressers cultivates an environment where consumers obtain barbering, hairdressing, body art, manicuring, and esthetic services with the confidence and security that their health and safety are protected."*

Ms. Canady supported the statement, emphasizing that including "health and safety" effectively captures the board's purpose.

Ms. Hager suggested the vision should also reflect the board's role in guiding professionals, not just protecting consumers.

Chair Lombardo agreed, noting the importance of including licensees and practitioners in the vision.

Ms. Chambers acknowledged the feedback and proposed incorporating language about providing transparent and attainable pathways to licensure, reflecting the board's broader responsibilities.

Refinements Discussed:

- Adding "practitioners" to the mission statement to clarify the board's role in setting professional standards.
- Considering terms like "industry services" or "professional services" to streamline the vision statement.
- Including language about innovation and forward-thinking to reflect the board's adaptability to industry changes.

Ms. Hager proposed revised language for the vision: *"The Board of Barbers and Hairdressers cultivates an environment where practitioners receive transparent and responsive guidance, and consumers obtain services with the confidence and security that their health and safety are protected."*

This version was well received by the board.

Chair Lombardo suggested the board take time to review the revised statements and consider formally adopting them at the November 5, 2025, board meeting. She also reiterated her earlier idea to read the mission and vision statements aloud at the start of each meeting, which had broad support.

Ms. Chambers confirmed that the updated statements would be included in the November meeting packet. The board could choose to formally adopt the statements at that time; and the strategic plan documents would be cleaned up and shared with staff for inclusion in the board materials.

Ms. Chambers thanked the board for their thoughtful feedback on the mission and vision statements. She then stated the next phase of the session would be reviewing the first draft of the strategic plan. Ms. Chambers emphasized that the documents were interconnected and represented a working draft. She noted that while the content was largely in place, the formatting and structure would benefit from tightening and cleanup, which she committed to completing before the November board meeting. She reiterated that the goal of this phase was to walk through the draft plan together, identify areas needing clarification or refinement, ensure alignment between goals, strategies, and timelines, and prepare a cleaner, more finalized version for board review at the November meeting.

Ms. Chambers confirmed that the updated documents would be packaged and shared with staff for inclusion in the November 5, 2025, board packet.

Review of Priority List and Strategic Goal Categories

Ms. Chambers transitioned the discussion to the priority list, which compiled items discussed at recent meetings. She explained that each item had been categorized under one of the board's emerging strategic goals:

- Board Development Opportunities
- Education and Outreach Opportunities
- Enforcement Opportunities
- Legislation (items the board may wish to pursue in future sessions)
- Regulation Changes (including cleanup and modernization efforts)

Ms. Chambers noted that while the categories were broad for now, future refinements could further classify items (e.g., licensing changes, continuing education, etc.). She emphasized that this structure would help the board better understand how to proceed with its priorities, especially given the volume of legislative and regulatory work already underway. She also highlighted a group of yellow-highlighted items that required further clarification. These had been discussed with Kevin, who was unable to attend the meeting but sent his regards. These items could be revisited in a future strategic planning discussion.

Ms. Chambers asked Ms. Canady whether she had any updates or clarifications from the 2023 strategic planning meeting minutes, as referenced in a previous session.

Ms. Canady confirmed that she had reviewed the minutes and found that most of the content—particularly related to aesthetics—had already been addressed in current discussions. She recommended removing the item from the follow-up list.

Ms. Chambers agreed and thanked Mae for her preparation, officially removing the item from the board's reporting list.

Discussion: CPR and Blood-Borne Pathogen Course Approval

Ms. Chambers introduced a new regulatory change proposal, based on recent staff observations and a suggestion from Cynthia Spencer. The proposal would:

- Remove the requirement for CPR and blood-borne pathogen courses to be “board-approved”
- Allow staff to accept courses from recognized organizations (e.g., American Red Cross, American Heart Association) or equivalent providers
- Provide greater flexibility for applicants and staff, especially as online training options have become more standardized and accessible

Ms. Chambers noted that this change had not yet been added to the strategic planning documents but was discussed via email the previous week. She emphasized that the change would still require courses to meet or exceed recognized standards but would delegate approval authority to staff rather than requiring formal board review.

Ms. Hager sought clarification on whether the board would still ensure course quality. Sara confirmed that staff would verify course legitimacy and alignment with national standards.

Chair Lombardo provided historical context, noting that the original requirement was created when online courses were less reliable. She supported the change, provided staff maintained a vetting process.

LE Spencer confirmed that staff already verify course content and have rejected some online courses that exceeded requirements but lacked board approval.

Ms. Canady and Ms. Thompson expressed support for the change, emphasizing the importance of maintaining quality while reducing unnecessary barriers to licensure and renewal.

The board agreed to add this item to the strategic plan. It was assigned a priority level of 1, indicating high urgency due to its impact on licensees and potential to delay licensure or renewal.

Ms. Chambers confirmed the item would be added to the strategic plan draft and thanked Cynthia for identifying the issue. She encouraged continued input from staff and board members as additional regulatory cleanup opportunities arise.

Strategic Plan Structure, Implementation & Accountability

Ms. Chambers walked the board through the strategic planning documents, highlighting how the priority list, goal categories, and color-coded themes were organized to reflect the board's discussions and decisions. She explained that each item from past meetings had been categorized into strategic goal “buckets”:

- Board Development
- Education & Outreach
- Enforcement
- Legislation (color-coded green)
- Regulation Changes

Ms. Chambers stated the documents were interlinked and would be refined and repackaged for clarity before the November board meeting. She emphasized that the strategic plan serves as a “North Star”—a guiding document to help the board:

- Stay focused on agreed-upon priorities

- Avoid being distracted by urgent but non-strategic issues
- Evaluate new proposals or public comments against existing goals
- Maintain momentum on long-term legislative and regulatory efforts

Ms. Chambers acknowledged that boards often struggle with balancing immediate concerns and long-term planning, and that a clear, living strategic plan helps manage time, energy, and expectations more effectively.

Accountability and Strategic Plan Oversight

Ms. Chambers thanked Jessica Pestrikoff for continuing in her role as the board's Strategic Plan Shepherd. Jessica will:

- Monitor the plan's progress
- Prompt the board to revise or update priorities
- Help ensure that board agendas and discussions align with the strategic plan

Ms. Chambers stated LE Spencer will include the updated strategic plan in future board packets, and the board will begin incorporating it into regular meeting workflows. She noted that the board is developing repeatable systems to keep strategic planning visible and actionable, regularly assess progress, and adjust priorities as needed without losing sight of core goals.

Legislative Goals and Implementation Planning

Ms. Chambers introduced the first strategic goal category: Legislation and walked the board through how legislative priorities were organized in the draft strategic plan. She explained that Legislative goals were grouped by priority level, based on previous board discussions. The top legislative goal was to "address immediate needs for updates that have an impact on economic viability or public safety." These were referred to as the board's "no-brainers." She stated that each legislative item was paired with a strategy and space for implementation details, which would help the board track progress and accountability.

Ms. Chambers informed the board that they had previously approved legislation to allow staff to issue licenses, a proposal brought forward by the director. The board endorsed the legislation and authorized Chair Kevin McKinley to seek a sponsor. This action was taken in August 2025, and the board is now awaiting legislative adoption by the end of the current session.

Chair Lombardo inquired about the status of the licensing legislation.

Ms. Chambers and board staff confirmed that Chair McKinley had been in contact with potential sponsors and that interest had been expressed, though no formal commitment had been made yet. Ms. Chambers confirmed that the board expects a more detailed update at the November 5, 2025, meeting.

Ms. Chambers emphasized that the strategic plan is not a static checklist but a living document that:

- Provides milestones and timelines for key initiatives
- Helps the board prioritize and sequence its work
- Serves as a reference point when new issues arise or public comments are received

Ms. Chambers encouraged the board to assign target dates to each legislative strategy and to use the plan to determine whether new issues should be elevated, deferred, or added to the "parking lot" for future consideration

Ms. Chambers reiterated that Ms. Pestrikoff would continue serving as the Strategic Plan Shepherd and LE Spencer will ensure the updated strategic plan is included in future board packets. She concluded by noting that the board is developing repeatable systems to keep strategic planning integrated into its regular operations, helping members stay focused on what matters most.

Legislative Goal 1B: Tiered Aesthetics Licensing Program

Ms. Chambers introduced the second legislative goal: development of a Tiered Aesthetics Licensing Program, referred to as Goal 1B in the strategic plan. This initiative builds on prior discussions from the MedSpa workgroup and includes the creation of an Advanced Esthetician license. Sara noted that this initiative is more complex than the “no-brainer” legislative fixes, as it involves creating an entirely new licensing structure. The board has access to model legislation and support from subject matter experts, including Suzanne Schmaling from the Aesthetics Council. She reminded the board that public input will be essential and should be formally built into the process.

Ms. Chambers outlined the next steps the board should consider for implementation by considering forming a Workgroup or Subcommittee. She noted the board may wish to establish a dedicated group to develop the proposal. This could include board members, industry professionals, public participants (e.g., regular meeting attendees or stakeholders), and experts like Suzanne Schmaling.

Ms. Chambers stated strategies may include reviewing model legislation, gathering public and industry feedback, drafting statutory language, and coordinating with the Department of Law and legislative liaisons. She suggested targeting May 2027 as a realistic goal for introducing legislation, allowing time for research and drafting, public engagement, board review and approval, and Legislative sponsor identification. She emphasized the importance of backward planning from that date to ensure steady progress and accountability.

Legislative Goal 1C: Conceptual Statutory Improvements

Ms. Chambers introduced the next legislative goal: statutory changes that are not urgent but would improve board operations or industry regulation. These items were generally ranked as priority 2 or 3 on the board’s activity list. She noted these are conceptual improvements, not immediate fixes and may be bundled into a separate bill from the “no-brainer” legislation.

Ms. Chambers informed the board that they will need to:

- Define strategies for each item
- Identify responsible parties
- Establish implementation timelines
- Consider whether to form a committee or workgroup to develop proposals

Ms. Chambers emphasized that while these items require more thought and planning, they are important for long-term improvement and should be included in the strategic plan to ensure they remain visible and actionable.

Ms. Chambers reviewed the regulations bucket of the strategic plan. She explained that this section includes all regulation changes identified by the board. The first regulatory goal mirrors the legislative structure which addresses immediate regulatory changes that improve clarity, efficiency, or public safety. She noted additional regulation changes that were not ranked as top priorities are still included for future consideration.

Ms. Chambers reiterated that the strategic plan would help the board prioritize and sequence these efforts, and that implementation details—such as forming workgroups or assigning leads—will be essential for tracking progress.

Introduction to Administrative Order 360 (AO360)

Ms. Chambers introduced Administrative Order 360 (AO360), issued by the Governor on August 4, 2025, which mandates a statewide effort to reduce regulatory burden across all agencies, boards, and divisions. She informed the board that AO360 requires each board to review its regulations and identify opportunities to reduce burdens on stakeholders (e.g., applicants, licensees, the public). She noted the target reduction is:

- 15% by the end of 2026
- 25% by the end of 2027

Ms. Chambers stated this is a requirement, not a request, and applies to all regulatory bodies under the Department of Commerce. She encouraged board members to review the email from Director Sylvan Robb, which includes an overview and expectations and prepare questions for the formal AO360 presentation scheduled for the November 5 board meeting.

Ms. Chambers explained that a regulatory requirement is defined as anything that imposes or prohibits an action (e.g., required hours for licensure, mandatory forms, board approvals). Staff are already working on counting and categorizing these requirements. She stated the board will receive a spreadsheet or summary of these counts by early November to begin analysis.

Ms. Hager asked whether the 25% reduction applies per license type or overall.

Ms. Chambers clarified that the target is 25% overall for the entire Department of Commerce, not per license.

Chair Lombardo raised concerns about how the 25% reduction is quantified.

Ms. Chambers acknowledged the complexity and explained that the Department of Law has provided detailed guidance on how to count regulatory requirements. Staff are becoming familiar with this methodology and will support the board in applying these requirements. She emphasized that the board is ahead of many others due to its ongoing strategic planning work and AO360 will require additional meetings and possibly a dedicated subcommittee to meet the February 2026 planning deadline. She noted that the board's existing work on regulatory cleanup aligns well with AO360 goals.

Ms. Chambers concluded the AO360 overview by emphasizing that:

- One size does not fit all—the Governor's Office has made it clear that public safety must not be compromised in the pursuit of regulatory reduction.
- Boards are expected to defend essential regulations that protect health, safety, and sanitation.
- However, the board must be prepared to justify why certain regulations cannot be eliminated, ensuring the rationale is based on evidence and necessity, not tradition or convenience.
- The board is encouraged to explore whether modernization, simplification, or technological advances could reduce burden without sacrificing safety.

Sara reiterated that the board's strategic planning work aligns well with AO360, and that the upcoming November meeting will include a formal presentation and timeline from Director Robb.

At approximately 11:00 AM, a city-wide power outage in Juneau caused Juneau staff to lose connectivity to the meeting.

Chair Lombardo proposed a 10-minute break, suggesting the board reconvene at 11:20 AM to allow time for staff to reconnect and for members to regroup. The board agreed to take a brief recess.

Recess The Board recessed at 11:10 a.m. for a break; reconvened at 11:20 a.m. Majority of the board confirmed by roll call.

Power still had not been restored in Juneau, Chair Lombardo asked if the board could pause and pivot to the Emergency Adjudication item while waiting. LE Spencer contacted Investigative Staff and informed the board that they could move onto this matter.

Power was tentatively restored in Juneau at 12:15 p.m. Ms. Chambers and Juneau staff re-joined the meeting with connectivity issues.

Chair Lombardo proposed a brief 5-minute break and suggested extending the session slightly to make up for lost time. She noted the original meeting was scheduled to end at 1:00 p.m., with an extension to 1:30 p.m. for another matter and proposed continuing the session until 1:30 p.m., allowing the board to make the most of the remaining time without exceeding the planned schedule.

Board members agreed with Chair Lombardo.

Recess The Board recessed at 12:12 p.m. for a short break; reconvened at 12:15 p.m. Majority of the board confirmed by roll call.

Chair Lombardo thanked board members and the public attendee for their patience and turned the meeting over to Ms. Chambers.

After returning from the break, Ms. Chambers resumed the meeting and thanked the board for their flexibility during the Juneau-wide power outage. She noted that the team was operating on diesel generators and would continue the session as long as possible.

Sara invited any final questions on Administrative Order 360 (AO360) before moving forward.

Ms. Lombardo asked would AO360's mandate to reduce regulatory burden conflict with the board's efforts to revamp aesthetics and manicuring licenses, which may involve increased requirements?

Ms. Chambers clarified AO360 applies only to regulations, not legislation. Since the first step in creating new license types would be legislative, AO360 would not restrict that process; once legislation is passed, the board would then draft supporting regulations, which could be evaluated for burden. She stated importantly, the intent of the proposed licensing changes is to expand opportunities for practitioners and improve access to services for Alaskans—not to create unnecessary barriers. This aligns with the spirit of AO360. Ms. Chambers emphasized that the board's work on tiered licensing is responsive to industry needs, and the administration is open to justified regulatory structures that promote economic opportunities and public safety.

Ms. Lombardo thanked Sara for the clarification and noted it would be helpful for future planning.

No additional questions were raised by board members regarding AO360.

Ms. Chambers emphasized that All board regulations will fall under AO360's scope.; the board will also continue identifying additional regulations for cleanup and modernization. Ms. Chambers informed the board that more detailed discussion and planning will occur during the November 5, 2025, board meeting, including a formal presentation and timeline. She encouraged members to come prepared with questions and ideas, noting that the board's strategic planning efforts have already positioned them ahead of many others in meeting AO360's goals.

Enforcement Goal: Maintain Up-to-Date Enforcement Standards

Ms. Chambers introduced the next strategic initiative enforcement, with the primary goal to keep enforcement standards up to date. She stated that the board identified revising the disciplinary fine and fee matrix. Ms. Chambers noted that this item is already in progress and is scheduled for discussion at the November 5, 2025, board meeting. A legal review will be necessary to determine whether the matrix should remain a board policy or be formalized into regulation. This distinction depends on how the matrix is used and the language it contains. She emphasized that while the board would not delve into the legal nuances during this session, the matrix revision is a key step in maintaining fair and consistent enforcement practices.

Board Development and Education & Outreach Goals

Ms. Chambers introduced the final two strategic goal areas: Board Development and Education & Outreach. The board's goal is to create systems to ensure regular review of board activities for alignment with the strategic plan, mission, and vision." Ms. Chambers stated key strategies include:

- Routine review of statutes and regulations to ensure continued relevance and alignment
- Developing a method for periodic review, not as a one-time effort, but as a systemic, ongoing process
- Incorporating strategic plan check-ins into regular board meetings

Ms. Chambers noted that this aligns with the Chair's previously stated goal of building systemic review processes into board operations. Staff will assist in developing tools and workflows to support this with

identified needs to improve communication and support for applicants and licensees.” These strategies include:

- Developing videos, guides, and tools to help applicants successfully complete licensing applications
- Clarifying training requirements on application and reporting forms
- Ensuring exam content is current, particularly for tattooing, but potentially applicable to other license types

Ms. Chambers noted that some of these needs may be addressed through regulatory simplification under AO360, but until then, these tools remain essential for supporting applicants.

Ms. Chambers concluded the walkthrough of the strategic plan structure by noting that all items from the board’s activity list have now been incorporated into the strategic plan format and she would now show the board one final document to support implementation and tracking.

Strategic Plan Project Tracking Tool

Ms. Chambers introduced the final document: a project tracking tool designed to help the board manage and monitor progress on strategic initiatives. She noted that the current version is in development and will be streamlined before being included in future board packets; this tool will be used by Ms. Pestrikoff, the board’s Strategic Plan Shepherd, too:

- Track assignments and deadlines
- Prompt updates during board meetings
- Ensure accountability and continuity between meetings

Ms. Chambers explained that the tool includes a “Project Information” section, which helps the board break down each strategy into manageable components. Key fields include:

- Strategy Description: Pulled directly from the strategic plan
- Authority: Identifies whether the board, legislature, or another entity (e.g., NIC) has authority over the change
- Urgency: Assesses whether the issue involves public harm, economic opportunity, or time-sensitive deadlines
- Resources Required: Identifies who is responsible, what support is needed, and any external stakeholders (e.g., schools, licensees)

Ms. Chambers emphasized that this tool is especially useful for clarifying roles and responsibilities, tracking legislative and regulatory projects, preventing delays due to unclear ownership or missed follow-ups. She encouraged the board to populate the tool with real-time updates, such as:

- Who is drafting or reviewing legislation
- Who is coordinating with sponsors or stakeholders
- What deadlines or milestones are approaching

Ms. Chambers noted that this tool addresses a recurring challenge for many boards: losing momentum between meetings due to lack of clarity on project status. By using this tool consistently, the board can ensure transparency, accountability, and progress.

Priority Ranking and Implementation Tracking

Ms. Chambers introduced the final component of the strategic planning framework: a simplified priority rubric to replace the numerical ranking system (1s, 2s, 3s, etc.) used in the board’s activity list.

She recommended categorizing each item as:

- U – Urgent: Items that are already in progress or need immediate attention. These should be placed on upcoming agendas, assigned to individuals or workgroups, and actively tracked.
- S – Scheduled: Items that are important but not immediate. These should be scheduled for future meetings (e.g., February 2026, May 2027) and bookmarked for follow-up.

- P – Postponed: Items that are not currently actionable but should remain on the board’s radar for future consideration.

Ms. Chambers explained that this system would provide clarity and focus, help the board prioritize limited time and resources, and ensure that nothing falls through the cracks. She also demonstrated how the “next steps” section of the tracking tool could be used to:

- Assign specific tasks to individuals (e.g., Kevin McKinley’s outreach to legislative sponsors)
- Set due dates and meeting checkpoints
- Prompt progress updates at each board meeting

Ms. Chambers emphasized that this tool would be most effective when used consistently, with Jessica Pestrikoff prompting updates during her regular strategic plan check-ins.

Ms. Canady expressed appreciation for the clarity of the process, noting that while it may feel slow at times, it’s important to “get it done right.”

No other board members had additional questions or comments.

Chair Lombardo thanked Sara and asked if the group was ready to continue.

Priority Conversion and Final Planning Steps

Ms. Chambers proposed a streamlined approach to converting the board’s previously ranked priorities (1s, 2s, 3s, 4s) into a simplified rubric for strategic tracking:

- Urgent (U) = Items previously ranked as 1
- Scheduled (S) = Items previously ranked as 2
- Postponed (P) = Items ranked as 3 or 4, unless the board chooses to schedule them

Ms. Chambers stated this conversion will help the board quickly identify which items require immediate attention, schedule future discussions for mid-priority items, and defer lower-priority items while keeping them visible. Ms. Chambers offered to batch convert the rankings using a find-and-replace method and encouraged the board to review the 3s and 4s to determine whether they should be scheduled or postponed.

Chair Lombardo and the board agreed with the approach.

Ms. Chambers confirmed she would apply the conversion, transfer the updated priorities into the bottom section of the tracking tool, and prepare the documents for ongoing use at future meetings

Review of Priority 3s and 4s: Categorization Discussion

Ms. Chambers guided the board through the final step of the strategic planning session: reviewing items previously ranked as 3s and 4s to determine whether they should be:

- Scheduled (S) for future board agendas, or
- Postponed (P) for long-term tracking without immediate action

Ms. Chambers reviewed student permit terminology alignment submitted by LE Spencer; statutes currently use the term “*student*” universally, while regulations distinguish between:

- Students (in schools)
- Apprentices (in beauty shops)
- Trainees (in body art)

Ms. Chambers stated the goal would be to update statutory language to reflect correct terminology for each training type and asked LE Spencer for clarification.

LE Spencer clarified that this change would align statutory language with existing regulatory definitions.

Chair Lombardo noted that while the change is straightforward, it still requires a statutory review and should not be deprioritized.

Ms. Hager suggested grouping it with other training-related updates, but Jennifer cautioned against delaying a simple fix by bundling it with more complex reforms.

Ms. Chambers recommended classifying it as Scheduled (S) to include it in the board's next legislative cleanup project, likely targeted for 2027.

Board members agreed to reclassify this item as Scheduled (S) and include it in the broader legislative planning timeline.

Ms. Hager raised a question about legislative strategy, asking whether combining multiple statutory changes into a single bill could risk the entire bill being rejected if one part is controversial.

Ms. Chambers clarified a veto works that way, but during the legislative process, sponsors and committees can amend bills, removing or modifying specific provisions. The board can propose a comprehensive bill, and the sponsor or committee can choose to include or exclude parts. She continued strategic decisions about how to package legislation can be made later, likely in mid-2026, after AO360 work is further along.

Ms. Canady supported including even minor statutory updates (like terminology corrections) in the board's legislative planning, noting that sponsors typically provide early feedback on what they're willing to support.

Chair Lombardo and the rest of the board agreed.

Board members agreed that all items previously ranked as 2 will be reclassified as Scheduled (S), the terminology alignment item (originally a 3) will also be reclassified as Scheduled (S) to ensure it remains on the board's radar for future legislative planning.

Ms. Chambers confirmed she would:

- Convert all 1s to Urgent (U) and 2s to Scheduled (S)
- Leave 3s and 4s for board review to determine whether they should be Scheduled or Postponed
- Transfer the updated priorities into the project tracking tool for use in future meetings

Ms. Chambers presented a past proposal from former board member Tenaya Miramontes to allow unlicensed personnel to use hot tools as a way to expose young people to the industry and create training opportunities.

Ms. Chambers asked whether the board wanted to add the proposal to the Scheduled (S) list for future legislative consideration, or move it to the Postponed (P) list, acknowledging it as a lower priority for the foreseeable future

Ms. Canady recalled the original discussion and noted that while the idea may have been suitable for Juneau, Anchorage already has programs like King Career Center (KCC) that serve a similar purpose. She recommended postponing the proposal.

Ms. Hager, a licensed instructor, expressed concern about the public safety risks of allowing untrained individuals to use hot tools. She also supported postponing the item.

Ms. Lombardo agreed with Ms. Canady and Ms. Hager, deferring to their expertise and experience.

The board agreed to classify the proposal as Postponed (P), meaning it will remain on the strategic plan for future reference but will not be actively pursued at this time.

Ms. Chambers confirmed that the item could be revisited in the future if priorities shift.

Ms. Chambers initiated the discussion regarding the prioritization of regulatory projects in light of Administrative Order 360 (AO360). She noted that many items had been marked with a priority level of "2" and recommended that all such regulation projects be moved into "urgent" status. This would align with the board's upcoming requirement to develop a regulatory reform plan and help track progress effectively. She emphasized that marking these as urgent would:

- Keep them visible and prioritized.
- Help the board determine which regulations to address first.
- Support the board's reform plan development over the next few months.
- Prepare the board to propose regulatory changes following the November presentation.

Chair Lombardo expressed support but noted a desire for more information about AO360 and the board's plan of action before proceeding. She agreed with the approach as a preliminary step.

Ms. Canady, Ms. Hager, and Ms. Thompson all voiced agreement with the proposal.

No objections were raised by other board members.

The board reached consensus to move all regulation projects marked as "2" into "urgent" status in preparation for AO360 compliance and upcoming regulatory reform planning.

Ms. Chambers highlighted that DEC regulations are included under Administrative Order 360 (AO360), even though the board does not have direct control over them. As the department's AO360 agency regulatory liaison, she has observed overlapping regulatory responsibilities between departments, including DEC and the Division of Corporations, Business and Professional Licensing (CBPL).

Ms. Chambers noted that the board previously submitted recommendations to DEC regarding regulatory updates; DEC showed no interest at the time, and the matter has remained unresolved. She stated that AO360 presents a renewed opportunity to resurrect those recommendations and engage DEC in collaborative reform. Ms. Chambers informed the board that LE Spencer may have archived materials from the board's earlier work on this issue.

Ms. Chambers suggested including the board's prior recommendations in upcoming AO360 meeting packets and potentially inviting DEC to a future board meeting to discuss their regulatory plans.

Chair Lombardo questioned the necessity of dual regulation by DEC and CBPL, noting that DEC has not actively maintained health and safety standards since 2002. She proposed exploring a statutory change to consolidate regulatory authority under the board and division, citing redundancy and lack of engagement from DEC. Chair Lombardo emphasized that the board and division are already maintaining current standards and that a legislative change could simplify oversight without significantly increasing costs, especially if inspections were limited to body art shops.

Ms. Chambers confirmed that a statutory change is possible and would shift the focus from regulatory reform to a legislative project; the board could propose transferring authority for safety and sanitation standards from DEC to the board. She suggested language around inspections could also be revised to reflect the board's capacity and priorities.

The board acknowledged the opportunity to revisit its previous recommendations to DEC and consider a legislative initiative to consolidate regulatory authority. No formal action was taken, but the topic will be revisited during AO360 planning and future board meetings.

Following the initial discussion on DEC's role in regulating safety and sanitation standards, board members shared historical context, frustrations, and ideas for legislative reform.

Chair Lombardo noted that pursuing a statutory change might be more feasible than expecting DEC to act on past recommendations. She emphasized that DEC has not updated its regulations since 2002 and that many of its requirements are outdated or redundant with board regulations.

Ms. Canady reflected on the board's prior efforts, stating that significant work had been done and submitted to DEC, but no action was taken. She supported revisiting the issue and re-engaging DEC, especially under the momentum of AO360.

Ms. Hager supported the idea of transferring regulatory authority to the board. She raised a financial point—that the division pays DEC approximately \$10,000 annually for tattoo and body art inspections—and shared a personal experience where DEC's regulations created unnecessary burdens during a school construction project, only for DEC to show no interest in enforcement.

Chair Lombardo and Ms. Hager both highlighted the disconnect between DEC's written regulations and their actual enforcement, suggesting that this inconsistency adds stress for licensees and applicants.

Ms. Hager emphasized that streamlining regulations and consolidating oversight under one agency would align with the goals of AO360—namely, to simplify licensing processes and reduce regulatory burdens.

Ms. Chambers confirmed the board could pursue a legislative project to transfer authority for safety and sanitation standards from DEC to the board. This would involve reclassifying the issue from a regulatory update to a statutory change initiative and the board could also revise inspection-related language to reflect realistic staffing and cost considerations.

Ms. Thompson shared her experience with inconsistent DEC inspection practices across different communities. She noted that some inspectors were flexible (e.g., offering Zoom inspections), while others were unresponsive or prioritized other duties, such as inspecting cruise ship galleys in Ketchikan. She emphasized that this inconsistency delays business operations and supports the case for consolidating oversight under the board.

Chair Lombardo agreed, reiterating that DEC's focus is often elsewhere (e.g., restaurants), and that the board is already setting and maintaining health and safety standards. She expressed strong support for pursuing legislative change.

LE Spencer added that within the Municipality of Anchorage (MOA), local authorities conduct inspections of all shops (excluding body art) and have shut down several for violations. Outside of Anchorage, however, there is little to no enforcement, including in Juneau.

Ms. Chambers asked whether the board would like to reclassify the DEC regulation issue as a legislative goal rather than a regulatory one. She noted that the board already has legislative priorities and could incorporate this into that framework.

Ms. Hager supported moving the issue to the legislative category, though not as an urgent item.

Chair Lombardo and other board members agreed, suggesting the item be marked as an "S" (strategic) and categorized under legislative change.

Ms. Chambers recommended keeping the item listed under both regulatory and legislative categories:

- As a regulatory item, it aligns with AO360 and provides an opportunity to re-engage DEC.
- As a legislative item, it allows the board to pursue statutory changes to consolidate authority.

Chair Lombardo asked whether a board member could be involved in DEC's regulatory review process.

Ms. Chambers responded that she could coordinate with DEC's regulatory liaison to explore that possibility and present the board's perspective.

Ms. Thompson shared further concerns about inconsistent DEC inspection practices across communities, noting that responsiveness and willingness to conduct inspections (even virtually) varied widely. In some areas, DEC prioritized other duties, such as inspecting cruise ship galleys, leaving industry licensees at the bottom of the list despite paying fees.

Chair Lombardo and other board members agreed that consolidating oversight under the board would improve consistency and efficiency. Jennifer emphasized the importance of having a board member

involved in any DEC regulatory review process, regardless of whether statutory changes are made immediately.

Ms. Chambers supported the idea and proposed the following steps:

1. Resurrect the board's previous recommendations to DEC for review.
2. Include this review in upcoming AO360 planning meetings.
3. Allow the board to revise or reaffirm its recommendations.
4. Submit updated recommendations to DEC, with Sara and Cynthia coordinating outreach.
5. Offer board expertise to DEC during their regulatory review process, potentially including board member participation.

Chair Lombardo agreed and emphasized the importance of board involvement, especially since DEC staff are not industry experts. She also acknowledged the time constraints and suggested moving forward with the rest of the strategic planning agenda.

Enforcement Section:

Ms. Chambers introduced the disciplinary fine/fee matrix which is already marked as "U" (Underway) and remains in progress. Ms. Chambers recommended updating other enforcement-related items marked as "1" to "U" based on prior board direction.

Ms. Chambers noted the item "Review statutes and regulations to eliminate outdated language" (4A1) was originally marked as a "3" due to workload prioritization. However, since the board will already be reviewing statutes and regulations under AO360, Sara proposed reclassifying it as "U".

Chair Lombardo suggested combining this item with the previously discussed goal of updating terminology (e.g., changing "student" to "trainee"), as both involve semantic and language cleanup.

Ms. Hager, Ms. Canady, Ms. Pestrikoff, and Ms. Thompson all agreed.

Ms. Chambers confirmed she would break the item into two parts—statutes and regulations—and mark the regulations portion as "U" due to its alignment with AO360.

Public Facing Improvements:

Ms. Chambers introduced public-facing improvements, 5A1: Develop videos or other training aids to help applicants understand licensing processes and 5A2: Review tattoo training requirements and alignment with forms.

Ms. Chambers recommended the board mark both items as "S" (Scheduled), with the understanding that they will be addressed after regulatory and statutory changes are complete. These items are likely to be impacted by AO360, particularly as the Department of Law reviews all guidance documents, FAQs, and instructional materials for alignment with regulations.

Ms. Hager emphasized that these efforts should be deferred until after the regulatory overhaul to avoid duplicating work or creating outdated materials.

Chair Lombardo and Ms. Canady agreed with this approach.

Ms. Chambers confirmed the items would be scheduled accordingly and retained on the board's radar for future action.

Ms. Chambers thanked board members and confirmed that she will:

- Update the strategic planning worksheet by marking all "1s" as "U" (Underway) and "2s" as "S" (Scheduled).
- Repackage the worksheet into a streamlined version for board meetings, with the full version retained as a resource document.

- Add contextual notes (e.g., AO360 relevance) and clarify which items are regulatory vs. legislative.
- Provide the updated documents to Cynthia within the next week for inclusion in the November 5 board packet.
- Prepare a high-level strategic plan summary suitable for public or internal reference, separate from the detailed worksheet.

Ms. Chambers reiterated Ms. Pestrikoff, as the designated strategic plan shepherd, will maintain and update the working document during meetings. She noted LE Spencer will determine which materials should be included in future board packets versus stored in the board's onboarding resources folder.

Chair Lombardo thanked Ms. Chamber for her extensive preparation and facilitation and expressed appreciation for the board's engagement and flexibility.

Ms. Thompson echoed the gratitude and noted that while the process can feel slow at times, the board is making tangible progress that feels meaningful.

Ms. Canady expressed interest in holding a future meeting in person.

Chair Lombardo, Ms. Thompson, and Ms. Hager supported the idea, especially for sessions involving detailed review of statutes and regulations.

Chair Lombardo suggested the Atwood Building in Anchorage as a potential no-cost venue, noting that many board members are located nearby.

Ms. Hager offered to cover her own travel costs from Galena, if necessary.

Ms. Chambers clarified that state policy (AAM60) prohibits board members from funding their own travel for official business. All travel must be approved and paid for by the state to ensure liability coverage and compliance and members within 50 miles of the meeting location are not considered in travel status and may attend in person without restriction.

Ms. Chambers recommended that the board submit a formal request for an in-person meeting, outlining the rationale (e.g., AO360 workload, collaborative efficiency). LE Spencer can then route the request through the appropriate approval channels.

Chair Lombardo agreed to email LE Spencer with a summary of the board's interest and justification for an in-person session.

Chair Lombardo thanked Sara for her extensive preparation and facilitation and acknowledged the board's flexibility and engagement.

Ms. Thompson and Ms. Canady echoed appreciation for the collaborative progress made.

Ms. Chambers confirmed she will deliver updated strategic planning documents to Cynthia within the week for inclusion in the November 5 board packet.

5. Adjourn

The chair declared the board off the record at 1:27 p.m.

Respectfully submitted:

Cynthia Spencer, Licensing Examiner III

Approved:

Jennifer Lombardo, Acting Vice Chairperson

Date: _____

DRAFT



THE STATE
of **ALASKA**

Department of Commerce, Community,
and Economic Development

DIVISION OF CORPORATIONS, BUSINESS AND
PROFESSIONAL LICENSING

550 West Seventh Avenue, Suite 1500
Anchorage, AK 99501-3567
Main: 907.269.8160
Fax: 907.269.8156

MEMORANDUM

DATE: October 31, 2025
TO: Board of Barbers & Hairdressers ^{DS}
THRU: Erika Priksat, Chief Investigator ^{gi}
FROM: Joy Hartlieb, Investigator ^{Initial}
RE: Investigative Report for the November 05, 2025 Meeting

The following information was compiled as an investigative report to the Board for the period of August 01, 2025 thru October 31, 2025; this report includes cases, complaints, and intake matters handled since the last report.

Matters opened by the Paralegals in Anchorage and Juneau, regarding continuing education audits and license action resulting from those matters are covered in this report.

OPEN - 26

<u>Case Number</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Status Date</u>
2025-000933	Violation of License Regulation	Complaint	09/29/2025

BARBER

2023-000882	Unlicensed practice or activity	Complaint	08/15/2023
2025-000877	Unlicensed practice or activity	Complaint	10/08/2025

HAIRDRESSER

2025-001012	Unlicensed practice or activity	Intake	10/22/2025
2025-000778	Unlicensed practice or activity	Complaint	08/22/2025
2024-001165	Unlicensed practice or activity	Investigation	07/15/2025

INSTRUCTOR

2024-001114	Violation of License Regulation	Investigation	03/18/2025
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MANICURIST

2025-000689	Unlicensed practice or activity	Complaint	07/25/2025
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2025-000769	Compliance Inspection	Division Inspection	09/08/2025
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SCHOOL

2024-001063	Violation of License Regulation	Investigation	05/23/2025
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2025-000468	Violation of License Regulation	Investigation	09/25/2025
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2021-000550	Violation of licensing regulation	Litigation Initiated	07/03/2024
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2021-000860	Unlicensed practice or activity	Litigation Initiated	04/14/2025
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2021-000883	Unlicensed practice or activity	Litigation Initiated	04/14/2025
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2021-001088	Violation of licensing regulation	Litigation Initiated	09/03/2024
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2022-000149	Violation of licensing regulation	Litigation Initiated	07/03/2024
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SHOP OWNER

2025-000914	Unlicensed practice or activity	Complaint	09/22/2025
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2025-000915	Unlicensed practice or activity	Complaint	09/22/2025
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2025-000939	Unlicensed practice or activity	Complaint	10/20/2025
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2025-000895	Compliance Inspection	Division Inspection	09/18/2025
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2025-000896	Compliance Inspection	Division Inspection	09/18/2025
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2025-000937	Unlicensed practice or activity	Division Inspection	10/01/2025
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2025-000962	Compliance Inspection	Division Inspection	10/07/2025
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TATTOOIST

2024-000619	Probation	Complaint	07/03/2024
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2025-000437	Violation of Profession Statute or Regulation	Complaint	06/24/2025
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2025-000780	Fraud or misrepresentation	Investigation	09/15/2025
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Closed - 37

<u>Case #</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Closed</u>	<u>Closure</u>
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BARBER

2025-000587	Unlicensed practice or activity	Closed-Intake	08/01/2025	Incomplete Complaint
2025-000182	Unlicensed practice or activity	Closed-Investigation	08/29/2025	Advisement Letter

ESTHETICIAN

2025-000589	Unlicensed practice or activity	Closed-Intake	08/01/2025	Incomplete Complaint
2024-000350	Unlicensed practice or activity	Closed-Investigation	09/02/2025	Advisement Letter

INSTRUCTOR

2024-000161	Violation of Profession Statute or Regulation	Closed-Investigation	08/29/2025	Advisement Letter
2025-000687	Unlicensed practice or activity	Closed-Investigation	09/17/2025	Advisement Letter

MANICURIST

2025-000614	Unlicensed practice or activity	Closed-Investigation	09/26/2025	Advisement Letter
2025-000730	Compliance Inspection	Closed-Division Inspection	10/16/2025	Compliance

NAIL TECHNICIAN

2025-000732	Compliance Inspection	Closed-Division Inspection	08/11/2025	Compliance
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SCHOOL

2025-001014	Unethical conduct	Closed-Complaint	10/30/2025	No Action - Lack of Jurisdiction
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SHOP OWNER

2025-000835	Unlicensed practice or activity	Closed-Complaint	10/16/2025	No Action - Unfounded
2022-000808	Unlicensed practice or activity	Closed-Investigation	08/19/2025	License Action
2024-000468	Unlicensed practice or activity	Closed-Investigation	08/25/2025	Advisement Letter
2024-000478	Unlicensed practice or activity	Closed-Investigation	10/27/2025	Cease and Desist Order
2024-000751	Compliance	Closed-Investigation	08/19/2025	License Action
2025-000336	Unlicensed practice or activity	Closed-Investigation	08/07/2025	Advisement Letter

2025-000436	Unlicensed practice or activity	Closed-Investigation	08/01/2025	Advisement Letter
2025-000654	Compliance Inspection	Closed-Division Inspection	08/04/2025	Compliance
2025-000668	Compliance Inspection	Closed-Division Inspection	08/04/2025	Compliance
2025-000669	Compliance Inspection	Closed-Division Inspection	10/28/2025	Compliance
2025-000741	Compliance Inspection	Closed-Division Inspection	08/25/2025	Closed - Case Opened
2025-000789	Compliance Inspection	Closed-Division Inspection	08/29/2025	Compliance
2025-000797	Compliance Inspection	Closed-Division Inspection	08/29/2025	Closed - Case Opened
2025-000809	Compliance Inspection	Closed-Division Inspection	08/29/2025	No Action - Lack of Jurisdiction
2025-000897	Compliance Inspection	Closed-Division Inspection	10/14/2025	Compliance
2025-000905	Compliance Inspection	Closed-Division Inspection	09/19/2025	Compliance
2025-000906	Compliance Inspection	Closed-Division Inspection	09/19/2025	Compliance
2025-000907	Compliance Inspection	Closed-Division Inspection	10/13/2025	No Action - Minor Offense
2025-000943	Compliance Inspection	Closed-Division Inspection	10/02/2025	Compliance
2025-000963	Compliance Inspection	Closed-Division Inspection	10/10/2025	Compliance

TATTOOING AND PERMANENT COSMETIC COLORING

2025-000341	Unlicensed practice or activity	Closed-Investigation	08/14/2025	Advisement Letter
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TATTOOIST

2025-000816	Unethical conduct	Closed-Intake	10/02/2025	Incomplete Complaint
2022-000291	Unlicensed practice or activity	Closed-Investigation	08/19/2025	License Action
2024-000476	Unlicensed practice or activity	Closed-Investigation	10/27/2025	Cease and Desist Order
2025-000508	Unlicensed practice or activity	Closed-Investigation	08/18/2025	Advisement Letter
2025-000566	Unlicensed practice or activity	Closed-Investigation	08/25/2025	Advisement Letter
2025-000742	Unlicensed practice or activity	Closed-Division Inspection	08/14/2025	Compliance

END OF REPORT



THE STATE
of ALASKA

GOVERNOR Mike Dunleavy

Department of Commerce, Community,
and Economic Development

DIVISION OF CORPORATIONS, BUSINESS AND
PROFESSIONAL LICENSING

550 West Seventh Avenue, Suite 1500
Anchorage, AK 99501-3567
Main: 907.269.8160
Toll free fax: 907.269.8195

PROBATION REPORT

DATE: October 3, 2025
TO: BAH - Board of Barbers and Hairdressers
THROUGH: Jennifer Summers, Senior Investigator
FROM: Dannie Kerfeld, Investigator
SUBJECT: Probation Report for the November 5, 2025 Meeting.

The following information was compiled as a Probation report to the Board for the period of July 30, 2025 thru October 3, 2025; This report includes probationers who are in compliance with their agreements; non compliant probationers and probationer requests to the Board.

There are currently **Eight (8)** licensee's on probation as of the date of this report. Since the last probation report, **Zero (0)** licensee's were released from probation.

The following is a complete list of individuals on probation for this Board that are in compliance with their Board agreements.

Name	Case Number	Start of Probation	End of Probation
Eden Chase	2023-000467-Prb	03/05/2024	03/05/2026
Vanity Lash Lounge, LLC	2023-000467-Prb	03/05/2024	03/05/2026
Lui Talo	2022-000736-PRB	08/09/2024	08/09/2026
Francisco VALLADOLID	2024-000619-Prb	10/03/2023	10/03/2025

The following is a complete list of individuals on probation for this Board that are not in compliance with their Board agreements.

Name	Case Number	Start of Probation	End of Probation	Disposition Date
Sara GROCOTT	2022-000249-Prb	10/03/2023	10/03/2025	10/02/2025
CEDAR LLC	2022-000249-Prb	10/03/2023	10/03/2025	10/02/2025
Jordan Curren	2022-000291-Prb	08/13/2025	08/24/2027	10/02/2025
Darren Sanger	2022-000808-Prb	08/13/2025	08/13/2027	10/02/2025

The following is a complete list of individuals on probation for this Board that are suspended.

Name	Case Number	Start of Probation	End of Probation	Disposition Date
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The following is a complete list of individuals on Non-Disciplinary Consent Agreements (Monitoring Status) for this Board. All individuals are in compliance with their agreements.

Name	Case Number	Start of Probation	End of Probation	Disposition Date
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The following were released after probation completion.

Name	Case Number	Start of Probation	End of Probation
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Board Requests:

Jordan L. Curren, Case No.: 2022-000291, Request for Amended Consent Agreement to modify terms.

END OF REPORT

EXECUTIVE SESSION MOTION

I, _____, move that the Alaska State Board of Barbers & Hairdressers enter into executive session in accordance with AS 44.62.310(c), and Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing _____; Board staff to remain during the session.

Authority: AS 44.62.310(c), Government meetings public

The following subjects may be considered in executive session:

- 1. matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;**
- 2. subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;**
- 3. matters which by law, municipal charter, or ordinance are required to be confidential;**
- 4. matters involving consideration of government records that by law are not subject to public disclosure.**

Disciplinary Sanctions/Fine Schedules (Adopted and Revised May 11-12, 2020)

Violation	Time Frame	Disciplinary Action	Civil Fine	
			Total Amount	Amount Suspended
AS 08.13.070 (1) & (2) Unlicensed Practice	1st offense	Non-Disciplinary Advisement Letter	n/a	n/a
	2nd or More offense	Imposition of Civil Fine	\$500/incident	n/a
AS 08.13.070 (3) Operating School w/o School License	1st offense	Non-Disciplinary Advisement Letter	n/a	n/a
	2nd or More offense	Consent Agreement (Fine/2-year probation/reprimand)	\$4,000	\$2,000
AS 08.13.070 (4) Teach/Supervise Apprentice w/o License	1st offense	Non-Disciplinary Advisement Letter	n/a	n/a
	2nd or More offense	Consent Agreement (Fine/2-year probation/reprimand)	\$2,000	\$1,000
AS 08.13.080 (5) Shop Owner License	1st offense	Non-Disciplinary Advisement Letter	n/a	n/a
	2nd or More offense	Consent Agreement (Fine/2-year probation/reprimand)	\$4,000	\$2,000
AS 08.13.070 (6) Allow Unlicensed Practice	1st offense	Non-Disciplinary Advisement Letter	n/a	n/a
	2nd or More offense	Consent Agreement (Fine/2-year probation/reprimand)	\$2,000 per Practitioner/student/apprentice	\$1,000 per Practitioner/student/apprentice
AS 08.13.070 (8) Fraudulent License	n/a	Consent Agreement (Fine/2-year probation/reprimand)	\$4,000	\$2,000
AS 08.13.130 (a) License Display	1 offense	Non-Disciplinary Advisement Letter	n/a	n/a
	2nd or More offense	Imposition of Civil Fine	\$1,000	n/a
AS 08.13.217 (a)(b) Tattoo a Minor	n/a	Consent Agreement (Fine/2-year probation/reprimand)	\$4,000	\$2,000
12 AAC 09.130 Student Records	1st offense	Non-Disciplinary Advisement Letter	n/a	n/a
	2nd or More offense	Imposition of Civil Fine	\$1,000	n/a
12 AAC 09.185 Apprentice Records (Tattoo/PCC/Bod y Piercing)	1st offense	Non-Disciplinary Advisement Letter	n/a	n/a
	2nd or More offense	Imposition of Civil Fine	\$1,000	n/a
12 AAC 09.190 Apprentice Records (All Other)	1st offense	Non-Disciplinary Advisement Letter	n/a	n/a
	2nd or More offense	Imposition of Civil Fine	\$1,000	n/a

Disciplinary Sanctions/Fine Schedules (Adopted and Revised May 11-12, 2020)

Violation	Time Frame	Disciplinary Action	Civil Fine	
			Total Amount	Amount Suspended
AS 08.13.070 (1) & (2) Unlicensed Practice	1st offense	Non-Disciplinary Advisement Letter 90 Days or Less	n/a	n/a
	2nd or More offense	91 Days or More Imposition of Civil Fine	\$500/incident	n/a
AS 08.13.070 (3) Operating School w/o School License	1st offense	Non-Disciplinary Advisement Letter 90 Days or Less	n/a	n/a
	2nd or More offense	91 Days or More OR Harm Against Student Consent Agreement (Fine/2-year probation/reprimand)	\$4,000	\$2,000
AS 08.13.070 (4) Teach/Supervise Apprentice w/o License	1st offense	Non-Disciplinary Advisement Letter 90 Days or Less	n/a	n/a
	2nd or More offense	91 Days or More OR Harm Against Apprentice Consent Agreement (Fine/2-year probation/reprimand)	\$2,000	\$1,000
AS 08.13.080 (5) Shop Owner License	1st offense	Non-Disciplinary Advisement Letter 90 Days or Less	n/a	n/a
	2nd or More offense	91 Days or More OR Harm Against Another Consent Agreement (Fine/2-year probation/reprimand)	\$4,000	\$2,000
AS 08.13.070 (6) Allow Unlicensed Practice	1st offense	Non-Disciplinary Advisement Letter 90 Days or Less	n/a	n/a
	2nd or More offense	91 Day or More OR Harm Against Another Consent Agreement (Fine/2-year probation/reprimand)	\$2,000 per Practitioner/student/apprentice	\$1,000 per Practitioner/student/apprentice
AS 08.13.070 (8) Fraudulent License	n/a	Consent Agreement (Fine/2-year probation/reprimand)	\$4,000	\$2,000
AS 08.13.130 (a) License Display	1 offense	Non-Disciplinary Advisement Letter	n/a	n/a
	2nd or More offense	Imposition of Civil Fine	\$1,000	n/a
AS 08.13.217 (a)(b) Tattoo a Minor	n/a	Consent Agreement (Fine/2-year probation/reprimand)	\$4,000	\$2,000
12 AAC 09.130 Student Records	1st offense	Non-Disciplinary Advisement Letter 45 Days or Less	n/a	n/a
	2nd or More offense	46 Days or More OR Harm Against Another Imposition of Civil Fine	\$1,000	n/a
12 AAC 09.185 Apprentice Records (Tattoo/PCC/Bodily Piercing)	1st offense	Non-Disciplinary Advisement Letter 15 days or less from Quarter End	n/a	n/a
	2nd or More offense	16-30 Days from Quarter End - \$250, 31-45 Days from Quarter End \$500, 46+ Days \$1000 Imposition of Civil Fine	\$1,000	n/a
12 AAC 09.190 Apprentice Records (All Other)	1st offense	Non-Disciplinary Advisement Letter 15 days or less from Quarter End	n/a	n/a
	2nd or More offense	16-30 Days from Quarter End - \$250, 31-45 Days from Quarter End \$500, 46+ Days \$1000 Imposition of Civil Fine	\$1,000	n/a

Alaska Board of Barbers and Hairdressers

Strategic Plan 2026–2028

Mission: Ensure the health and safety of Alaska consumers by promoting the highest level of professional standards for practitioners and by enforcing the laws of the barbering, hairdressing, body art, manicuring, and esthetics industries.

Vision: The Board of Barbers and Hairdressers cultivates an environment where practitioners receive transparent and responsive guidance and consumers obtain professional services with the confidence and security that their health and safety are protected.

LEGISLATION

Address immediate needs for updates that have an impact on economic viability or public safety

Implement a tiered esthetics licensing program and additional medical spa changes

Address statutory changes that do not pose an immediate need but will improve the program

REGULATIONS

Address immediate needs for updates that have an impact on economic viability or public safety

Address regulations changes that do not pose an immediate need but will improve the program

Implement medical spa changes after legislation is adopted

ENFORCEMENT

Ensure enforcement standards are up-to-date and appropriately adopted

**ProfessionalLicense.Alaska.Gov/
BoardOfBarbersHairdressers**

BOARD DEVELOPMENT

Create systems to ensure the board regularly reviews its activities for alignment with the strategic plan, vision, and mission

EDUCATION & OUTREACH

Ensure exam content is up-to-date

Improve training on how to successfully complete applications

Ensure training requirements are accurate on application and reporting forms

PHASE 1

PHASE 2

PRIORITIZATION MATRIX

Board: Barbers and Hairdressers

Date Updated: October 21, 2025

Strategic Plan time frame: FY2026-2028

Department of Commerce, Community, and Economic Development Mission:

Promote a healthy economy, strong communities, and protect consumers in Alaska.

Division of Corporations, Business and Professional Licensing Mission:

Inspire public confidence through balanced regulation of competent professional & business services.

Board of Barbers and Hairdressers Mission:

Ensure the health and safety of Alaska consumers by promoting the highest level of professional standards for practitioners and by enforcing the laws of the barbering, hairdressing, body art, manicuring, and esthetics industries.

Board of Barbers and Hairdressers Vision:

The Board of Barbers and Hairdressers cultivates an environment where practitioners receive transparent and responsive guidance and consumers obtain professional services with the confidence and security that their health and safety are protected.

Part I: Master List of Projects: List the various projects on the board's radar according to category. Add or edit categories or projects as needed. (Completed during strategic planning in September. Update as new projects and initiatives are added.)

	1	2	3	4	5	6
	Legislation	Regulations	Enforcement	Board Development	Education and Outreach	Other Initiatives
A.1	Propose legislation to allow staff to issue licenses	12 AAC 09.130: remove (c), (e), and (f) OR completely revamp subsections to reflect submission of training docs by student(s) and remove all timeline requirements.	Revise disciplinary fine/fee matrix	Review statutes and regulations to eliminate other outdated language (i.e. send only by fax)	Develop videos, other aids	

A.2	AS 08.13.160: Add “A person licensed under this chapter to practice barbering or nonchemical barbering is considered to be licensed to practice hair braiding under the same license.”	12 AAC 09.185: Remove (e), (g), (h) OR completely revamp subsections to reflect the submission of training docs by trainee(s) and remove all timeline requirements.	Request review by agency attorney to ensure matrix is adopted and used appropriately	Develop a method of periodically reviewing statutes and regulations	Review tattoo training requirements and how they align with existing forms	
A.3	AS 08.13.080: Add hair braiding to barbering and non-chemical barbering (practice and teaching)	12 AAC 09.190: Remove (i), (j), (k) OR completely revamp subsections to reflect submission of training docs by apprentice(s) and remove timeline requirements.	Revise disciplinary fine/fee matrix		Update tattoo exam	
A.4	AS 08.13.130: Add “current Alaska license”					
A.5	AS 08.13.183: Remove – no reason to have this.					
A.6	AS 08.13.220(10): Remove (B)(i).					
A.7	AS 08.13.220(16): Remove “microneedling” from definition of tattooing					
B.1	Research existing model legislation from the Esthetics Council and other states	12 AAC 09.002: Remove.				
B.2	Review NIC study materials	12 AAC 09.112: add subsection which clearly addresses multiple event locations; rewrite section to be clearer				
B.3	Review Medical Spa Services Work Group materials, discussions, and recommendations	12 AAC 09.125 (I) Remove square footage requirements for 12-hour course since it is book-only and doesn't				

		require physical operations.				
B.4	Draft legislation and seek sponsorship	Work with Department of Environmental Conservation to update the inspection standards in 18 AAC 23.240.				
B.5	-	12 AAC 09.990(7): Edit for clarity.				
B.6	-	12 AAC 09.004: Remove (e) and (f)				
C.1	AS 08.13.080: Remove ALL license requirements from this section and add regulation reference. Remove (d). (Eliminate specifics from statute and move to regs)					
C.2	AS 08.13.082: Allow for apprenticeship hours and other specifications of apprenticeships to be in regulations rather than statute so they can be regulated more responsive to industry.					
C.3	AS 08.13.082: Include apprenticeship for advanced manicuring.					
C.4	AS 08.13.082: Remove ALL training requirements from this section and add regulation reference. Including removal of training timeline.					
C.5	AS 08.13.120: Update this section, cleaning up language that is confusing, outdated, and contradictory for temporary licenses, temporary shop licenses, and the allowance of conventions.					

C.6	AS 08.13.160(d)(2): Update with specific definition of “licensed health care professional.”					
C.7	AS 08.13.180: Correct “student permit” to reflect Apprentice for beauty services and Trainee for body arts.					
C.8	Allow hot tools to be used by unlicensed personnel					

Part II: Project Information: Enter crucial details about the projects to help prioritize the board’s time, effort, and resources. This will help frame the level and type of effort needed, as well as rough out whether it is a high or low priority. (Initiated at the board’s strategic planning meeting in October; should be completed at a future meeting.)

	Project	Authority?	Urgency to Reduce/Prevent Public Harm?	Urgency to Meet Deadline?	Resources Required?	Priority Ranking and Rationale?
		Does the board have full control over this issue? If not, is another agency appropriate to lead?	Is this necessary to reduce or prevent harm to the public?	Is a renewal or exam coming up? State or federal deadlines? Industry-related seasons?	Which board member will take the lead? Is staff needed? Anticipated expenses? Other stakeholders necessary? Public engagement?	Looking at all the information, how should this rank on the timeline of board priorities? Urgent (U): Take immediate steps to complete Scheduled (S): Others more important; can happen as we get to it Postponed (P): Not our issue or not a “must have”
1.A.1	Propose legislation to allow staff to issue licenses	State Legislature	Yes	No	• Kevin McKinley • Licensee support, especially schools	U
1.A.2	AS 08.13.160: Add “A person licensed under this chapter to practice barbering or nonchemical barbering is considered to be licensed to practice hair braiding under the same license.”	State Legislature				U
1.A.3	AS 08.13.080: Add hair braiding to barbering and non-chemical barbering (practice and teaching)	State Legislature				U
1.A.4	AS 08.13.130: Add “current Alaska license”	State Legislature				U
1.A.5	AS 08.13.183: Remove – no reason to have this.	State Legislature				U
1.A.6	AS 08.13.220(10): Remove (B)(i).	State Legislature				U

1.A.7	AS 08.13.220(16): Remove “microneedling” from definition of tattooing	State Legislature				U
1.B.1	Advanced esthetics license: Research existing model legislation from the Esthetics Council and other states	State Legislature				U
1.B.2	Advanced esthetics license: Review NIC study materials	State Legislature				U
1.B.3	Advanced esthetics license: Review Medical Spa Services Work Group materials, discussions, and recommendations	State Legislature				U
1.B.4	Advanced esthetics license: Draft legislation and seek sponsorship	State Legislature				U
1.C.1	AS 08.13.080: Remove ALL license requirements from this section and add regulation reference. Remove (d). (Eliminate specifics from statute and move to regs)	State Legislature				S
1.C.2	AS 08.13.082: Allow for apprenticeship hours and other specifications of apprenticeships to be in regulations rather than statute so they can be regulated more responsive to industry.	State Legislature				S
1.C.3	AS 08.13.082: Include apprenticeship for advanced manicuring.	State Legislature				S
1.C.4	AS 08.13.082: Remove ALL training requirements from this section and add regulation reference. Including removal of training timeline.	State Legislature				S

1.C.5	AS 08.13.120: Update this section, cleaning up language that is confusing, outdated, and contradictory for temporary licenses, temporary shop licenses, and the allowance of conventions.	State Legislature				S
1.C.6	AS 08.13.160(d)(2): Update with specific definition of “licensed health care professional.”	State Legislature				S
1.C.7	AS 08.13.180: Correct “student permit” to reflect Apprentice for beauty services and Trainee for body arts.	State Legislature				S
1.C.8	Allow hot tools to be used by unlicensed personnel	State Legislature				P
1.C.9	Move safety and sanitation standards from DEC to DCCED	State Legislature				S
2.A.1	12 AAC 09.130: remove (c), (e), and (f) OR completely revamp subsections to reflect submission of training docs by student(s) and remove all timeline requirements.	Board regulations		AO 360 Due Feb		U
2.A.2	12 AAC 09.185: Remove (e), (g), (h) OR completely revamp subsections to reflect the submission of training docs by trainee(s) and remove all timeline requirements.	Board regulations		AO 360 Due Feb		U
2.A.3	12 AAC 09.190: Remove (i), (j), (k) OR completely revamp subsections to reflect submission of training docs by apprentice(s) and remove timeline requirements.	Board regulations		AO 360 Due Feb		U

2.B.1	12 AAC 09.002: Remove.	Board regulations		AO 360 Due Feb		U
2.B.2	12 AAC 09.112: add subsection which clearly addresses multiple event locations; rewrite section to be clearer	Board regulations		AO 360 Due Feb		U
2.B.3	12 AAC 09.125 (l) Remove square footage requirements for 12-hour course since it is book-only and doesn't require physical operations.	Board regulations		AO 360 Due Feb		U
2.B.4	Work with Department of Environmental Conservation to update the inspection standards in 18 AAC 23.240.	DEC regulations		AO 360 Due Feb		U
2.B.5	12 AAC 09.990(7): Edit for clarity.	Board regulations		AO 360 Due Feb		U
2.C.6	12 AAC 09.004: Remove (e) and (f)	Board regulations		AO 360 Due Feb		U
2.C.7	Review regulations to eliminate barriers and outdated requirements	Board		AO 360 Due Feb		U
3.A.1	Revise disciplinary fine/fee matrix	Board				U (In progress)
3.A.2	Request review by agency attorney to ensure matrix is adopted and used appropriately	Board/LAW				U
4.A.1	Review statutes to eliminate other outdated language (i.e. send only by fax)					S
4.A.2	Develop a method of periodically reviewing statutes and regulations					U
5.A.1	Develop videos, other aids					S

5.A.2	Review tattoo training requirements and how they align with existing forms					S
5.A.3	Update tattoo exam					U (In progress)

Part III: Ongoing Management:

Update this section at the November meeting and review at every subsequent meeting:

- **Assign each item a priority:** U1 being the highest and S# being the lowest priority. Cut and paste so they are listed in order. Omit postponed (P) projects until they rise to a higher priority and keep track of them above.
- **Fill in the implementation details.** This is where people are assigned specific tasks and deadlines.
- **Review and update at every board meeting.** Place on the agenda and assign one member the role of manager. (Currently Jessica Pestrikoff) Include your strategic plan graphic in meeting materials.

Priority Assigned	Project	Description	Target Effective Date of Project	Person Responsible for Project Success	Staff Needed to Help Complete Project	Additional Resources, Outreach, Elements	Next Step to Move Forward	Due Date for Next Step
<i>Example:</i>	<i>1.A.1</i>	<i>Regulation XYZ</i>	<i>11-1-23</i>	<i>Board Member A</i>	<i>Board Staff, Regs Specialist, Board Advisor</i>	<i>Additional outreach to large private landowners and native corporations</i>	<i>Board Member A will draft a letter for staff to send to stakeholders and include list of recipients. Announce public forum scheduled for 5-15-23.</i>	<i>Letter to staff by 4-1-23 Sent by 4-5-23</i>
U1	1.A.1	Propose legislation to allow staff to issue licenses	May 2026	Kevin McKinley	Periodic contact with staff to track legislation and hearings		Circulate sponsor letter and make phone calls.	11-1-25
U	1.A.2	AS 08.13.160: Add "A person licensed under this chapter to practice barbering or nonchemical barbering is considered to be licensed to practice hair braiding under the same license."						

U	1.A.3	AS 08.13.080: Add hair braiding to barbering and non-chemical barbering (practice and teaching)						
U	1.A.4	AS 08.13.130: Add “current Alaska license”						
U	1.A.5	AS 08.13.183: Remove – no reason to have this.						
U	1.A.6	AS 08.13.220(10): Remove (B)(i).						
U	1.A.7	AS 08.13.220(16): Remove “microneedling” from definition of tattooing						
U	1.B.1	Advanced esthetics license: Research existing model legislation from the Esthetics Council and other states						
U	1.B.2	Advanced esthetics license: Review NIC study materials						
U	1.B.3	Advanced esthetics license: Review Medical Spa Services Work Group materials,						

		discussions, and recommendations						
U	1.B.4	Advanced esthetics license: Draft legislation and seek sponsorship						
U	2.A.1	12 AAC 09.130: remove (c), (e), and (f) OR completely revamp subsections to reflect submission of training docs by student(s) and remove all timeline requirements.						
U	2.A.2	12 AAC 09.185: Remove (e), (g), (h) OR completely revamp subsections to reflect the submission of training docs by trainee(s) and remove all timeline requirements.						
U	2.A.3	12 AAC 09.190: Remove (i), (j), (k) OR completely revamp subsections to reflect submission of training docs by apprentice(s)						

		and remove timeline requirements.						
U	2.B.1	12 AAC 09.002: Remove.						
U	2.B.2	12 AAC 09.112: add subsection which clearly addresses multiple event locations; rewrite section to be clearer						
U	2.B.3	12 AAC 09.125 (I) Remove square footage requirements for 12-hour course since it is book-only and doesn't require physical operations.						
U	2.B.4	Work with Department of Environmental Conservation to update the inspection standards in 18 AAC 23.240.						
U	2.B.5	12 AAC 09.990(7): Edit for clarity.						
U	2.C.6	12 AAC 09.004: Remove (e) and (f)						
U	2.C.7	Review regulations to eliminate barriers						

		and outdated requirements						
U	3.A.1	Revise disciplinary fine/fee matrix						
U	3.A.2	Request review by agency attorney to ensure matrix is adopted and used appropriately						
U	4.A.1	Review statutes to eliminate other outdated language (i.e. send only by fax)						
U	4.A.2	Develop a method of periodically reviewing statutes and regulations						
U	5.A.3	Update tattoo exam						
S1	1.C.1	AS 08.13.080: Remove ALL license requirements from this section and add regulation reference. Remove (d). (Eliminate specifics from						

		statute and move to regs)						
S	1.C.2	AS 08.13.082: Allow for apprenticeship hours and other specifications of apprenticeships to be in regulations rather than statute so they can be regulated more responsive to industry.						
S	1.C.3	AS 08.13.082: Include apprenticeship for advanced manicuring.						
S	1.C.4	AS 08.13.082: Remove ALL training requirements from this section and add regulation reference. Including removal of training timeline.						
S	1.C.5	AS 08.13.120: Update this section, cleaning up language that is confusing, outdated, and contradictory for temporary						

		licenses, temporary shop licenses, and the allowance of conventions.						
S	1.C.6	AS 08.13.160(d)(2): Update with specific definition of “licensed health care professional.”						
S	1.C.7	AS 08.13.180: Correct “student permit” to reflect Apprentice for beauty services and Trainee for body arts.						
S	1.C.9	Move safety and sanitation standards from DEC to DCCED						
S	2.A.1	12 AAC 09.130: remove (c), (e), and (f) OR completely revamp subsections to reflect submission of training docs by student(s) and remove all timeline requirements.						
S	2.A.2	12 AAC 09.185: Remove (e), (g), (h) OR completely						

		revamp subsections to reflect the submission of training docs by trainee(s) and remove all timeline requirements.						
S	2.A.3	12 AAC 09.190: Remove (i), (j), (k) OR completely revamp subsections to reflect submission of training docs by apprentice(s) and remove timeline requirements.						
S	2.B.1	12 AAC 09.002: Remove.						
S	2.B.2	12 AAC 09.112: add subsection which clearly addresses multiple event locations; rewrite section to be clearer						
S	2.B.3	12 AAC 09.125 (l) Remove square footage requirements for 12-hour course since it is book-only and doesn't require physical operations.						

[illegible]

Citation	Rationale/Notes	Priority Level & Explanation
Devise method of periodically reviewing stats and regs		1
Review statutes and regs to eliminate other outdated language (i.e. send only by fax)	Administrative/non-policy review and clean-up; likely to happen along with other regulatory reviews or as a fine-tune after policy changes are made	3
Improve application training (develop videos, other aids)		2 or 3
Review tattoo training requirements and how they align with existing forms	Form requires “remaining hours” to be in a certain category (theory/practical)—change form or S&R	3
Update tattoo exam	Discussed in August and is on November agenda	In progress
Update Fine Schedule/Matrix	Board started to work on this in August. May require a regulations project. On November agenda--again.	In progress
AS 08.13.160: Add “A person licensed under this chapter to practice barbering or nonchemical barbering is considered to be licensed to practice hair braiding under the same license.”		1 “no brainer”
AS 08.13.080: Add hair braiding to barbering and non-chemical barbering (practice and teaching)		1 “no brainer”
AS 08.13.130: Add “current Alaska license”		1 “no brainer”
AS 08.13.183: Remove – no reason to have this.	Regulation needs to be updated 12 AAC 09.1AS 08 and 12 AAC 09.109	1 “no brainer”
AS 08.13.220(10): Remove (B)(i).	Massage of hands, feet, legs is a major part of mani/pedi services. If not intended to be part of the service, all manicurists in AK should be fined for providing this service, or the board may need to send a mass notification stating NO massage of ANY type may be provided. Board might be able to define this in regulation.	1 “no brainer”
AS 08.13.220(16): Remove “microneedling” from definition of tattooing	Legislative error	1 “no brainer”
Create a tiered esthetician license; Review any additional Medical Spa-related needs/changes	Based on Medical Spa Services Work Group discussion and recommendation	1
AS 08.13.080: Remove ALL license requirements from this section and add regulation reference. Remove (d). (Eliminate specifics from statute and move to regs)	Subsection (d) limits testing for body arts and may block the board from adopting NIC Tattooing and PCC theory written exams.	2
AS 08.13.082: Allow for apprenticeship hours and other specifications of apprenticeships to be in regulations rather than statute so they can be regulated more responsive to industry.		2
AS 08.13.082: Include apprenticeship for advanced manicuring.		2
AS 08.13.082: Remove ALL training requirements from this section and add regulation reference. Including removal of training timeline.	Schools can complete under 3 months, why not apprenticeship? Estheticians in school OR apprenticeship should have same timeline to complete.	2
AS 08.13.120: Update this section, cleaning up language that is confusing, outdated, and contradictory for temporary licenses, temporary shop licenses, and the allowance of conventions.	Dept of Law letter reinforcing concerns about this section. Conventions have changed. Board previously drafted legislative changes, lots of discussion.	2

AS 08.13.160(d)(2): Update with specific definition of “licensed health care professional.”	Many massage therapists are stating they are “health care professionals” so they should be allowed to provide services regulated by BAH board. Can this be defined in regulation?	2
AS 08.13.180: Correct “student permit” to reflect Apprentice for beauty services and Trainee for body arts.	These are all referenced in regulation as Student, Apprentice, and Trainee—they should match.	3
Allow hot tools to be used by unlicensed personnel	Former member Tenaya Miramontes drafted legislation to accomplish this.	4
Board review and issue of licenses		In progress
Add regulation to request removal of a board member if they miss a certain number of meetings/unexcused absences	Will help keep board filled with participating members. Without this, the governor’s office is unlikely to remove due to nonparticipation.	2
12 AAC 09.020: Remove	This was needed when the division/board administered examinations (practical and written). Prov does not have these requirements.	1 “no brainer”
12 AAC 09.025: Remove	This was needed when the division/board administered examinations (practical and written). Prov does not have these requirements.	1 “no brainer”
12 AAC 09.106: Need to add Non-Chemical Barber.		1 “no brainer”

12 AAC 09.127: Remove	This was only created by the board 15+ years ago to accommodate UAF – Tanana Valley Campus. This facility was open maybe 12-months then closed due to not having “clients” for students to work on practical operations.	1 “no brainer”
12 AAC 09.162(3) remove “sanex strips”		1 “no brainer”
12 AAC 09.162(11) Update to reflect changes with the definition of “appliances” NEW reg		1 “no brainer”
12 AAC 09.990(b)(1)		
12 AAC 09.130: remove (c), (e), and (f) OR completely revamp subsections to reflect submission of training docs by student(s) and remove all timeline requirements.	The board does not enforce training documentation submissions. This has been demonstrated numerous times via case referrals to Inv Unit. Possibly group together with other license types to streamline.	2 “no brainer”
12 AAC 09.185: Remove (e), (g), (h) OR completely revamp subsections to reflect the submission of training docs by trainee(s) and remove all timeline requirements.	The board does not enforce training documentation submissions. This has been demonstrated numerous times via case referrals to Inv Unit. Possibly group together with other license types to streamline.	2 “no brainer”
12 AAC 09.190: Remove (i), (j), (k) OR completely revamp subsections to reflect submission of training docs by apprentice(s) and remove timeline requirements.	The board does not enforce training documentation submissions. This has been demonstrated numerous times via case referrals to Inv Unit. Possibly group together with other license types to streamline.	2 “no brainer”
12 AAC 09.002: Remove.	This is an incredibly cumbersome regulation that just keeps getting larger and larger – currently 3 pages. Why is this needed? Can it be streamlined or even removed since all subsections referenced have separate regulations. This may have been introduced as the mechanism for staff approval of applications in lieu of a board vote.	2
12 AAC 09.112: add subsection which clearly addresses multiple event locations; rewrite section to be clearer	Multiple event locations currently require separate temporary shop owner licenses (one license will not cover multiple events/event locations)	2
12 AAC 09.125 (l) Remove square footage requirements for 12-hour course since it is book-only and doesn’t require physical operations.		2
Work with Department of Environmental Conservation to update the inspection standards in 18 AAC 23.240.	Standards are outdated. Since DEC is no longer performing these statutorily-required inspections for most regulated industries, the board has considered how to take them on, possibly move to division, make them easier, address rural needs/strategies. Body art regulations are outdated and revisions were submitted in 2020 with no response from DEC. Public health risk.	3
12 AAC 09.990(7): Edit for clarity.	Could be reworded to better reflect that a nail technician in another state is considered to have training that qualifies them as a manicurist in Alaska. Maybe move this to the licensing requirements section?	4: combine with other nail tech topics
12 AAC 09.004: Remove (e) and (f)	Since it was created, no courtesy hairdresser license has been issued.	4: Not hurting to keep it in
Examine tattoo school requirements		? – Talk to Kevin for more details

Body Art Courtesy License(s) for Alaska Shops	Cover absences, fill in at permanent Alaska shops for short term vacancies	? – Talk to Kevin for more details
Require that tattooists are licensed for more than one year before taking on an apprentice, possible instructor license changes		?--Needs more discussion
AS 08.13.130: Recommend the Legislature pass legislation to raise the hour requirement for manicurists from 12 hours to 250 hours of training, plus passage of a written examination, to be eligible for licensure with allowance for grandfathering.	This has a dramatic legislative history that should be discussed. A related item on the “wish list,” below is clarifying that the 12-hour license is for “natural nails,” which appears to likely have been the original legislative intent based on the curriculum requirements. It is possible that could be accomplished in regulation. However, the board has allowed more advanced procedures for so long that this would have a detrimental, cascading impact on businesses and meet with a lot of pushback—especially since there is a lack of evidence that this is a public safety concern.	?--Needs more discussion
Consider removal of board approval of CPR and BBP courses: 09.002(o), (p), (q), (r), (s), (t) •12 AAC 09.004(5) •12 AAC 09.082(2) •12 AAC 09.084(3) •12 AAC 09.086(c) •12 AAC 09.088(3) •12 AAC 09.167(d) •12 AAC 09.168(d) •12 AAC 09.169(d) •12 AAC 09.930(c)	•12 AAC The board hasn't approved courses in the last many years.	1 "no brainer"

What strategic goal does this meet?

Board Development

Board Development

Education and Outreach

Education and Outreach

Education and Outreach

Enforcement

Legislation

Legislation

Legislation

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Regulations

From: [Summers, Jennifer M \(CED\)](#)
To: [Spencer, Cynthia R \(CED\)](#)
Cc: [Derr, Lacey E \(CED\)](#); [Prieksat, Erika L \(CED\)](#)
Subject: RE: Hailda barber shop
Date: Friday, October 24, 2025 2:48:05 PM
Attachments: [image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image003.png](#)

Cynthia and Lacey,

Unfortunately, this is a situation we have had difficulty with since DEC decided they were going to stop inspecting anything other than Tattoo, Body Piercing and Permanent Cosmetic Coloring shops. We are governed by **Sec. 08.01.087. Investigative and enforcement powers of department.** (a) *The department may, upon its own motion, conduct investigations to*

1. *determine whether a person has violated a provision of this chapter or a regulation adopted under it, or a provision of AS 43.70, or a provision of this title or regulation adopted under this title dealing with an occupation or board listed in AS 08.01.010;*

CBPL Investigations has NO authority outside of Title 8, AS 43.70(Business Licensing) and 12 AAC. DEC is under 18AAC.

I see on the Certification of Compliance Lacey provided there is an acknowledgement that DEC is no longer inspecting most of our licensed shops. That does not allow us to take over those inspections. I would also like to point out that that form says that it certifies that they meet the requirements of 12AAC 09.110(a)(5) which is the regulation about providing the name and license number of a licensed manager if the Shop Owner is not a licensed practitioner. That regulation has nothing at all to do with DEC regulations. If the newest Certification form still has this information, please get with the Pub Team to get it corrected to 12AAC 09.110(a)(7). However, that regulation still does not allow me to find a violation of 18AAC, it only requires that the Shop Owner license application includes a completed Certification of Compliance.

Furthermore, 12AAC 09.110(d) allows any Board member or department representative to **inspect** the shop to ensure compliance of AS 08.13 and 18AAC, so I could send Joy out to inspect the shop. But we still have no authority to do anything about any violations of 18AAC.

This has been a situation that has frustrated me for a long time. DEC left a huge hole in enforcement when they decided to stop enforcing their own regulations. It will take a regulation project to remedy this situation if the Board wants to take over these types of violations. Then it will take a lot of training for whoever is tasked with conducting these inspections.

I regularly field complaints from the public about having a manicure that resulted in a skin infection or a nail fungus from a dirty shop or a hair salon that smells like a cat litter box because of the animals in the shop. I wish I could help these people, but I am not able to. Lately, I have been giving them the DEC's phone number and encouraging them to call them with their complaints.

I'm sorry I can't do more.



Thank you,
Jenni Summers
Senior Investigator
Division of Professional Licensing

www.commerce.alaska.gov



From: Spencer, Cynthia R (CED)
Sent: Friday, October 24, 2025 12:23 PM
To: Summers, Jennifer M (CED)
Cc: Derr, Lacey E (CED)
Subject: RE: Hailda barber shop

Hello and good afternoon Jenni.

DEC regulation 18 AAC 23 does have water/sink requirements for "beauty shops". The board defers to DEC for safety/sanitation requirements.

Respectfully,



Cynthia Spencer

Licensing Examiner III
Division of Corporations, Business and Professional Licensing
Board of Barbers and Hairdressers
boardofbarbershairdressers@alaska.gov
Office: 907-465-2591
www.commerce.alaska.gov



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From: Summers, Jennifer M (CED)
Sent: Friday, October 24, 2025 10:31 AM
To: Spencer, Cynthia R (CED)
Subject: RE: Hailda barber shop

Cynthia,

I have searched the stats and regs and I see multiple places where it is required that schools have water and so many sinks per student, but I did not see where it is required that a *SHOP* have water. Could you please point me towards the section that says that? Thanks for your help.



Thank you,
Jenni Summers
Senior Investigator
Division of Professional Licensing

www.commerce.alaska.gov



Regulatory Reduction Guide

*A Guide for Achieving the 25% Regulatory Requirement Reduction under
Governor Dunleavy's Administrative Order 360*



[Administrative Order 360](#) requires that Alaska agencies achieve a 25% reduction in regulatory requirements. This guide is intended to help agencies achieve that goal.

Which agencies are required to reduce regulatory requirements by 25%?

The 25% reduction applies to all executive branch agencies, including departments, boards, commissions, and public corporations (hereafter referred to as "agencies"). Each agency that has statutory authority to issue regulations and has issued one or more regulations in the past must reduce its regulatory requirements by 15% by December 31, 2026, and 25% by December 31, 2027.

Which requirements are subject to the 25% reduction goal?

The 25% reduction goal applies to *discretionary* regulatory requirements that agencies adopt. It does not apply to regulations that are mandated by state statutes, federal statutes or regulations, or orders issued by state or federal courts. If, however, the implementing regulation requires additional steps not mandated by a statute, such as perhaps requiring an application to be notarized, then that additional requirement is not mandatory but is in fact a discretionary requirement which must be counted.

Though agencies do not have to count existing regulatory requirements mandated by statute towards their total number of requirements or new requirements mandated by statute as increases, they can claim credit for regulatory *reductions* that are mandated by statute.

What counts as a regulatory requirement?

To achieve a 25% reduction in requirements, agencies must first determine what counts as a regulatory requirement. Agencies need to calculate both the total number of existing requirements, the *baseline*, and the number of requirements that are added or eliminated by their regulatory changes. For instance, if an agency starts with 1000 requirements, adds 100 new requirements in the next three years, and deletes 400 other requirements over the same period, for a net reduction of 30%, then it has met its 25% reduction goal.¹

This guide cannot address every situation that agencies might confront, so please consult with your Agency Regulatory Liaison if you come across a situation that requires guidance.

¹ Here's the math: $1000 + 100 - 400 = 700$. That involves a net reduction of 300 requirements ($1000 - 700$), which is a 30% reduction ($300/1000$).

Defining a Regulatory Requirement

A regulatory requirement requires another party to do (or not do) something. Often, regulatory requirements will include words like "shall," "must," "will," or "may not." If a regulatory requirement is found in a guidance document, it must either be removed or promulgated as a regulation.

When identifying regulatory requirements, the key questions are "does this impose a burden on another party by requiring it to act or refrain from acting?" or "does this impose a standard used by the agency in dealing with the public?" If so, it is likely a requirement.²

For guidance documents specifically, each agency should calculate the total number of words in their guidance documents and they will receive credit for reducing the size of the documents.

Multi-Element Subsections

Agencies should count each element that requires a party to take a discrete action as a separate requirement, even if there are multiple elements embedded in a single section or subsection. Consider, for instance, the following:

11 AAC 09.030. State Recreation Rivers System; Generally allowed uses.

...

(2)(A)(i) the total surface area of the dock is not more than 100 square feet (+1); the dock does not extend more than 15 feet from the water body's edge at any water level (+1), and the walkway, ladder, or ramp connecting the dock to the shore is no more than four feet wide (+1);

Each item in the list is a distinct requirement. Therefore, each item should be counted.

If, however, a section or subsection includes a variety of different options but only imposes one requirement, the options do not need to be counted separately. Here's an example:

11 AAC 09.030. State Recreation Rivers System; Generally allowed uses.

(1) travel or travel-related activities, as follows:

(A) hiking, backpacking, skiing, climbing, or other foot travel;

(B) bicycling;

(C) travel by horse or dogsled or with pack animals; (+1)

The provision imposes only one discrete requirement by defining travel or travel-related activities.

² Agencies should keep track of all requirements, including those that are statutorily mandated. While the mandated requirements are not subject to the reduction baseline, it is useful to keep track of other requirements, as doing so allows the legislature to identify opportunities for reducing legislatively mandated burdens.

Similarly, if a regulation lists multiple different ways to violate a requirement but a regulated party would generally only do one of the things listed, then the entire provision should only be counted as one requirement. Consider this example:

11 AAC 18.010. Park Uses; Special park use permits.

(a) No person may promote, organize, or engage in any of the following activities in a state park without a permit: (+1)

(1) an organized or promoted assembly of more than 20 persons; (+1)

(2) any promotional or entertainment event, including an organized athletic event, competitive recreational event, or spectator event, whether or not an admission fee is charged; (+1)

First, no one can "promote, organize, or engage" in multiple activities at a state park; this would just count as one requirement since all three terms basically describe similar activities and they are meant to broadly describe "activities." The twenty-person requirement is a separate defining requirement. The list in (a)(2), however, is a list and the permittee is likely to only meet one of the requirements listed.

Language that Elaborates on a Requirement

Agencies do not need to count language that elaborates on a requirement as itself being a discrete requirement. An example appears below:

18 AAC 76.200. Alaska Drinking Water Fund; Purpose.

(b) Except as otherwise provided by the Safe Drinking Water Act, the Alaska drinking water fund may be used only as provided in 42 U.S.C. 300j-12(a)(2) for drinking water projects, including projects to plan, design, build, construct, or rehabilitate a public drinking water collection, storage, treatment, or distribution system. (+1)

In this provision, the only requirement is that the fund be used for a drinking water project. The following examples are only an elaboration of the requirement. An applicant will not need to meet each project type. *Language that is Ambiguous as to Whether Action is Required*

As noted above, regulatory requirements will not always involve language stating that a party "shall" or "must" take some action. In some cases, the regulation will use language such as "should" or "may," but it still imposes a binding obligation. Consider the following example:

11 AAC 12.130. State Park Land and Water Restrictions Pets.

(b) No person may have a dog or other pet that creates excessive noise, a public safety hazard, or unsanitary conditions in a developed facility of a state park. (+1)

Although the language uses the word "may," it is still a requirement when taken into account with the preceding language "No person." It should be counted as a regulatory requirement.

Programs Involving Optional Participation

In some cases, regulations provide regulated parties with an option to comply but impose requirements on all parties who elect to comply. Agencies should still tabulate any language that imposes a mandatory obligation on a party that chooses to participate as a regulatory requirement.

18 AAC 65.025. Litter Reduction and Resource Recovery Grants; Application and review procedure.

(a) Beginning with fiscal year 1982, on or before October 1 of each year, the department will provide public notice of the availability of grants for the purposes set out in 18 AAC 65.010.

(b) A complete grant application submitted under this chapter must contain (0)
(1) the name, address, and the telephone number of the applicant, the name of a contact person representing the applicant, and an explanation of the applicant's eligibility to apply for a grant under 18 AAC 65.010; (+3)

The decision to apply for the grant is optional and does not count as a requirement. However, requirements within the application are considered requirements. In this example, the applicant's identifying information is one requirement and the applicant's eligibility status is a separate requirement.

Prohibited Actions

A requirement *not* to do something is equivalent to a requirement to take some action. Any discrete prohibition from taking some action should therefore count as a regulatory requirement. Consider this example:

18 AAC 32.060. Raw milk and raw milk product.

Except as provided in 18 AAC 32.010(c), a milk producer may not allow raw milk or a raw milk product, including cream from raw milk, to be removed from the dairy farm unless (+1)

(1) the product is being transported directly to a milk processing plant with a permit issued under 18 AAC 32.030 or by another state; (+1)

In this example, the milk producer may not allow the raw milk products to be removed from the dairy; this is an imposed requirement. The second sentence allowing the removal if there is a permit becomes a second requirement.

Requirements in Materials Adopted by Reference

Alaska law allows agencies to impose binding obligations by referring to a document outside of the Alaska Administrative Code (AS 44.62.245). An example of materials *adopted by reference* appears below³:

18 AAC 62.410. Treatment Storage and Disposal; Standards applicable to an owner or operator of a hazardous waste treatment, storage, or disposal facility.

Regulations of the federal government applicable to the owner or operator of a hazardous waste treatment, storage, or disposal facility, including standards for universal waste management, promulgated and published as 40 C.F.R. Part 264, 40 C.F.R. Part 265, and 40 C.F.R. Part 273.60 - 273.62, as revised as of July 1, 2002, are adopted by reference.

In this case, the agency is requiring regulated parties to comply with all the requirements included in each of the documents being referenced. The agency must therefore go through the entirety of each of these documents and count every single requirement they contain using the methodology described above.

In many cases, an agency will not necessarily intend that regulated parties comply with every single requirement in each document incorporated by reference. If that is the case, the regulation should explicitly identify the portions that the agency intends to be binding on regulated parties. As part of the process of reviewing their regulations, agencies must go through each incorporated document and decide whether they intend all the requirements to be binding. If not, agencies must modify their regulations to identify with greater specificity which portions of the documents they reference are binding.

Agencies must also periodically review the documents to ensure that they reflect the most up-to-date versions. In the example provided above, for instance, they referred to federal regulations from 2002. As agencies review their regulations, they must update their incorporated documents to verify that the appropriate version is referenced. Sometimes, for example, federal agencies or other organizations may delete older versions of documents rendering their referencing obsolete.

³ Note that the provision in this example was repealed June 1, 2025.

What types of actions count towards the 25% reduction goal?

Regulatory reduction is not a "one-size-fits-all" process. There are many ways that an agency can go about reducing regulatory burdens, and the Governor wants to make sure that agencies consider all of them and get credit for any reduction they undertake.

Eliminating Discrete Requirements

The most straightforward way of reducing the burden is simply by eliminating requirements. When agencies revisit their regulations, they should carefully review each provision and decide if any requirements should be eliminated. In so doing, agencies should be mindful of the important role of regulations in promoting public health, safety, and welfare, and developing our natural resources, and should not eliminate any requirements that are critical to protecting the public and the environment.

There are often numerous, unnecessary requirements that simply impose an unnecessary burden on businesses, the public, and the agencies themselves. Reporting requirements can be an example of unnecessary and burdensome regulations. Some reporting may be necessary to ensure that regulated parties are in compliance, but other reports may involve nothing more than a box-checking exercise.

Agencies must carefully consider all the discrete requirements in each of their regulations and decide what is truly necessary and what is not. As part of this process, agencies must undertake active outreach to the regulated community. Businesses and individuals who must fill out forms, file reports, undergo required trainings, and undertake a variety of other government-mandated tasks have the best sense of the burden regulations impose.

Reducing Regulatory Burdens

Though eliminating unnecessary regulatory requirements is important, there are many other ways to reduce regulatory burdens. Consider, for instance, a requirement that an applicant for a professional license complete 1000 hours of training before he or she can be certified. Some training is necessary, so the requirement should not be eliminated completely, but 1000 hours may be excessive. Requiring 500 hours of training, for instance, may be sufficient. By making this change, the agency is reducing the regulatory burden by 50% (1000 minus 500 hours).

There are many ways that agencies can *reduce* regulatory burdens rather than eliminating them completely, including the following.

- Reducing the required training hours (example cited above).
- Reducing the number of forms regulated parties must fill out or shortening the forms.
- Reducing a license fee, fine, or other monetary expense imposed by a regulation.
- Reducing the areas that are subject to the regulation.

- Creating a waiver or exemption or extending it to additional regulated parties.
- Other efficiencies and administrative reductions created by the department.

Each of these involves a reduction in regulatory burden, but they are reducing different aspects of regulatory burdens (hours, paperwork, cost, scope). That can make it difficult to determine *how much* the regulatory burden is being reduced. Oftentimes these reductions can be monetized.

If your agency is considering changing a regulatory requirement in a way that reduces costs, promotes market competition, or makes it easier to achieve regulatory compliance but that does not reduce the overall number of regulatory requirements or it produces savings that can be monetized, please contact your Agency Regulatory Liaison who will work with the Office of the Governor to ensure the department receives credit toward their overall reduction goal. The important goal to remember through this process is to reduce the regulatory burdens on all Alaskans, whether they are mandates, direct costs, or overly lengthy documents. We will work with you to ensure your agency receives the credit they are due.

Other Deregulatory Actions

There may be a handful of cases in which an agency is modifying a regulatory requirement but is not eliminating it completely and cannot easily calculate the monetary value of reducing the associated burden. For instance, as noted above, there may be instances in which an agency creates a new approach to achieving compliance that adds new regulatory provisions but actually decreases the overall burden on regulated parties.

Agencies may also sometimes replace so-called "design standards," which tell regulated parties exactly what they must do, with "performance standards," which set a goal and leave it up to the regulated parties to decide how to achieve it. In this case, it may not be possible to determine the associated cost savings until the agency calculates the cost of whatever new compliance approaches regulated parties come up with.

If your agency is considering changing a regulatory requirement in a way that promotes market competition or makes it easier to achieve regulatory compliance but that does not reduce the overall number of regulatory requirements or produce savings that can be monetized, please contact your Agency Regulatory Liaison who will work with the Office of the Governor to ensure the department receives credit toward their overall reduction goal.

Actions that Do Not Count Towards the 25% Reduction Goal

Temporary changes in regulatory requirements do not count towards the 25% reduction target. Merely *delaying* a regulation also does not count towards the 25% reduction target.

When does a reduction count towards the 25% goal?

Administrative Order 360 mandates a 25% reduction in regulatory requirements by December 31, 2027.

A reduction in requirements does not officially count towards the 25% goal until it is completely final. That is to say, the change must have gone through the entire regulatory process.

How does the 25% reduction goal apply to guidance documents?

Guidance documents are intended to *explain* requirements contained in statutes or regulations or to provide background information; they may not contain requirements governing regulated parties that must be reflected in regulation.⁴

Agencies should strive to keep guidance documents short, simple, accurate, and up to date. Allowing guidance documents to become stale or failing to rescind inaccurate or irrelevant guidance can create significant confusion for the regulated community and the general public. In many cases, agencies have issued new guidance documents without necessarily rescinding older versions. In that light, agencies should also strive to reduce the *length* of their guidance documents.

Of course, agencies should not cut language that is valuable to understanding regulatory requirements. For example, cutting illustrative examples or making specific language more vague may shorten a guidance document's overall length but would make it less useful to the public. But guidance documents often contain extraneous or redundant information that can be eliminated. In addition, agencies often issue multiple guidance documents on the same subject, and consolidating those documents will both eliminate confusion and reduce the amount of text that the public must read.

Agencies will receive credit towards the 25% reduction requirement for reducing the number of pages in a guidance document.

What information should be provided to show a 25% reduction?

Agencies will need to do two things to ensure that they receive credit for their regulatory reduction and streamlining efforts. First, they need to calculate the total number of regulatory requirements in the Alaska Administrative Code sections they issue and the total number of pages of all their guidance documents.

Using the counting methodology described above, agencies should come up with a number for regulatory requirements and a separate number for length of guidance documents and report it to

⁴ If an agency identifies unique regulatory requirements contained in guidance documents as part of its efforts to review existing materials, it must move those requirements into regulation.

their Agency Regulatory Liaison by October 13, 2025.

Second, agencies will need to track any regulatory action that involves adding or eliminating regulatory requirements or shortening or lengthening the number of pages in guidance documents. Depending on the type of change the agency is undertaking, it should report the following pieces of information:

Type of Change	What to Report	Example
Eliminating (or Adding) Regulatory Requirements	Agency should report the original number of requirements and the new number in the Alaska Administrative Code section(s)	Agency eliminates a requirement that forms be notarized
Decreasing (or Increasing) Regulatory Costs	Agency should report the original total cost, and the new total cost associated with the requirement(s) it is amending	Agency reduces a fee from \$200 to \$100
Reducing (or Increasing) Regulatory Burdens in a Non-Monetizable Way	Agency should describe the change and how it will reduce (or increase) burdens	Agency replaces a design standard with a performance standard
Reducing (or Increasing) Length of Guidance Documents	Agency should report page length of both the original and amended guidance documents	Agency shortens a previously 10-page guidance document to 4-pages

In determining whether or not an agency has met its 25% goal, the Office of the Governor will provide "full credit" for any requirement an agency eliminates completely. For regulatory burdens an agency reduces, the Office of the Governor will provide "partial credit" using the cost data or other information the agency provides. For example, if an agency reduces a fee from \$200 to \$100, the regulatory stringency has been reduced by half, and it will thereafter be counted as "0.5 requirements" rather than "1 requirement." When an agency reduces the burden of a requirement in a non-monetizable way, the Office of the Governor will work with the agency to ensure it gets proper credit towards the 25% reduction.

In addition, for those regulations that are not eliminated entirely but that are modified to reduce overall stringency, the Office of the Governor will monitor agencies' reduction efforts and look for opportunities to highlight those agencies' good work.

From: [Chambers, Sara C. \(CED\)](#)
To:
Cc: [Board of Barbers Hairdressers \(CED sponsored\)](#)
Subject: RE: Scope of Practice Inquiry – Use of Non-Invasive Body Contouring Device
Date: Friday, October 10, 2025 11:20:12 AM
Attachments: [image004.png](#)
[image005.png](#)
[image006.png](#)

Greetings, Ms. Marchi. Thank you for inquiring with the board. I apologize for the delay in responding.

The following states and regulations describe the work that Alaska-licensed estheticians may perform under their scope:

Sec. 08.13.220. Definitions. In this chapter,
(5) "esthetics" means the use of the hands, appliances, cosmetic preparations, antiseptics, or lotions in
massaging, cleansing, stimulating, or similar work on the scalp, face or neck, including skin
care, make-up, and
temporary removal of superfluous hair, for cosmetic purposes for a fee;

12 AAC 09.990. DEFINITIONS. (a) In this chapter,
(b) For the purposes of AS 08.13.220(5),
(1) "appliances" in the field of esthetics means only those devices used to stimulate natural
physiological
processes intended to improve the health and appearance of a person's skin; a device
(A) operates within the manufacturer's guidelines;
(B) does not directly ablate or destroy live tissue;
(C) does not involve an incision into skin beyond the epidermis; and
(D) is not defined as a Class III or Class IV laser device under 21 C.F.R. 1040.10,
revised as of April 2,
2018, and adopted by reference;

The [Medical Spa Services Work Group](#) will be specifically discussing body contouring and plans to issue guidance in 2026 on this topic. The current understanding is that diagnosing, evaluating, and using devices for body contouring beneath the surface of the skin requires an appropriate license by the Medical Board or Board of Nursing or for a trained practitioner to have appropriate oversight by a medical director with that type of license.

I would encourage you to review the laws related to medicine and esthetics and seek legal advice if you wish to pursue offering these services.

Sincerely,
Sara



Sara Chambers
Boards and Regulations Advisor
Office of the Commissioner

sara.chambers@alaska.gov

907-465-2144

www.commerce.alaska.gov



From: Thatiana Marchi

Sent: Friday, June 27, 2025 1:36 PM

To: Board of Barbers Hairdressers (CED sponsored) <boardofbarbershairdressers@alaska.gov>

Subject: Scope of Practice Inquiry – Use of Non-Invasive Body Contouring Device

You don't often get email from

[. Learn why this is important](#)

CAUTION: This email originated from outside the State of Alaska mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Board Members,

I'm a licensed esthetician in Alaska and would like clarification on whether I may legally use a non-invasive body contouring device (ultrasonic cavitation, RF, vacuum, LED) for cosmetic purposes on areas beyond the face and neck.

The device is marketed for body sculpting and facial care and does not break the skin or involve medical technology. My questions:

- May a licensed esthetician in Alaska legally use cavitation, RF, or other non-invasive body contouring functions on areas of the body beyond the face/neck, such as the abdomen, thighs, or arms, if no skin penetration occurs?
- Does the Board currently recognize any guidance or limitations regarding body contouring or slimming treatments performed with topical or device-based methods by estheticians?
- Would the use of this machine in a cosmetic context (without medical claims) require any additional certification, licensure, or medical supervision in Alaska?
- If these services are outside my scope of practice, is there a pathway (e.g., endorsement, delegation, or medical director model) for offering them legally within a licensed spa setting?

I want to ensure full compliance with Alaska law and appreciate your guidance.

Sincerely,

Thatiana Marchi

From: [Chambers, Sara C. \(CED\)](#)
To:
Cc: [Board of Barbers Hairdressers \(CED sponsored\)](#)
Subject: RE: Laser tattoo removal questions
Date: Friday, October 10, 2025 11:32:51 AM
Attachments: [image004.png](#)
[image005.png](#)
[image006.png](#)

Greetings, Jesse. Thank you for asking about laser tattoo removal. I apologize for the delay in responding.

Currently, Alaska state regulation 12 AAC 40.967(32) considers the use of lasers as the practice of medicine and restricts their use to those holding a license issued by the State Medical Board or to healthcare providers licensed and trained to perform that treatment.

The [Medical Spa Services Work Group](#) has been meeting to address this and other related topics and will resume meeting in 2026. I would recommend working with a medical director to provide this service in your shop or for you to bring specific device information forward for the work group or the State Medical Board to consider. As technological advancements are made, there may be new opportunities for safe practice that could inspire a regulations change. It's also possible that the laser you are describing is non-ablative, so more information would be helpful. There are also immediate opportunities to share recommended changes through the governor's AO 360 initiative; more information can be found [here](#).

Sincerely,
Sara



Sara Chambers
Boards and Regulations Advisor
Office of the Commissioner

sara.chambers@alaska.gov

907-465-2144

www.commerce.alaska.gov



From: Jesse Hill
Sent: Wednesday, July 2, 2025 2:56 PM
To: Board of Barbers Hairdressers (CED sponsored) <boardofbarbershairdressers@alaska.gov>
Subject: Laser tattoo removal questions

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Thank you for getting back to me Cynthia.

Here are some of my questions/concerns about the subject at hand.

Many of my clients have inquired with me about the idea of laser removal instead of a cover up or maybe they'd like to partially remove a tattoo in order to more easily enhance the existing piece.

Based on the research that I have done, I have found that the process is very user friendly and minimally invasive. The machines are digitally controlled and tuned to deal with very specific situations which leaves little to no possibility for mistakes to be made. Furthermore, when you buy a machine they come with free training to use it properly. Once the training is complete and one is certified, it would be safe for a nonphysician to use safely. Tattooing is arguably more unsafe and more damaging to the client than laser removal. Laser removal works in layers over time until it can get to the pigment lying deepest in the skin whereas in tattooing there isn't as much predictability.

These machines can be quite expensive (the one I am looking at is 50,000 dollars) so I'd like to know what steps must be taken in order to confidently proceed. I already have a clean private space which is inspected annually by the board and of course all of my licensing has been current for almost 8 years.

Please let me know if you'd like for me to further elaborate at all or if you have any questions for me

Thank you again Cynthia.

From: [Chambers, Sara C. \(CED\)](#)
To:
Cc: [Board of Barbers Hairdressers \(CED sponsored\)](#)
Subject: RE: Medical Director for CrossLash
Date: Friday, October 10, 2025 11:06:42 AM
Attachments: [image004.png](#)
[image005.png](#)
[image006.png](#)

Greetings, Ms. Crosswhite. Thank you for inquiring about this topic. I apologize for the delay in responding.

The [Medical Spa Services Work Group](#) has been working to clarify related questions and is developing guidance. At this point, the Medical Board, Board of Nursing, and Board of Barbers and Hairdressers have all agreed that when associated with a medical spa, a medical director is considered anyone who has the legal authority to supervise or delegate medical or nursing activities: a physician or physician assistant licensed by the Alaska State Medical Board or an advanced practice registered nurse licensed by the Alaska Board of Nursing must practice within the scope of their license and obtain any certification, training, or education necessary to safely deliver the services being provided to their patient population.

A person serving as the medical director of a spa or clinic providing services requiring professional licensure takes on the responsibility of ensuring delegation is appropriate under state law and within their own scope of practice, including ensuring the appropriateness of any licensing, training, and education of persons to whom they are delegating.

A registered nurse, licensed practical nurse, chiropractor, dentist, physical therapist, massage therapist, EMT, paramedic, or other licensed health care provider may not evaluate, diagnose, determine, or delegate treatment for medical services in a general medical spa or IV hydration clinic setting outside their own licensed scopes of practice. Refer to the individual Alaska statutes and regulations governing these licenses and certifications.

Shops licensed by the Board of Barbers and Hairdressers may employ or contract with an appropriate person to serve as a medical director. There is no form to fill out with board. The medical director is beholden to the laws governing their license and must follow those if working in that capacity. The shop must continue to follow the laws relating to its license.

I hope this is helpful.



Sara Chambers
Boards and Regulations Advisor
Office of the Commissioner

sara.chambers@alaska.gov

907-465-2144

www.commerce.alaska.gov



From: Sarah C.

Sent: Wednesday, June 18, 2025 11:08 AM

To: Board of Barbers Hairdressers (CED sponsored) <boardofbarbershairdressers@alaska.gov>

Subject: Medical Director for CrossLash

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What are the requirements for a studio like CrossLash to have a Medical Director?

What licensure does Alaska consider a Medical Director?

Does a PA qualify?

Or a Naturopath?

What about a Nurse Anesthesiologist?

Thank you in advance!!!

Happy Wednesday!!

Sarah Crosswhite

CrossLash LLC

Anchorage, Alaska

From: [Chambers, Sara C. \(CED\)](#)
To:
Cc: [Board of Barbers Hairdressers \(CED sponsored\)](#)
Subject: FW: Telephone Call Follow Up - Esthetician Services
Date: Friday, October 10, 2025 10:59:04 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

Greetings, Ms. Hensley. Thank you for providing this feedback to the board. Mandating continuing education would require a change in state law and is something the board has begun discussing. We appreciate your suggestion and encourage you to continue to engage with ideas to support the mission of the board.



Sara Chambers
Boards and Regulations Advisor
Office of the Commissioner

sara.chambers@alaska.gov
907-465-2144
www.commerce.alaska.gov



From: Marie Hensley
Sent: Monday, April 14, 2025 2:51 PM
To: Board of Barbers Hairdressers (CED sponsored) <boardofbarbershairdressers@alaska.gov>
Subject: Re: Telephone Call Follow Up - Esthetician Services

So if I wanted to address continuing education and being certified in certain modalities before performing them is this the correct email to send my concerns to?

Personally, as an aesthetician, I think continuing education should be required to renew your license and for said aesthetician to have a certificate showing they have received professional training in certain modalities before being able to provide services using particular modalities. Basically it's kind of scary seeing that aestheticians go through very limited schooling and they're just out there doing whatever & however on the general public. In my opinion, the aesthetic industry doesn't seem to be very professional or monitored to a specific standard.

Marie

Sent from Marie's iPhone

On Apr 14, 2025, at 12:02 PM, Board of Barbers Hairdressers (CED sponsored) <boardofbarbershairdressers@alaska.gov> wrote:

Hello Marie.

If you would like to address the current regulation public notice; all written comments must be submitted directly to the regulation specialists at RegulationsAndPublicComment@alaska.gov.

If you would like to address the board directly ONLY concerning the current regulation public notice; oral comments will be heard April 17, 2025, beginning at 10:25am. (see attached meeting agenda)

Any other questions or concerns may be emailed directly to boardofbarbershairdressers@alaska.gov. At this time, the next regular meeting is scheduled for May 15, 2025; general correspondence will be presented to the board at that time.

Meeting notices, agenda, etc., are available on the web:
<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofBarbersHairdressers/MeetingNotices.aspx>

Respectfully,

Cynthia Spencer

Licensing Examiner III
Division of Corporations, Business and Professional Licensing
Board of Barbers and Hairdressers

<image001.png>

boardofbarbershairdressers@alaska.gov

Office: 907-465-2591

www.commerce.alaska.gov

<image002.png>

<image003.png>

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From: Marie Hensley

Sent: Monday, April 14, 2025 8:59 AM

To: Board of Barbers Hairdressers (CED sponsored)

<boardofbarbershairdressers@alaska.gov>

Subject: Re: Telephone Call Follow Up - Esthetician Services

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system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Cynthia,
What email do I use for the board to bring up items I think need to be addressed for estheticians.
Thanks,
Marie Hensley

On Mar 26, 2025, at 8:48 AM, Board of Barbers
Hairdressers (CED sponsored)
<boardofbarbershairdressers@alaska.gov> wrote:

<image001.gif>

Hello and good afternoon Marie.

This is a follow up to esthetician services we discussed during our telephone conversation.

I have reviewed the last year's meeting minutes and am unable to find reference to allowing estheticians to provide microneedling, microchanneling, nanoneedling, skin stamping, and dermarollerling services.

The board did issue a position statement November 14, 2022 (attached) and statutorily , none of these services are allowable under any license issued by this board.

I highly recommend you attend the April 17, 2025, meeting where the board will be hearing oral testimony and reviewing written comments regarding the proposed regulation project defining "appliances" for estheticians (agenda attached).

The board has a regular meeting scheduled for May 15, 2025; you are more than welcome to attend and address the board during public comment or you can put your questions/concerns in an email which would be added to the May meeting packet as a correspondence item.

Following is a link to the board meeting page for this program.
<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofBarbersHairdressers/MeetingNotices.aspx>

Thanks again for all your patience, please don't hesitate to contact me with any questions.

Respectfully,

Cynthia Spencer

Licensing Examiner III

Division of Corporations, Business and
Professional Licensing

Board of Barbers and Hairdressers

<image006.png> boardofbarbershairdressers@alaska.gov

Office: 907-465-2591

www.commerce.alaska.gov

<image004.png>

<image005.png>

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<BAHMicroneedlingMicrochannelingNanoneedling,Etc-1.pdf>

<April 17 Agenda.pdf>

<April 17 Meeting Agenda.pdf>

From: [Chambers, Sara C. \(CED\)](#)
To:
Cc: [Board of Barbers Hairdressers \(CED sponsored\)](#)
Subject: RE: Microneedling
Date: Friday, October 10, 2025 3:30:33 PM

Greetings, Ms. Melsom. Thank you for your questions about microneedling. I apologize for the delayed reply.

The board is considering working on a legislative change to create an advanced esthetician license. This would create a pathway for estheticians to obtain additional training and education to perform additional services, potentially such as microneedling.

In the meantime, you may want to speak with a physician, physician assistant, or advanced practice nurse practitioner about whether you could obtain training and education to work under their license. That activity would be unrelated to your esthetician license and would be governed by that medical director's board.

I hope this is helpful. You are also welcome to attend board meetings and Medical Spa Services Work Group meetings to offer your feedback and suggestions.

Sara Chambers
Boards and Regulations Advisor
Office of the Commissioner

sara.chambers@alaska.gov
907-465-2144
www.commerce.alaska.gov

-----Original Message-----

From: Makenzie Melsom
Sent: Thursday, July 17, 2025 11:12 AM
To: Board of Barbers Hairdressers (CED sponsored) <boardofbarbershairdressers@alaska.gov>
Subject: Microneedling

CAUTION: This email originated from outside the State of Alaska mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello, I'm sending an email regarding if as a basic esthetician in Fairbanks Alaska, would I be able to get certified and preform micro-needling on clients? If not, what requirements would I need to meet to be able to preform this service?

Thank you!

Makenzie Melsom

Department of Commerce Community, and Economic Development
Corporations, Business and Professional Licensing

Summary of All Professional Licensing
Schedule of Revenues and Expenditures

Board of Barbers and Hairdressers	FY 18	FY 19	Biennium	FY 20	FY 21	Biennium	FY 22	FY 23	Biennium	FY 24	FY 25	Biennium
Revenue												
Revenue from License Fees	\$ 1,210,958	\$ 439,932	\$ 1,650,890	\$ 1,034,860	\$ 389,183	\$ 1,424,043	\$ 1,035,686	\$ 349,898	\$ 1,385,584	\$ 1,146,245	\$ 303,803	\$ 1,450,048
General Fund Received					\$ -	-	\$ 21,523	\$ 5,933	27,456	\$ 958	\$ -	958
Allowable Third Party Reimbursements	-	-	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-
TOTAL REVENUE	\$ 1,210,958	\$ 439,932	\$ 1,650,890	\$ 1,034,860	\$ 389,183	\$ 1,424,043	\$ 1,057,209	\$ 355,831	\$ 1,413,040	\$ 1,147,203	\$ 303,803	\$ 1,451,006
Expenditures												
Non Investigation Expenditures												
1000 - Personal Services	190,824	195,815	386,639	187,928	154,229	342,157	177,685	201,311	378,996	269,282	298,951	568,233
2000 - Travel	10,451	6,127	16,578	2,521	-	2,521	2,862	-	2,862	1,738	1,024	2,762
3000 - Services	59,241	58,111	117,352	44,123	39,463	83,586	29,742	27,235	56,977	30,763	31,326	62,089
4000 - Commodities	300	193	493	-	-	-	-	-	-	-	-	-
5000 - Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Total Non-Investigation Expenditures	260,816	260,246	521,062	234,572	193,692	428,264	210,289	228,546	438,835	301,783	331,301	633,084
Investigation Expenditures												
1000-Personal Services	108,332	126,521	234,853	163,905	87,573	251,478	97,978	157,238	255,216	58,249	109,645	167,894
2000 - Travel		-	-	723	-	723	-	-	-	-	-	-
3023 - Expert Witness	-	-	-	-	-	-	-	-	-	-	-	-
3088 - Inter-Agency Legal	1,425	1,489	2,914	558	288	846	8,185	767	8,952	4,587	1,722	6,309
3094 - Inter-Agency Hearing/Mediation	-	868	868	-	-	-	3,624	-	3,624	-	4,941	4,941
3000 - Services other		481	481	757	81	838	241	643	884	88	216	304
4000 - Commodities		-	-	-	-	-	-	-	-	-	-	-
Total Investigation Expenditures	109,757	129,359	239,116	165,943	87,942	253,885	110,028	158,648	268,676	62,924	116,525	179,448
Total Direct Expenditures	370,573	389,605	760,178	400,515	281,634	682,149	320,317	387,194	707,511	364,707	447,826	812,532
Indirect Expenditures												
Internal Administrative Costs	205,071	177,867	382,938	217,172	164,610	381,782	196,546	192,783	389,329	195,961	190,879	386,840
Departmental Costs	104,226	96,684	200,910	76,526	60,003	136,529	71,313	70,880	142,193	71,755	90,618	162,373
Statewide Costs	33,433	34,066	67,499	46,351	33,188	79,539	34,649	38,993	73,642	31,700	34,864	66,564
Total Indirect Expenditures	342,730	308,617	651,347	340,049	257,801	597,850	302,508	302,656	605,164	299,416	316,361	615,777
TOTAL EXPENDITURES	\$ 713,303	\$ 698,222	\$ 1,411,525	\$ 740,564	\$ 539,435	\$ 1,279,999	\$ 622,825	\$ 689,850	\$ 1,312,675	\$ 664,123	\$ 764,187	\$ 1,428,309
Cumulative Surplus (Deficit)												
Beginning Cumulative Surplus (Deficit)	\$ 202,694	\$ 700,349		\$ 442,059	\$ 736,355		\$ 586,103	\$ 1,020,487		\$ 686,467	\$ 1,169,547	
Annual Increase/(Decrease)	497,655	(258,290)		294,296	(150,252)		434,384	(334,020)		483,080	(460,384)	
Ending Cumulative Surplus (Deficit)	\$ 700,349	442,059		\$ 736,355	\$ 586,103		\$ 1,020,487	\$ 686,467		\$ 1,169,547	\$ 709,163	
Statistical Information												
Number of Licenses for Indirect calculation	8,514	6,784		7,460	6,956		7,507	7,086		7,549	6,812	
Additional information:												
• General fund dollars were received in FY21-FY24 to offset increases in personal services and help prevent programs from going into deficit or increase fees.												
• Most recent fee change: New fee added FY23												
• Annual license fee analysis will include consideration of other factors such as board and licensee input, potential investigation load, court cases, multiple license and fee types under one program, and program changes per AS 08.01.065.												

Sub Unit	(All)
PL Task Code	BAH1

Sum of Budgetary Expenditures Object Name (Ex)	Object Type Name (Ex) 1000 - Personal Services	2000 - Travel	3000 - Services	Grand Total
1011 - Regular Compensation	211,014.08			211,014.08
1014 - Overtime	2,268.63			2,268.63
1021 - Allowances to Employees	75.69			75.69
1023 - Leave Taken	34,077.33			34,077.33
1028 - Alaska Supplemental Benefit	15,186.86			15,186.86
1029 - Public Employee's Retirement System Defined Benefits	41,815.15			41,815.15
1030 - Public Employee's Retirement System Defined Contribution	4,602.92			4,602.92
1034 - Public Employee's Retirement System Defined Cont Health Reim	2,822.88			2,822.88
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	729.96			729.96
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	15,396.31			15,396.31
1039 - Unemployment Insurance	522.34			522.34
1040 - Group Health Insurance	58,218.80			58,218.80
1041 - Basic Life and Travel	16.86			16.86
1042 - Worker's Compensation Insurance	1,045.06			1,045.06
1047 - Leave Cash In Employer Charge	5,661.18			5,661.18
1048 - Terminal Leave Employer Charge	3,296.37			3,296.37
1053 - Medicare Tax	3,500.97			3,500.97
1069 - SU Business Leave Bank Contributions	40.24			40.24
1077 - ASEA Legal Trust	260.34			260.34
1079 - ASEA Injury Leave Usage	15.99			15.99
1080 - SU Legal Trst	54.20			54.20
1970 - Personal Services Transfer	7,974.43			7,974.43
2005 - In-State Non-Employee Airfare		649.55		649.55
2007 - In-State Non-Employee Lodging		239.00		239.00
2008 - In-State Non-Employee Meals and Incidentals		90.00		90.00
2009 - In-State Non-Employee Taxable Per Diem		45.00		45.00
3002 - Memberships			2,500.00	2,500.00
3035 - Long Distance			23.75	23.75
3044 - Courier			17.77	17.77
3045 - Postage			240.76	240.76
3046 - Advertising			614.10	614.10
3085 - Inter-Agency Mail			1,484.75	1,484.75
3088 - Inter-Agency Legal			1,896.67	1,896.67
3094 - Inter-Agency Hearing/Mediation			4,941.30	4,941.30
3979 - Inter-Agency Management/Consulting			26,486.66	26,486.66
Grand Total	408,596.59	1,023.55	38,205.76	447,825.90

FY 2025 CBPL COST ALLOCATIONS

Name	Task Code	Direct Revenues	General Fund Received	3rd Party Reimbursement	Total Revenues	Direct Expense	Percentage of board licenses/total licensees:	Department certified transactions % by Fiscal Revenue \$	Indirect Expense (Total Non-PCN Allocated)	Percentage of program direct Personal Services:	Total Indirect Expenses	Total Expenses	2025 Annual Surplus (Deficit)	FY24 Direct Expense	FY24 Indirect Expenses	FY24 Total Expenses
Acupuncture	ACU1	\$ 36,704		\$ -	\$ 36,704	\$ 7,610	\$ 3,586	\$ -	\$ 3,586	1,873	\$ 5,459	\$ 13,069	\$ 23,635	\$ 6,651	\$ 5,234	\$ 11,885
Architects, Engineer	AEL1	\$ 188,460	\$ -	\$ 3,193	\$ 191,653	\$ 449,475	226,368	\$ 4,018	230,386	105,959	336,345	785,820	(594,167)	337,247	290,445	627,692
Athletic Trainers	ATH1	\$ 5,120		\$ -	\$ 5,120	\$ 3,035	2,045	\$ 918	2,963	803	3,766	6,801	(1,681)	1,642	2,538	4,180
Audiology and Speech Pathologists	AUD1	\$ 98,651		\$ -	\$ 98,651	\$ 54,058	33,460	\$ 1,439	34,899	13,362	48,261	102,319	(3,668)	41,069	41,314	82,383
Barbers & Hairdressers	BAH1	\$ 303,803		\$ -	\$ 303,803	\$ 447,826	201,888	\$ 6,299	208,187	108,174	316,361	764,187	(460,384)	364,706	299,416	664,122
Behavior Analysts	BEV1	\$ 16,771		\$ -	\$ 16,771	\$ 13,162	4,090	\$ -	4,090	3,270	7,360	20,522	(3,751)	8,861	6,382	15,243
Chiropractors	CHI1	\$ 315,785		\$ 1,200	\$ 316,985	\$ 191,694	10,136	\$ 868	11,004	43,354	54,358	246,052	70,933	194,286	46,936	241,222
Collection Agencies	COA1	\$ 19,430		\$ -	\$ 19,430	\$ 49,960	17,101	\$ 1,811	18,912	12,787	31,699	81,659	(62,229)	11,743	22,895	34,638
Concert Promoters	CPR1	\$ 13,875		\$ -	\$ 13,875	\$ -	830	\$ 372	1,202		1,202		12,673	44	774	818
Construction Contractors	CON1	\$ 1,408,302		\$ -	\$ 1,408,302	\$ 786,652	287,154	\$ 5,134	292,288	135,461	427,749	1,214,401	193,901	607,170	333,943	941,113
Home Inspectors	HIN1	\$ 8,495		\$ -	\$ 8,495	\$ 21,906	2,638	\$ 1,339	3,977	5,800	9,777	31,683	(23,188)	19,253	9,692	28,945
Dental	DEN1	\$ 630,810	\$ -	\$ -	\$ 630,810	\$ 310,844	71,070	\$ 3,472	74,542	77,402	151,944	462,788	168,022	350,066	157,023	507,089
Dietitians/Nutritionists	DTN1	\$ 13,060		\$ -	\$ 13,060	\$ 18,722	13,811	\$ 1,190	15,001	4,947	19,948	38,670	(25,610)	24,885	21,145	46,030
Direct Entry Midwife	MID1	\$ 104,366		\$ -	\$ 104,366	\$ 18,786	1,482	\$ -	1,482	4,909	6,391	25,177	79,189	24,961	3,268	28,229
Dispensing Opticians	DOP1	\$ 30,433		\$ -	\$ 30,433	\$ 18,914	5,542	\$ -	5,542	4,881	10,423	29,337	1,096	24,239	12,672	36,911
Electrical Administrator	EAD1	\$ 32,310		\$ -	\$ 32,310	\$ 88,422	27,059	\$ 223	27,282	14,330	41,612	130,034	(97,724)	96,254	46,081	142,335
Euthanasia Services	EUT1	\$ 3,500		\$ -	\$ 3,500	\$ 735	445	\$ -	445	194	639	1,374	2,126	488	548	1,036
Geologists	GEO1	\$ 1,150		\$ -	\$ 1,150	\$ 45	652	\$ -	652	7	659	704	446	991	925	1,916
Guardians/Conservators	GCO1	\$ 10,100		\$ -	\$ 10,100	\$ 60,548	741	\$ 322	1,063	4,905	5,968	66,516	(56,416)	6,758	2,881	9,639
Guide-Outfitters	GUI1	\$ 285,923		\$ -	\$ 285,923	\$ 537,908	47,212	\$ 3,795	51,007	118,688	169,695	707,603	(421,680)	434,101	166,507	600,608
Marine Pilots	MAR1	\$ 73,700		\$ -	\$ 73,700	\$ 106,816	4,090	\$ 273	4,363	21,217	25,580	132,396	(58,696)	85,392	20,286	105,678
Foreign Pleasure Craft	FPC1	\$ 70,215		\$ -	\$ 70,215		-	\$ -	-		-	-	70,215		334	334
Marital & Family Therapy	MFT1	\$ 101,579		\$ -	\$ 101,579	\$ 97,649	5,542	\$ 570	6,112	24,843	30,955	128,604	(27,025)	29,916	13,629	43,545
Massage Therapists	MAS1	\$ 54,925		\$ 330	\$ 55,255	\$ 236,819	37,639	\$ 2,059	39,698	56,561	96,259	333,078	(277,823)	225,078	95,655	320,733
Mechanical Administrator	MEC1	\$ 21,305		\$ -	\$ 21,305	\$ 85,553	16,893	\$ 918	17,811	10,618	28,429	113,982	(92,677)	95,639	32,432	128,071
Medical	MED1	\$ 2,690,026		\$ -	\$ 2,690,026	\$ 1,961,011	302,269	\$ 4,935	307,204	284,600	591,804	2,552,815	137,211	1,707,753	482,539	2,190,292
Mortuary Science	MOR1	\$ 26,555		\$ -	\$ 26,555	\$ 8,854	4,475	\$ 372	4,847	2,275	7,122	15,976	10,579	8,230	6,524	14,754
Naturopaths	NAT1	\$ 8,280		\$ -	\$ 8,280	\$ 7,098	1,126	\$ -	1,126	1,826	2,952	10,050	(1,770)	4,147	2,744	6,891
Nurse Aides	NUA1	\$ 225,185		\$ 132	\$ 225,317	\$ 239,914	83,814	\$ 1,513	85,327	34,781	120,108	360,022	(134,705)	101,931	110,655	212,586
Nursing	NUR1	\$ 5,462,496	\$ -	\$ 3,777	\$ 5,466,273	\$ 2,218,313	896,404	\$ 4,067	900,471	473,604	1,374,075	3,592,388	1,873,885	1,843,890	1,145,143	2,989,033
Nursing Home Administrators	NHA1	\$ 16,700		\$ -	\$ 16,700	\$ 2,250	1,956	\$ -	1,956	56	2,012	4,262	12,438	2,044	1,575	3,619
Optometry	OPT1	\$ 136,631		\$ -	\$ 136,631	\$ 46,014	7,646	\$ 174	7,820	11,608	19,428	65,442	71,189	41,753	19,413	61,166
Pawnbrokers	PAW1	\$ 350		\$ -	\$ 350	\$ 3,076	474	\$ -	474	814	1,288	4,364	(4,014)	4,222	2,035	6,257
Pharmacy	PHA1	\$ 363,853	\$ -	\$ 2,506	\$ 366,359	\$ 829,496	204,111	\$ 6,374	210,485	213,141	423,626	1,253,122	(886,763)	658,578	364,788	1,023,366
Physical/Occupational Therapy	PHY1	\$ 163,679		\$ 719	\$ 164,398	\$ 226,724	72,611	\$ 3,993	76,604	54,249	130,853	357,577	(193,179)	185,128	124,363	309,491
Prescription Drug Monitoring Program	PDMP	\$ -		\$ 1,170	\$ 1,170	\$ 1,190	-	\$ -	-	-	-	1,190	(20)	1,721	-	1,721
Professional Counselors	PCO1	\$ 105,550		\$ 644	\$ 106,194	\$ 208,103	36,898	\$ 2,034	38,932	53,127	92,059	300,162	(193,968)	204,504	91,681	296,185
Psychology	PSY1	\$ 168,552		\$ -	\$ 168,552	\$ 198,579	11,855	\$ 645	12,500	47,869	60,369	258,948	(90,396)	173,098	59,195	232,293
Public Accountancy	CPA1	\$ 153,165	\$ -	\$ 6,859	\$ 160,024	\$ 288,048	45,760	\$ 992	46,752	70,939	117,691	405,739	(245,715)	318,407	130,590	448,997
Real Estate	REC1	\$ 148,775		\$ -	\$ 148,775	\$ 326,027	108,176	\$ 1,835	110,011	76,980	186,991	513,018	(364,243)	391,392	191,680	583,072
Real Estate Appraisers	APR1	\$ 180,565		\$ -	\$ 180,565	\$ 151,483	12,507	\$ 2,803	15,310	37,416	52,726	204,209	(23,644)	104,135	39,303	143,438
Social Workers	CSW1	\$ 126,150		\$ -	\$ 126,150	\$ 246,022	42,826	\$ 2,109	44,935	63,348	108,283	354,305	(228,155)	197,753	97,794	295,547
Storage Tank Workers	UST1	\$ 1,080		\$ -	\$ 1,080	\$ 4,678	1,838	\$ -	1,838	1,238	3,076	7,754	(6,674)	11,150	5,691	16,841
Veterinary	VET1	\$ 316,829		\$ 1,953	\$ 318,782	\$ 247,029	26,347	\$ 1,339	27,686	61,279	88,965	335,994	(17,212)	147,383	67,057	214,440
No longer existent board/commission (ie Athletic)			\$ -									-	-			
Totals All Boards		\$ 14,143,193	\$ -	\$ 22,483	\$ 14,165,676	\$ 10,821,048	\$ 2,882,567	\$ 68,205	\$ 2,950,772	\$ 2,263,495	\$ 5,214,267	\$ 16,035,315	\$ (1,869,639)	\$ 9,098,659	\$ 4,575,725	\$ 13,674,384

ABL & Corporations		DA0801005		\$	13,065,329	\$	-	\$	13,065,329	\$	474,829	\$	1,348,575	\$	9,301	\$	1,357,876	\$	256,212	\$	1,614,088	\$	2,088,917		10,976,412								
																									-								
Fines & Forfeit GF					223,196	-			223,196														-										
Revenue Transfer In (Carry Forward Net) CFWD					2,011,431	-			2,011,431														-										
Reimbursable Service Agreements AR DA0801007					-				-																								-
RSA 0825023- DHSS Nurse Aide Program					129,571				129,571	129,571														129,571								-	
RSA 0825024- DHSS PFS- DOA PDMP					306,958				306,958	306,958														306,958								-	
RSA 0825022- DHSS PFS- DOA BJA PDMP					447,963				447,963	447,963														447,963								-	
RSA 0825025- DHSS EPI PDMP					198,352				198,352	198,352														198,352								-	
RSA 0825021 Child Support Assistance					302				302	302														302									-
RSA 0825309- DHSS PFS- PDMP					195,000				195,000	195,000														195,000								-	
Interagency clearing					-				-	-														-									-
Direct Professional Licensing TASK 8000					-				-	73,036														73,036									
General Fund Received TASK 8000					-	288,274			288,274	288,274														288,274									
Telemedicine Business Registry TBR1					107,800				107,800														-										
DWAD - Emergency Authorizations									-														-										
Real Estate Recovery Fund ZSU1					39,020				39,020	123,846														123,846									
Third Party Reimbursement 080801108					-	-			-	-														-									-
Total CBPL					\$	30,868,114	\$	288,274	\$	22,483	\$	31,178,872	\$	13,059,180	\$	4,231,142	\$	77,506	\$	4,308,648	\$	2,519,707	\$	6,828,355	\$	19,887,535		11,291,337					

DIVISION INDIRECT EXPENSES	Total	Prof Lic	Corp & Bus Lic
Percentage of program direct Personal Services:			
Business Supplies	25,582	25,478	104
Office Equipment	195,244	189,754	5,490
State Vehicles	2,641	2,324	317
Storage and Archives	17,687	15,112	2,575
Legal Support	51,005	51,005	-
Central Mail Services Postage	46,394	21,267	25,127
Software Licensing and Maintenance	93,639	93,639	-
Division Administrative Expenses - all other	262,518	262,518	-
Division allocated by percentage of direct personal services:	694,710	661,097	33,613
Percentage of board licenses/total licensees:			
Investigations indirect Personal Services	360,659	331,542	29,117
Division Administration Personal Services	3,179,249	1,942,740	1,236,509
Division allocated by percentage of board licenses/total licensees:	3,539,908	2,274,282	1,265,626
Total Division Indirect Expenses	4,234,618	2,935,379	1,299,239
DEPARTMENT INDIRECT EXPENSES	Total	Prof Lic	Corp & Bus Lic
Percentage of program direct Personal Services:			
Commissioner's Office	205,782	181,088	24,694
Administrative Services - Director's Office	98,735	86,887	11,848
Administrative Services - Human Resources	81,583	71,793	9,790
Administrative Services - Fiscal	134,815	118,637	16,178
Administrative Services - Budget	77,293	68,018	9,275
Administrative Services - Information Technology	229,784	202,210	27,574
Administrative Services - Information Technology - Network & Database/ Management &	149,044	131,159	17,885
Administrative Services - Mail	14,875	13,090	1,785
Administrative Services - Facilities - Maintenance	-	-	-
Department allocated by percentage of direct personal services:	991,911	872,882	119,029
Percentage of board licenses/total licensees:			
Department administrative services support: Fiscal, IT, Procurement	691,234	608,285	82,949
Receipting transaction % by Personal Services:			
Department certified transactions % by Fiscal Revenue \$	77,506	68,205	9,301
Total DEPARTMENT INDIRECT EXPENSES	1,760,651	1,549,372	211,279
STATEWIDE INDIRECT EXPENSES	Total	Prof Lic	Corp & Bus Lic
Percentage of program direct Personal Services:			
Accounting and Payroll Systems	86,615	76,221	10,394
State Owned Building Rental (Building Leases)	297,003	261,363	35,640
State OIT Server Hosting & Storage	7,712	6,787	925
State OIT SQL	8,040	7,075	965
State Software Licensing	-	-	-
Human Resources	78,602	69,170	9,432
IT Non-Telecommunications (Core Cost)	316,458	274,883	41,575
IT Telecommunications	36,340	31,979	4,361
Risk Management	2,316	2,038	278
Statewide allocated by percentage of direct personal services:	833,086	729,516	103,570
FY25 TOTALS BY METHODOLOGY	Total	Prof Lic	Corp & Bus Lic
Percentage of program direct Personal Services:	2,519,707	2,263,495	256,212
Percentage of board licenses/total licensees:	4,231,142	2,882,567	1,348,575
Receipting transaction % by Personal Services:	77,506	68,205	9,301
Grand Total	6,828,355	5,214,267	1,614,088

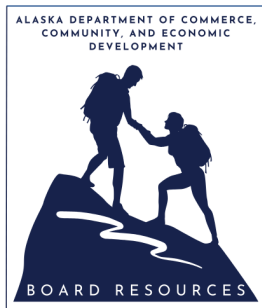
Department of Commerce Community, and Economic Development
Corporations, Business and Professional Licensing

Summary of All Professional Licensing
Schedule of Revenues and Expenditures

Board of Barbers and Hairdressers	FY 18		FY 19	Biennium	FY 20		FY 21	Biennium	FY 22		FY 23	Biennium	FY 24		FY 25 1st -3rd QTR							
Revenue																						
Revenue from License Fees	\$	1,210,958	\$	439,932	\$	1,650,890	\$	1,034,860	\$	389,183	\$	1,424,043	\$	1,035,686	\$	349,898	\$	1,385,584	\$	1,146,245	\$	199,278
General Fund Received																						
Allowable Third Party Reimbursements		-		-		-		-		-		-		-		-		-		-		-
TOTAL REVENUE	\$	1,210,958	\$	439,932	\$	1,650,890	\$	1,034,860	\$	389,183	\$	1,424,043	\$	1,057,209	\$	355,831	\$	1,413,040	\$	1,147,203	\$	199,278
Expenditures																						
Non Investigation Expenditures																						
1000 - Personal Services		190,824		195,815		386,639		187,928		154,229		342,157		177,685		201,311		378,996		269,282		200,026
2000 - Travel		10,451		6,127		16,578		2,521		-		2,521		2,862		-		2,862		1,738		1,024
3000 - Services		59,241		58,111		117,352		44,123		39,463		83,586		29,742		27,235		56,977		30,763		16,108
4000 - Commodities		300		193		493		-		-		-		-		-		-		-		-
5000 - Capital Outlay		-		-		-		-		-		-		-		-		-		-		-
Total Non-Investigation Expenditures		260,816		260,246		521,062		234,572		193,692		428,264		210,289		228,546		438,835		301,783		217,158
Investigation Expenditures																						
1000-Personal Services		108,332		126,521		234,853		163,905		87,573		251,478		97,978		157,238		255,216		58,249		61,386
2000 - Travel		-		-		-		723		-		723		-		-		-		-		-
3023 - Expert Witness		-		-		-		-		-		-		-		-		-		-		-
3088 - Inter-Agency Legal		1,425		1,489		2,914		558		288		846		8,185		767		8,952		4,587		1,338
3094 - Inter-Agency Hearing/Mediation		-		868		868		-		-		-		3,624		-		3,624		-		2,976
3000 - Services other		-		481		481		757		81		838		241		643		884		88		76
4000 - Commodities		-		-		-		-		-		-		-		-		-		-		-
Total Investigation Expenditures		109,757		129,359		239,116		165,943		87,942		253,885		110,028		158,648		268,676		62,924		65,775
Total Direct Expenditures		370,573		389,605		760,178		400,515		281,634		682,149		320,317		387,194		707,511		364,707		282,933
Indirect Expenditures																						
Internal Administrative Costs		205,071		177,867		382,938		217,172		164,610		381,782		196,546		192,783		389,329		195,961		146,971
Departmental Costs		104,226		96,684		200,910		76,526		60,003		136,529		71,313		70,880		142,193		71,755		53,816
Statewide Costs		33,433		34,066		67,499		46,351		33,188		79,539		34,649		38,993		73,642		31,700		23,775
Total Indirect Expenditures		342,730		308,617		651,347		340,049		257,801		597,850		302,508		302,656		605,164		299,416		224,562
TOTAL EXPENDITURES	\$	713,303	\$	698,222	\$	1,411,525	\$	740,564	\$	539,435	\$	1,279,999	\$	622,825	\$	689,850	\$	1,312,675	\$	664,123	\$	507,495
Cumulative Surplus (Deficit)																						
Beginning Cumulative Surplus (Deficit)	\$	202,694	\$	700,349			\$	442,059	\$	736,355			\$	586,103	\$	1,020,487			\$	686,467	\$	1,169,547
Annual Increase/(Decrease)		497,655		(258,290)				294,296		(150,252)				434,384		(334,020)				483,080		(308,217)
Ending Cumulative Surplus (Deficit)	\$	700,349		442,059			\$	736,355	\$	586,103			\$	1,020,487	\$	686,467			\$	1,169,547	\$	861,330
Statistical Information																						
Number of Licenses for Indirect calculation		8,514		6,784				7,460		6,956				7,507		7,086				7,549		
Additional information:																						
• General fund dollars were received in FY21-FY24 to offset increases in personal services and help prevent programs from going into deficit or increase fees.																						
• Most recent fee change: New fee added FY19																						
• Annual license fee analysis will include consideration of other factors such as board and licensee input, potential investigation load, court cases, multiple license and fee types under one program, and program changes per AS 08.01.065.																						

Appropriation Name (Ex)	(Multiple Items)
Sub Unit	(All)
PL Task Code	BAH1

Sum of Budgetary Expenditures	Object Type Name (Ex)			
Object Name (Ex)	1000 - Personal Services	2000 - Travel	3000 - Services	Grand Total
1011 - Regular Compensation	137,268.58			137,268.58
1014 - Overtime	75.15			75.15
1021 - Allowances to Employees	18.50			18.50
1023 - Leave Taken	22,608.87			22,608.87
1028 - Alaska Supplemental Benefit	9,818.47			9,818.47
1029 - Public Employee's Retirement System Defined Benefits	26,757.94			26,757.94
1030 - Public Employee's Retirement System Defined Contribution	3,142.05			3,142.05
1034 - Public Employee's Retirement System Defined Cont Health Reim	1,951.73			1,951.73
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	497.77			497.77
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	10,455.45			10,455.45
1039 - Unemployment Insurance	95.78			95.78
1040 - Group Health Insurance	35,305.77			35,305.77
1041 - Basic Life and Travel	2.23			2.23
1042 - Worker's Compensation Insurance	891.02			891.02
1047 - Leave Cash In Employer Charge	3,692.93			3,692.93
1048 - Terminal Leave Employer Charge	2,444.21			2,444.21
1053 - Medicare Tax	2,272.85			2,272.85
1069 - SU Business Leave Bank Contributions	40.24			40.24
1077 - ASEA Legal Trust	167.70			167.70
1079 - ASEA Injury Leave Usage	15.99			15.99
1080 - SU Legal Trst	29.49			29.49
1970 - Personal Services Transfer	3,859.56			3,859.56
2005 - In-State Non-Employee Airfare			649.55	649.55
2007 - In-State Non-Employee Lodging			239.00	239.00
2008 - In-State Non-Employee Meals and Incidentals			90.00	90.00
2009 - In-State Non-Employee Taxable Per Diem			45.00	45.00
3035 - Long Distance			19.30	19.30
3044 - Courier			13.51	13.51
3045 - Postage			78.29	78.29
3085 - Inter-Agency Mail			26.01	26.01
3088 - Inter-Agency Legal			1,338.37	1,338.37
3094 - Inter-Agency Hearing/Mediation			2,975.70	2,975.70
3979 - Inter-Agency Management/Consulting			16,046.06	16,046.06
Grand Total	261,412.28	1,023.55	20,497.24	282,933.07



Strategies for Boards to Get the Most Out of the AO 360 Regulatory Review Process

DCCED Boards and Regulations Resources

October 2025

Sara Chambers
Boards and Regulations Advisor
Agency Regulatory Liaison

Introduction

Administrative Order 360 was issued by Governor Dunleavy on August 4, 2025, with the purpose of improving the quality, transparency, and efficiency of the State's regulatory environment by:

- Promoting growth and investment in Alaska by reducing administrative and economic burdens associated with regulatory compliance, including removing barriers, finding solutions, and identifying alternative pathways.
- Streamlining permitting processes and improving coordination and efficiency within all permitting departments.
- Ensuring boards and commissions adjust regulatory structures as necessary to maintain critical consumer protection while eliminating unnecessary barriers to entry for new professionals.
- Engaging stakeholders early and continuously in the regulatory development and reform process.
- Ensuring all regulations are clearly written, legally sound, and supported by a demonstrated need.
- Regularly evaluating existing regulations for effectiveness, redundancy, clarity, and impact.
- Reducing the regulatory burden on all Alaskans.

As a board with regulatory authority, under the AO you are required to engage in a process that includes the steps below to produce the following deliverables:

- By December 29 (LBC, AIDEA, AEA, AOGCC, RCA)/February 13 (CBPL and AMCO): Produce a *Regulatory Reform Plan* to reduce your regulatory requirements by 15% by December 31, 2026, and 25% by December 31, 2027 (cumulative), in accordance with the *Regulatory Reduction Guide*. At a minimum, each proposed plan for regulatory reform must:
 - List each specific regulation identified for reform;
 - Include a decisional document identifying recommendations received, how they were considered for inclusion in the *Plan*, and (if appropriate) reasons for rejection;
 - Propose how the agency will organize the regulations identified for reform into discrete projects for submittal to the Department of Law for preliminary review;
 - Identify whether agency staff will be drafting the revised regulations or whether the agency is requesting drafting assistance from the Department of Law; and
 - Provide a timeline for submitting the draft revised regulations to the Department of Law for preliminary review.

The plan may also include proposed reductions in guidance documents as a means to meet the reduction percentages.

- Propose regulation changes per the Administrative Procedures Act to meet adoption timelines in the board's approved *Regulatory Reform Plan*.
- By September 4, 2026, and periodically prior to publication: Submit updates to guidance documents for Department of Law review per the process outlined in the *Regulatory Reduction Guide*.
- By September 18, 2026: Submit to the Agency Regulatory Liaison their projected regulatory plan that lists all anticipated rulemaking actions for the subsequent state fiscal year

As volunteer boards with many existing time-sensitive responsibilities, this task may seem daunting. However, it is truly an opportunity. This guide will assist you in strategizing -- not only to attain compliance but to produce excellence.

Engage the public, staff, and stakeholders

Cast a wide net for input. Stakeholders will have different perspectives, so invite the spectrum of those who interact with your regulations. These may be people or entities who are regulated, those who receive services, partner agencies or organizations...even those who have been critical of the board in the past. Ask staff for their suggestions; they are the front line in answering calls, processing applications, or investigating complaints.

Ensure your board understands the mission and has the materials to be successful

If you haven't already done so, schedule a 30-minute introduction on AO 360 at your upcoming meeting, or schedule a special meeting to hear this information and strategize how you will wrap your arms around this initiative. The division director, lead staff, or I are happy to walk through our presentation about the goals and timeline and answer questions.

Staff will provide the following information, which you will need to perform your work well and to comply with the governor's deliverables and deadlines:

- *A decisional document listing any public comments received during the listening sessions or via email/mail.*
This document will include space for your board to consider how to respond and to codify your response, which is required.
- *List of regulations and number of discretionary requirements in each section.*
You are required to present an overview of how you plan to change the regulation and to list the number and percentage of reductions expected from this change. You'll also need to indicate whether you expect to need attorney help in drafting, how you plan to package your regulations into manageable projects, as well as your timeline for completion.
- *List of guidance documents and their length.*
You are not required to include reductions in guidance documents as part of your 15% or 25% reductions but streamlining regulations should naturally produce streamlined guidance. Adopting clear and concise regulations reduces the need to explain them. You can use these reductions in guidance documents to help meet these reduction goals.
- *Suggestions for regulatory or guidance document improvements from their perspective.*
Staff should include their ideas for changes, especially to administrative burdens that hold back effective outcomes, outdated or unnecessary requirements, errors, and stumbling blocks that generate confusion.
- *A correct and current copy of your statutes, other agency statutes, regulations, and relevant federal codes that impact your program.*
The assignment includes reviewing all regulations, not just responding to public comments. Having these materials at your fingertips can ease the hunt for applicable information, especially when double-checking what regulations may be discretionary.
- *The Regulatory Reduction Guide issued by the Department of Law, as well as any additional relevant guidance from the Agency Regulatory Liaison.*

Organize according to your board's strengths

Board chairs should think about the strengths, skill sets, and makeup of their team, then suggest an efficient pathway to tackling the regulatory review process. Some ideas:

- *Schedule additional meetings so the entire board engages in the work.* This is most effective with smaller boards when committees might not make sense.
- *Divide and conquer:*
 - *Assign each member a section to analyze and report back to the board.*
This can be successful if the section is linked to type of license or expertise held by the board member. For example, someone holding the engineer or physician seat could review the technical sections that might not be within the knowledge base of a public member. The public member could review the sections relating to investigations or administration, which may relate best to the consumer experience and not require technical expertise.
 - *Form a committee of board members to review the regulations and report back to the board.*

This may be best suited to members who are critical readers and excel at documentation, policies, procedures, etc. They can dig deep and may even enjoy the process. Other members of the board could independently review public-facing guidance documents or pick up work outside of AO 360 to help lighten the load for those serving on the committee.

- *Form a work group of board members and key public persons, such as industry or representatives of certain constituencies.*

The board should identify these members in the motion when they vote to create the work group. While the public should be invited to offer input, not every person who calls in may merit a seat at the table. The work group ensures varied perspectives are presented and heard.

As a reminder, meetings of committees and workgroups must be publicly noticed. To ensure transparency and complete engagement and awareness by all members, your *Regulatory Reform Plan* should be approved by a roll call vote on the record of a public meeting.

Review all regulations with a fresh lens

The initiative provides boards with an opportunity to review all of their regulations afresh; given the myriad complex priorities of a regulatory board, a comprehensive regs review may not be part of an established rhythm. To maximize the value of the project, ensure that members approach it with the goals of AO 360 in mind: Seeking to reduce regulatory burdens, streamline and modernize requirements, and eliminate unnecessary barriers to entry.

Keep in mind that this does not include jeopardizing the safety of the public. However, it does create accountability among boards for using their highest faculties in determining whether existing standards and processes are appropriate. Strategies boards might use to approach this project include:

- Using a framework or system to adhere to the principles of “right-touch regulation.” (If you are unsure what this term means or do not currently use a decisionmaking framework, please contact your Boards and Regulations Advisor.)
- Avoiding the trap of “this is how we have always done it.” Is it necessary? Does it prevent a likely harm? If so, is it reasonable? If not, why require it?
- Ensuring you don’t have requirements that are not actionable, e.g., don’t request criminal background information if you may not take action based on that information.
- Maintaining arbitrary standards and timeframes that are not based on research, proven national standards, or other objective criteria.
- Thinking that a “may” in statute means a “shall”: Just because you have the authority to adopt a regulation doesn’t mean you have to.
- Digging into changes you have always wanted to make—or addressing changes that stakeholders have requested—but the board hasn’t had time to address.
- Updating to modern standards—don’t miss references to fax machines, unnecessarily notarizing documents, defunct organizations, etc.
- Looking for alternative pathways to accomplish similar goals, including attestations instead of submitting documents where that makes sense, identifying steps that can be eliminated because another agency has already checked the information, etc.

Prepare to defend what can’t change:

- Identify baseline public safety standards that can’t be lowered and include a rationale for why they are important.
- Identify statutory or federal requirements that are inflexible. Per the *Drafting Manual for Administrative Regulations*, eliminate repetition of those requirements in regulation unless they provide clarity or are advised by your attorney.

Conclusion

This Administrative Order is ambitious, but it is reachable with organization and intention. Every member will need to set aside additional time to engage with the process. Communicate concerns with your lead staff, who can work with your Agency Regulatory Liaison to answer questions and find solutions.



MEMORANDUM

TO: Members of Professional Licensing Boards DATE: October 7, 2025

FROM: Sylvan Robb, Director RE: Administrative Order 360

I am providing additional information to clarify the purpose and expectations of Administrative Order 360, which was issued by Governor Dunleavy on August 4, 2025, to improve the quality, transparency, and efficiency of the State's regulatory environment. The full language of AO 360 can be found at <https://gov.alaska.gov/admin-orders/administrative-order-no-360/>.

There are several goals associated with this Administrative Order, but I'd like to highlight #3: "Ensure boards and commissions adjust regulatory structures as necessary to maintain critical consumer protection while eliminating unnecessary barriers to entry for new professionals." This goal highlights that all state boards are critical components to accomplishing the purpose of this initiative.

The *division* is responsible for providing key deliverables throughout this project:

1. **Hold stakeholder meetings:** These meetings invite members of the public to provide suggestions on regulations that they feel can be removed or improved. The division has scheduled stakeholder meetings with corresponding windows for receiving written comments. Input from stakeholders is vitally important in the development of the boards' regulatory reform plans this winter.

These meetings are different than oral testimony on proposed regulations, so boards themselves are not holding these meetings. However, members are welcome to attend and listen.

We have organized the meetings as follows:

- Health care professions: Thursday, October 9th, 9:00 - 11:00 a.m.; Monday, October 27th, 6:00 - 8:00 p.m., Wednesday, October 29th, 11:30 a.m. - 1:30 p.m.
 - Non-health care professions: Thursday, October 9th, 9:00 - 11:00 a.m.; Monday, October 27th, 6:00 - 8:00 p.m., Wednesday, October 29th, 11:30 a.m. - 1:30 p.m.
2. **Review guidance documents:** Documents—such as PDFs and web pages—providing guidance on regulatory requirements will be published in the Online Public Notice System (OPN) and moved forward for review by the Department of Law. Guidance documents are intended to *explain* requirements contained in statutes or regulations or to provide background information. This includes forms, checklists, applications, FAQs, board opinions, and other types of information relating to the public process. The legal review will ensure no existing or new documents contain guidance that should

actually be promulgated as a regulation. Once legal reviews are completed next spring, the division and its boards may need to address any changes.

3. **Establish a baseline of current regulatory requirements:** Using statewide guidance, staff are currently reviewing regulations and determining what constitutes a regulatory requirement using the guidance provided by the Department of Law. All requirements are counted and identified as “mandatory”—required by federal, statutory, or court-ordered mandates—or “discretionary”—those that the board has the ability to evaluate, interpret, and adopt. Discretionary requirements with room for improvement in quality, transparency, and efficiency will be identified by staff and moved forward for each board to consider including it its regulatory reform plan.

Individual professional licensing *boards* are responsible for implementing the deliverables of AO 360 now through 2027. Meeting these deadlines set by the Office of the Governor will require boards to either hold additional meetings or significantly expand their agendas:

1. **Review public and staff recommendations for regulatory reform (starting in November):**
Individual boards will review the input received from the public and additional changes recommended by staff. This is the opportunity to jump start any pending board regulations changes or plans that have been put “on the back burner.”
2. **Develop a regulatory reform plan (due in February):** Design and approve a plan to reduce specific regulatory requirements by 15% in calendar year 2026, culminating in a total reduction of 25% by the end of calendar year 2027. This plan must be completed and provided to me by February 13. I will submit it to the department to be included as part of the department’s overall plan. After the Office of the Governor has reviewed and approved the proposed plan, it will be posted on OPN. At that point, any regulation change included in the board’s plan has the green light to move forward through the usual regulations adoption process. (No additional waiver is required.)

To summarize, AO 360 requires the division to review regulations, count the number of requirements, determine which are discretionary, and make a recommendation to each board so it can approve a regulatory reform plan. It does not diminish the authority of the board to propose and adopt regulations concerning their industry. The Office of the Governor encourages each board and agency to focus on the end goals of regulatory transparency and efficiency rather than becoming overly concerned about the specific deliverables along the way. All departments of state government are encouraged to use this structured opportunity to work with their stakeholders and think deeply about ways to best serve the public through this initiative.

As required by the initiative, Sara Chambers has been designated by Commissioner Sande as our department’s Agency Regulatory Liaison, providing training and guidance, as well as serving as the point of contact with the Office of the Governor and the Department of Law for all divisions and corporate agencies within the DCCED umbrella. She is assisting us in seeking modifications to the statewide schedule of deadlines, as long as we are making progress toward the Governor’s goal.

Timelines and guidance are fast-moving and subject to change. The key deadlines the board should know are:

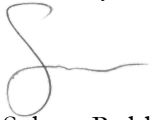
- **Informational sessions for board members to hear details and ask questions:**
 - [Monday, October 13 at 12:00 p.m.](#)
 - Meeting ID: 219 918 166 590
 - Passcode: Hm2TC2ad

 - [Thursday, October 16 at 11:00 a.m.](#)
 - Meeting ID: 248 100 560 125 1

- Passcode: 3tf2oH7t
- [Monday, October 20 at 1:00 p.m.](#)
- Meeting ID: 289 987 973 913 6
- Passcode: hh2pX6aD
- **Stakeholder meetings** are scheduled for the month of October—see above.
- **Your proposed regulatory reform plan** is due by February 13.

Your board liaison will work with your chair to schedule the meetings necessary for you to review public and staff recommendations, discuss merits and potential changes, and ultimately adopt your reform plan. If you have questions or concerns, please attend one of the informational sessions or reach out to me so I can provide you with timely responses.

Sincerely,

A handwritten signature in dark ink, appearing to be 'Sylvan Robb', written in a cursive style.

Sylvan Robb
Director

Barbers and Hairdressers Adopted by Reference Discretionary Requirements:

Document Adopted by Reference	# of discretionary requirements
EDUCATIONAL INFORMATION AND AFTERCARE INSTRUCTIONS	59
Total:	59

EDUCATIONAL INFORMATION AND AFTERCARE INSTRUCTIONS: 59

Requirement Breakdown

Tattoo Aftercare Requirements (7)

1. Leave moisture barrier on overnight, wash in morning
2. Apply lotion/ointment 6 times daily for 10 days
3. Avoid soaking tattoo (no baths, hot tubs, swimming)
4. Keep tattoo out of sun for 3 weeks
5. Expect peeling in 2–5 days
6. Advise client to consult physician at first sign of infection
7. Provide shop name, address, phone; signed form retained and copied

Body Piercing Aftercare Requirements

Each piercing type has its own set of minimum instructions:

- Navel (7)
- Nostril, Eyebrow, Ear Cartilage, Septum (5)
- Tongue (4)
- Labret/Lip (5)
- Nipple (6)
- Genital (6)

Each category also includes 2 universal requirements:

- Advise client to consult physician at first sign of infection
- Provide shop name, address, phone; signed form retained and copied

Subtotal: 35

Permanent Cosmetic Coloring Requirements

- Eyeliner (7)
- Lips (5)
- Plus 2 universal requirements (same as above)

Subtotal: 14

Shop Display and Complaint Requirements (3)

1. Shop must prominently display health risk statement
2. Must include contact info for licensing and environmental agencies
3. Must describe how to file a complaint

Regulation Citation	Nature of the Regulation	Summary of the Intended Changes	Proposed Regulatory Reduction	Percentage or Regulatory Reduction	Date of Anticipated Reduction	83 - 15% 2026	138 -25% 2027
<i>Cite the regulation you intend to change. Can also be a section of related regulations.</i>	<i>Briefly describe what the regulation currently does.</i>	<i>Briefly describe what you plan to change to achieve reduction, transparency, ease of government interaction, other reforms.</i>	<i>List the number of reductions from your baseline that you plan to achieve with this change.</i>	<i>State the percentage of anticipated reduction from your original baseline. This may be achieved using a simple Excel formula.</i>	<i>State whether you anticipate this reduction will be achieved in 2026 or 2027.</i>		
09.002(a)	License requirements statement - not needed	Remove the extra language that isn't necessary for licensing	1		2026		
09.002(b)(1)	Barber, non-chem by exam	Remove notary requirement	1		2026		
09.002(b)(2)	Documentation Required for proof of training	Remove original or certified copies	1		2026		
09.002(b)(2)(A)	Training documents for exam applicants	Remove "Student Monthly Records" & replace with Verification of Training	0		2027		
09.002(b)(2)(B)	Other states verification of training documents	Remove the state seal requirement	1		2026		
09.002(b)(2)©	Completion of training docs for apprentice	Remove "Student Monthly Records" & replace with Verification of Training	0		2027		
09.002(b)(2)(D)	Other states verification of training documents	Remove the state seal requirement	1		2026		
09.002©(1)	licensing requirements for hairdresser by exam	Remove the notary requirement	1		2026		
09.002(c)(2)	Documentation Required for proof of training	Remove original or certified copies	1		2026		
09.002(c)(2)(A)	Training documents for exam applicants	Remove "Student Monthly Records" & replace with Verification of Training	0		2027		
09.002(c)(2)(B)	Training documents for exam applicants	Remove "Student Monthly Records" & replace with Verification of Training	0		2027		
09.002(c)(C)	Other states verification of training documents	Remove the state seal requirement	1		2026		
09.002(c)(D)	Other states verification of training documents	Remove the state seal requirement	1		2026		
09.002(d)(1)	Licensing requirements for esthetics by exam	Remove notary requirement	1		2026		
09.002(d)(2)	Documentation Required for proof of training	Remove original or certified copies	1		2026		
09.002(d)(2)(A)	Training documents for exam applicants	Remove "Student Monthly Records" & replace with Verification of Training	0		2027		
09.002(d)(2)(B)	Other states verification of training documents	Remove the state seal requirement	1		2026		
09.002(d)(2)(C)	Training documents for exam applicants	Remove "Student Monthly Records" & replace with Verification of Training	0		2027		
09.002(d)(2)(D)	Other states verification of training documents	Remove the state seal requirement	1		2026		

09.002(e)(1)	licensing requirements for barber, nonchem, hair by waiver	Remove the notary requirement	1	2026
09.002(e)(2)	Other states verification of training documents	Remove the state seal requirement	1	2026
09.002(f)(1)	licensing requirements for esthetics by waiver	Remove the notary requirement	1	2026
09.002(f)(2)	Other states verification of training documents	Remove the state seal requirement	1	2026
09.002(i)(1)	licensing requirements for instructor by exam	Remove the notary requirement	1	2026
09.002(j)(1)	licensing requirements for instructor by waiver	Remove the notary requirement	1	2026
09.002(j)(3)	Other states verification of training documents	Remove the state seal requirement	1	2026
09.002(m)(1)	licensing requirements for adv mani by exam	Remove the notary requirement	1	2026
09.002(m)(2)	Documentation Required for proof of training	Remove "Student Monthly Records" & replace with Verification of Training	0	2027
09.002(m)(2)(B)	Other states verification of training documents	Remove the state seal requirement	1	2026
09.002(n)(1)	licensing requirements for adv mani by waiver	Remove the notary requirement	1	2026
09.002(n)(2)	Other states verification of training documents	Remove the state seal requirement	1	2026
09.002(o)(1)	licensing requirements for body piercing by exam	Remove the notary requirement	1	2026
09.002(p)(1)	licensing requirements for body piercing by waiver	Remove the notary requirement	1	2026
09.002(p)(2)	Other states verification of training documents	Remove the state seal requirement	1	2026
09.002(q)(1)	licensing requirements for tattoo/pcc by exam	Remove the notary requirement	1	2026
09.002(r)(1)	licensing requirements for tattoo/pcc by waiver	Remove the notary requirement	1	2026
09.002(r)(2)	Other states verification of training documents	Remove the state seal requirement	1	2026
09.002(s)(1)	licensing requirements for courtesty tatt/pcc/pierce	Remove the notary requirement	1	2026
09.002(v)(1)	licensing requirements for hair braider	Remove the notary requirement	1	2026
09.002(v)(2)(B)	Verification of license	Remove the requirement it comes directly from the state	1	2026
09.002(w)(1)	licensing requirements for manicurist	Remove the notary requirement	1	2026
09.002(w)(2)(B)	Verification of license	Remove the requirement it comes directly from the state	1	2026

9.075(b)	Exam Requirements for 9.005 licensure	Remove Entirely - This is outdated. 09.002 already covers BY EXAM requirements and Prov handles all exam rules.	6	2026
	9.020 Identification of Applicant	Remove Entirely - This is outdated and Prov handles all identity verification for exam takers	3	2026
	9.025 Conduct for Examinations	Remove Entirely - This is outdated and Prov handles all exam rules	3	2026
	9.056 Barber & Non-Chem Exams	Remove Foreign Language interpreters are not allowed in exam room. Prov handles all exam rules	1	2026
	9.060 Hairdresser exam	Remove Foreign Language interpreters are not allowed in exam room. Prov handles all exam rules	1	2026
	9.062 Estheticans Exam	Remove Foreign Language interpreters are not allowed in exam room. Prov handles all exam rules	1	2026
	9.066 Adv Mani Exam	Remove Foreign Language interpreters are not allowed in exam room. Prov handles all exam rules	1	2026
	9.068 Body Pierce, Tattoo, PCC Exam	Remove Foreign Language interpreters are not allowed in exam room. Prov handles all exam rules	1	2026
	9.070 Instructor Exam	Remove Foreign Language interpreters are not allowed in exam room. Prov handles all exam rules	1	2026
	Reexamination	Remove, not necessary	1	2026
	9.082 Body Piercing by Exam	Replace 09.005 w/ 09.002(o)	0	2026
	9.086 Tattoo or PCC by Exam	Replace 09.005 w/ 09.002(q)	0	2026
	Barber, Non Chem, Hairdresser			
	9.090 by Exam	Replace 09.005 w/ 09.002(b),(c)	0	2026
	9.100 Esthetician by Exam	Replace 09.005 w/ 09.002(d)	0	2026
	9.106 Instructor by Exam	Replace 09.005 w/ 09.002(i)	0	2026
	9.108 Adv Mani by Exam	Replace 09.005 w/ 09.002(m)	0	2026
	9.115 Verifications	Remove Entirely - Barrier to licensure, not required by statute, not health/safety	6	2026

CHAPTER 09.
BOARD OF BARBERS AND HAIRDRESSERS.

Article

- 1. Examination Applications and Standards (12 AAC 09.002 – 12 AAC 09.038)**
- 2. (Repealed)**
- 3. Examinations (12 AAC 09.050 – 12 AAC 09.075)**
- 4. Licensing Requirements (12 AAC 09.080 – 12 AAC 09.115)**
- 5. Schools and Curriculum (12 AAC 09.120 – 12 AAC 09.175)**
- 6. Student Permits, Training, and Apprentices (12 AAC 09.180 – 12 AAC 09.190)**
- 7. General Provisions (12 AAC 09.900 – 12 AAC 09.990)**

ARTICLE 1.
EXAMINATION APPLICATIONS AND STANDARDS.

Section

- 02. Review of license applications**
- 03. (Repealed)**
- 04. Courtesy license**
- 05. Examination requirements for licensure**
- 06. (Repealed)**
- 10. (Repealed)**
- 15. (Repealed)**
- 20. Identification of applicant**
- 25. Conduct for examinations**
- 30. (Repealed)**
- 35. (Repealed)**
- 38. (Repealed)**

Over 100 requirements in 09.002

12 AAC 09.002. REVIEW OF LICENSE APPLICATIONS. (a) An applicant who meets the requirements on the relevant checklist set out in this section has demonstrated the necessary qualifications for the license or permit applied for. ~~An applicant who does not meet the requirements on that checklist or whose application documents do not clearly show that the applicant is qualified to receive a license or permit will not be issued a license or permit unless the board further reviews the application and determines that the applicant meets the qualifications in AS 08.13 and this chapter for that license or permit.~~

(b) The following checklist is established by the board for review of an application for a barber or non-chemical barber license by examination. A barber or non-chemical barber license will be issued to an applicant who

- (1) submits a completed, ~~notarized form~~ for application under this chapter that includes the
 - (A) applicant's name and address; and
 - (B) for each school or apprenticeship where the applicant was trained, the name and address of the school or apprenticeship, the dates of the training, and the number of hours of training completed;
- (2) submits ~~original or certified true copies of~~
 - (A) ~~student monthly records~~ verifying that the applicant has successfully completed in a school approved by the board
 - (i) 1,650 hours of training for a barber license; or
 - (ii) 1,350 hours of training for a non-chemical barber license;
 - (B) certification from another state's licensing agency, ~~bearing the seal of that state~~, that the applicant has successfully completed in a school approved by that state's licensing agency
 - (i) 1,650 hours of training that included the minimum number of practical operations set out in 12 AAC 09.160 for a barber license; or
 - (ii) 1,350 hours of training that included the minimum number of practical operations set out in 12 AAC 09.161 for a non-chemical barber license;
 - (C) ~~student monthly records~~ verifying that the applicant has successfully completed in an apprenticeship program approved by the board
 - (i) 2,000 hours of training for a barber license; or
 - (ii) 1,600 hours of training for a non-chemical barber license;
 - (D) certification from another state's licensing agency, ~~bearing the seal of that state~~, that the applicant has successfully completed in an apprenticeship program approved by that state's licensing agency
 - (i) 2,000 hours of training that included the minimum number of practical operations set out in 12 AAC 09.160 for a barber license; or
 - (ii) 1,600 hours of training that included the minimum number of practical operations set out in 12 AAC 09.161 for a non-chemical barber license; or

(E) a combination of the records required in this paragraph that verify the equivalent of 2,000 apprenticeship hours or 1,650 hours of course work for a barber license, or 1,600 apprenticeship hours or 1,350 hours of course work for a non-chemical barber license, when evaluated using the criteria in 12 AAC 09.090(c);

- (3) pays the application fee established in 12 AAC 02.140;
- (4) repealed 11/23/2023;
- (5) passes the written examination described in 12 AAC 09.056; and
- (6) repealed 12/6/2020;
- (7) pays the initial biennial license fee in 12 AAC 02.140.

(c) The following checklist is established by the board for review of an application for a hairdresser license by examination. A hairdresser license will be issued to an applicant who

- (1) submits the documents and fees required by ~~(b)(1)~~, (3), and (7) of this section;
- (2) submits ~~original or certified true copies of~~

(A) ~~student monthly records~~ verifying that the applicant has successfully completed 1,650 hours of training for a hairdresser license in a school approved by the board;

(B) ~~student monthly records~~ verifying that the applicant has successfully completed 2,000 hours of training for a hairdresser license in an apprenticeship program approved by the board;

(C) a certification from another state's licensing agency, ~~bearing the seal of the state~~, that the applicant has successfully completed, in a school approved by that state's licensing agency, 1,650 hours of training for a hairdresser license that includes the number of practical operations set out in 12 AAC 09.160; or

(D) a certification from another state's licensing agency, ~~bearing the seal of that state~~, that the applicant has successfully completed, in an apprenticeship program approved by that state's licensing agency, 2,000 hours of training for a hairdresser license that includes the number of practical operations set out in 12 AAC 09.160; and

- (3) passes the written examination described in 12 AAC 09.060.

(d) The following checklist is established by the board for review of an application for an esthetics license by examination. An esthetics license will be issued to an applicant who

- (1) submits the documents and fees required by ~~(b)(1)~~, (3), and (7) of this section;
- (2) submits ~~original or certified true copies of~~

(A) ~~student monthly records~~ verifying that the applicant has successfully completed 350 hours of training in a school approved by the board;

(B) a certification from another state's licensing agency, ~~bearing the seal of that state~~, that the applicant has successfully completed 350 hours of training, including the minimum number of practical operations set out in 12 AAC 09.163, in a school approved by that state's licensing agency;

(C) ~~student monthly records~~ verifying that the applicant has successfully completed 350 hours of training in an apprenticeship program approved by the board; or

(D) a certification from another state's licensing agency, ~~bearing the seal of that state~~, that the applicant has successfully completed 350 hours of training, including the minimum number of practical operations set out in 12 AAC 09.163, in an apprenticeship program approved by that state's licensing agency; and

- (3) passes the written examination described in 12 AAC 09.065;
- (4) repealed 12/6/2020.

(e) The following checklist is established by the board for review of an application for a barber, non-chemical barber, or hairdresser license by waiver of examination. A barber, non-chemical barber, or hairdresser license will be issued to an applicant who submits

- (1) the documents and fees required by ~~(b)(1)~~, (3), and (7) of this section;

(2) a verification form completed by another state's licensing agency, ~~bearing the seal of that state~~, showing that the applicant

(A) holds a current license to practice barbering, non-chemical barbering, or hairdressing in that state; and

(B) qualified for licensure by passing a written examination;

(3) verification of training and work experience that meets the requirements in 12 AAC 09.095(a)(3), (b)(3), or (c).

(f) The following checklist is established by the board for review of an application for an esthetics license by waiver of examination. An esthetics license will be issued to an applicant who submits

- (1) the documents and fees required by ~~(b)(1)~~, (3), and (7) of this section;

(2) a verification form completed by another state's licensing agency, ~~bearing the seal of that state~~, showing that the applicant

(A) holds a current license to practice as an esthetician in that state; and

(B) qualified for licensure as an esthetician by passing a written examination;

- (3) verification of training that meets the requirements in 12 AAC 09.100.

(g) The following checklist is established by the board for review of an application for a student permit while attending a licensed school of barbering, hairdressing, or esthetics. A student permit for an applicant attending an approved school will be issued to an applicant who submits

- (1) a completed form for application under this chapter;
- (2) repealed 3/30/2019;
- (3) the permit fee established in 12 AAC 02.140; and
- (4) proof of enrollment in a licensed school of barbering, hairdressing, or esthetics.

- (h) The following checklist is established by the board for review of an application for a student instructor permit. A student instructor permit will be issued to an applicant who submits
- (1) a completed form for application under this chapter;
 - (2) repealed 3/30/2019;
 - (3) the permit fee established in 12 AAC 02.140; and
 - (4) verification of one year of practice as a barber, hairdresser, manicurist, or esthetician that meets the requirements in 12 AAC 09.115.
- (i) The following checklist is established by the board for review of an application for an instructor license by examination. An instructor license will be issued to an applicant who
- (1) submits the documents and fees required by ~~(b)(1)~~, (3), and (7) of this section;
 - (2) submits verification of a current license to practice as a barber, hairdresser, manicurist, or esthetician in this state;
 - (3) submits verification of at least
 - (A) three years of practice as a licensed barber, hairdresser, esthetician, or manicurist in this state or another jurisdiction; or
 - (B) one year of practice as a licensed barber, hairdresser, esthetician, or manicurist in this state or another jurisdiction followed by 600 hours of student instructor training in a school approved by the board or another licensing jurisdiction; and
 - (4) passes the written examination described in 12 AAC 09.070; and
 - (5) repealed 12/6/2020.
- (j) The following checklist is established by the board for review of an application for an instructor license by waiver of examination. An instructor license will be issued to an applicant
- (1) who submits the documents and fees required by ~~(b)(1)~~, (3), and (7) of this section; and
 - (2) repealed 11/23/2023;
 - (3) whose application includes a verification form completed by another state's licensing agency, ~~bearing the seal of that state~~, showing that the applicant
 - (A) holds a current license to practice as an instructor in that state; and
 - (B) qualified for licensure as an instructor by passing a written examination.
- (k) The following checklist is established by the board for review of an application for a shop owner license. A shop owner license will be issued to an applicant who meets the requirements in 12 AAC 09.110(a).
- (l) Repealed 6/8/2016.
- (m) The following checklist is established by the board for review of an application for an advanced manicurist endorsement by examination. An advanced manicurist endorsement will be issued to an applicant who
- (1) submits a completed, notarized form for application under this chapter that includes
 - (A) the applicant's name and address; and
 - (B) for each school where the applicant was trained, the name and address of the school, the dates of the training, and the number of hours of training completed;
 - (2) submits ~~original or certified true copies of~~
 - (A) ~~student records~~ verifying that the applicant has successfully completed 250 hours of training in a school approved by the board or the Alaska Commission on Postsecondary Education;
 - (B) a certification from another state's licensing agency, ~~bearing the seal of that state~~, that the applicant has successfully completed 250 hours of training; or
 - (C) repealed 6/21/2018;
 - (3) pays the application fee established in 12 AAC 02.140;
 - (4) repealed 11/23/2023;
 - (5) submits verification of passing the written examination described in 12 AAC 09.066; and
 - (6) pays the initial biennial license fee in 12 AAC 02.140.
- (n) The following checklist is established by the board for review of an application for an advanced manicurist endorsement by waiver of examination. An advanced manicurist endorsement will be issued to an applicant who submits
- (1) the documents and fees required by ~~(b)(1)~~, (3), and (7) of this section;
 - (2) a verification form completed by another state's licensing agency, ~~bearing the seal of that state~~, showing that the applicant
 - (A) holds a current license to practice as a manicurist in that state; and
 - (B) qualified for licensure as a manicurist by passing a written examination; and
 - (3) verification of training that meets the requirements in 12 AAC 09.148.
- (o) The following checklist is established by the board for review of an application for a license by examination to practice body piercing. A license to practice body piercing will be issued to an applicant who
- (1) submits the documents and fees required by ~~(b)(1)~~, (3), and (7) of this section;
 - (2) **submits a certification, on a form provided by the department**, from the applicant's trainer certifying that the applicant successfully completed the training requirements of AS 08.13.082(d) and either 12 AAC 09.167(a) - (c) or 12 AAC 09.167(e);
 - (3) submits copies of current cards issued by the American Red Cross, the American Heart Association, or a similar organization approved by the board, showing that the applicant successfully completed training courses in
 - (A) cardiopulmonary resuscitation (CPR); and

- (B) blood borne pathogens; and
- (4) passes the written examination described in 12 AAC 09.068.
- (p) The following checklist is established by the board for review of an application for a license by waiver of examination to practice body piercing. A license to practice body piercing will be issued to an applicant who submits
 - (1) the documents and fees required by ~~(b)(1)~~, (3), and (7) of this section;
 - (2) a verification form completed by another state's licensing agency, ~~bearing the seal of that state~~, showing that the applicant
 - (A) holds a current license to practice body piercing in that state; and
 - (B) qualified for licensure to practice body piercing in that state by passing a written examination;
 - (3) copies of current cards issued by the American Red Cross, the American Heart Association, or a similar organization approved by the board, showing that the applicant successfully completed training courses in
 - (A) cardiopulmonary resuscitation (CPR); and
 - (B) blood borne pathogens; and
 - (4) verification of training equivalent to that described in AS 08.13.082(d) and 12 AAC 09.167(a) – (c).
- (q) The following checklist is established by the board for review of an application for a license by examination to practice tattooing or permanent cosmetic coloring. A license to practice tattooing or permanent cosmetic coloring will be issued to an applicant who
 - (1) submits the documents and fees required by ~~(b)(1)~~, (3), and (7) of this section;
 - (2) submits a certification, on a form provided by the department, from the applicant's trainer certifying that the applicant successfully completed the training requirements of AS 08.13.082(d) and
 - (A) either 12 AAC 09.169(a) – (c) or 12 AAC 09.169(e), if applying for a tattooing license; or
 - (B) either 12 AAC 09.168(a) – (c) or 12 AAC 08.168(e), if applying for a permanent cosmetic coloring license.
 - (3) submits copies of current cards issued by the American Red Cross, the American Heart Association, or a similar organization approved by the board, showing that the applicant successfully completed training courses in
 - (A) cardiopulmonary resuscitation (CPR); and
 - (B) blood borne pathogens; and
 - (4) passes the written examination described in 12 AAC 09.068.
- (r) The following checklist is established by the board for review of an application for a license by waiver of examination to practice tattooing or permanent cosmetic coloring. A license to practice tattooing or permanent cosmetic coloring will be issued to an applicant who submits
 - (1) the documents and fees required by ~~(b)(1)~~, (3), and (7) of this section;
 - (2) a verification form completed by another state's licensing agency, ~~bearing the seal of that state~~, showing that the applicant
 - (A) holds a current license to practice tattooing or permanent cosmetic coloring in that state; and
 - (B) qualified for licensure to practice tattooing or permanent cosmetic coloring in that state by passing a written examination;
 - (3) submits copies of current cards issued by the American Red Cross, the American Heart Association, or a similar organization approved by the board, showing that the applicant successfully completed training courses in
 - (A) cardiopulmonary resuscitation (CPR); and
 - (B) blood borne pathogens; and
 - (4) verification of training equivalent to that described in AS 08.13.082(d) and
 - (A) 12 AAC 09.169(a) – (c), if applying for a tattooing license; or
 - (B) 12 AAC 09.168(a) – (c), if applying for a permanent cosmetic coloring license.
- (s) The following checklist is established by the board for review of an application for a courtesy license to practice body piercing, tattooing, or permanent cosmetic coloring. A courtesy license to practice body piercing, tattooing, or permanent cosmetic coloring will be issued to an applicant who meets the requirements of AS 08.01.062(a) and who, not fewer than 90 days before the applicant plans to begin practicing, submits
 - (1) a complete, ~~notarized~~ application on a form provided by the department;
 - (2) the applicable fees established in 12 AAC 02.140;
 - (3) verification of practicing body piercing, tattooing, or permanent cosmetic coloring for a fee, for at least 12 of the 24 consecutive months immediately preceding the date of application; the proof must include one of the following or a combination of the following:
 - (A) at least two sworn affidavits from students or employees verifying the applicant's experience;
 - (B) at least one copy per month of a client release form for at least 12 of the 24 consecutive months immediately preceding the date of application;
 - (4) a statement signed by the applicant's sponsor verifying that the sponsor is a practitioner of body piercing, tattooing, or permanent cosmetic coloring who holds a permanent license in this state and will sponsor the applicant; and
 - (5) copies of current cards issued by the American Red Cross, the American Heart Association, or a similar organization approved by the board, showing that the applicant successfully completed training courses in
 - (A) cardiopulmonary resuscitation (CPR);
 - (B) and blood borne pathogens.

(t) The following checklist is established by the board for review of an application for a student permit for an applicant to obtain training for hairdressing, barbering, or esthetics by a licensed instructor in an apprenticeship program in a licensed shop. A student permit to obtain training in hairdressing, barbering, or esthetics by a licensed instructor in a licensed shop will be issued to an applicant who submits

- (1) a completed application on a form provided by the department;
- (2) the student permit fee established in 12 AAC 02.140; and
- (2) a completed statement of responsibility form from the licensed instructor who will provide the training.

(u) The following checklist is established by the board for review of an application for a student permit for an applicant to obtain training for body piercing, tattooing, or permanent cosmetic coloring by a licensed practitioner in an apprenticeship program in a licensed shop. A student permit to obtain training for body piercing, tattooing, or permanent cosmetic coloring by a licensed practitioner in a licensed shop will be issued to an applicant who submits

- (1) a completed application on a form provided by the department;
- (2) the student permit fee established in 12 AAC 02.140;
- (3) a completed statement of responsibility form from the licensed practitioner

who will provide the training;

(4) copies of current cards issued by the American Red Cross, the American Heart Association, or a similar organization approved by the board, showing that the applicant successfully completed training courses in

- (A) cardiopulmonary resuscitation (CPR);
- (B) blood borne pathogens; and

(5) a copy of the current certificate of sanitary standards issued under 18 AAC 23.310 to the shop in which the training will take place.

(v) The following checklist is established by the board for review of an application for a hair braiding license. A license to practice hair braiding will be issued to an applicant who submits

- (1) the documents and fees required by ~~(b)(1)~~, (3), and (7) of this section; and
- (2) verification of

(A) completion of instruction as required by 12 AAC 09.164 on a form provided by the department; or

(B) current license to practice as a hair braider in another state with requirements equal to those in this state at the time of licensure, ~~sent directly to this state from the verifying state's licensing agency in accordance with 12 AAC 09.115.~~

(w) The following checklist is established by the board for review of an application for a manicurist license. A manicurist license will be issued to an applicant who submits

- (1) the documents and fees required by ~~(b)(1)~~, (3), and (7) of this section; and
- (2) verification of

(A) training that meets the requirements in 12 AAC 09.143; or

(B) a current license to practice manicuring in another state with requirements equal to those in this state at the time of licensure, ~~sent directly to this state from the verifying state's licensing agency in accordance with 12 AAC 09.115.~~

Authority:	AS 08.01.062	AS 08.13.080	AS 08.13.120
	AS 08.13.030	AS 08.13.090	AS 08.13.180
	AS 08.13.070	AS 08.13.100	

12 AAC 09.003. TRANSITIONAL LICENSURE. Repealed 6/8/2016.

12 AAC 09.004. COURTESY LICENSE. (a) A courtesy license authorizes the licensee to practice body piercing, tattooing, or permanent cosmetic coloring as a guest practitioner in a shop licensed by the board. An applicant for licensure under this section must have a sponsor who holds a permanent license in this state in the same practice area for which the license is requested.

(b) The board will issue a courtesy license to an applicant who meets the requirements of AS 08.01.062(a) and who, not fewer than 90 days before the applicant plans to begin working, submits

(1) a completed application on a form provided by the department; a completed application must specify the dates for which the license is requested, the type of license requested, and the identity of the applicant's sponsor;

(2) the applicable fees established in 12 AAC 02.140;

(3) verification of practicing body piercing, tattooing, or permanent cosmetic coloring for a fee, for at least 12 of the 24 consecutive months immediately preceding the date of application; the proof must include one of the following or a combination of the following:

(A) at least two sworn affidavits from students or employees verifying the applicant's experience;

(B) at least one copy per month of a client release form for at least 12 of the 24 consecutive months immediately preceding the date of application;

(C) other information acceptable to the board;

(4) a statement signed by the applicant's sponsor verifying that the sponsor is a practitioner of body piercing or practitioner of tattooing and permanent cosmetic coloring who holds a permanent license in this state and will sponsor the applicant; and

(5) verification that the applicant successfully completed training equivalent to that required for completion of courses certified by the American Red Cross, the American Heart Association, or a similar organization approved by the board, and has been issued a current card, in

(A) cardiopulmonary resuscitation (CPR); and

(B) blood borne pathogens.

(c) A courtesy license to practice body piercing, tattooing, or permanent cosmetic coloring is valid for 30 consecutive days. A person may not be issued more than two courtesy licenses in a calendar year.

(d) The period during which a courtesy license is valid may not be counted towards the training requirements of 12 AAC 09.167 or 12 AAC 09.169.

(e) The board will issue a courtesy license to an applicant to practice hairdressing as a hairdresser for the purpose of working on a television, film, or stage production who meets the requirements of this chapter and AS 08.01.062, and by submitting the following:

(1) a completed application on a form provided by the department; a completed application must specify the dates for which the license is requested, the type of license requested;

(2) payment of the applicable fees established in 12 AAC 02.140;

(3) verification of a current hairdressing license from another state or jurisdiction.

(f) A courtesy license to practice hairdressing is valid for the duration of the production, not to exceed 12 months. If the license is required for a period longer than 12 months, the licensee must apply for a new and separate license.

Authority: AS 08.01.062

AS 08.13.030

AS 08.13.070

~~**12 AAC 09.005. EXAMINATION REQUIREMENTS FOR LICENSURE.** (a) An applicant applying for licensure by examination as a barber, non-chemical barber, hairdresser, advanced manicurist, esthetician, practitioner of body piercing, practitioner of tattooing, practitioner of permanent cosmetic coloring, or instructor under this chapter shall~~

~~(1) submit a completed, notarized application for licensure by examination in the relevant practice area for which the license is requested to the division; the application must~~

~~(A) be on the form provided by the department; and~~

~~(B) include all verification documents necessary to meet the requirements of AS 08.13.080;~~

~~(2) complete the relevant written examination administered daily by Prov examination services following notification from the department of preauthorization for examination as an instructor, or as a practitioner for the profession of barbering, non-chemical barbering, hairdressing, esthetics, body piercing, tattooing, or permanent cosmetic coloring;~~

~~(3) follow the rules and procedures for examination set by Prov; and~~

~~(4) pay all applicable fees for the examination directly to Prov as applicable.~~

~~(b) A completed application for licensure under this section must be submitted before an applicant may be considered for examination eligibility.~~

~~(c) An applicant who is unable to appear for a scheduled examination may postpone the examination by notifying Prov in accordance with the Prov cancellation and rescheduling policy.~~

~~(d) An applicant who fails an examination or fails to appear for an examination without postponing the examination as set out in (c) of this section may reschedule for a future examination. To reschedule for a future examination, an applicant must contact Prov directly and adhere to the relevant policy and procedures set by Prov.~~

~~(e) An application is considered abandoned if the applicant does not take an examination as set out in this section within one year from the date of the applicant's initial application.~~

Authority: AS 08.13.030

AS 08.13.040

AS 08.13.080

Editor's note: Information on the relevant written examinations set out in this section may be obtained from the Prov website at <https://provexam.com> or by contacting Prov via e-mail at support@provexam.com.

12 AAC 09.006. TRANSITIONAL PROVISIONS FOR LICENSEES AND ENDORSEMENT HOLDERS. Repealed 6/21/2018.

12 AAC 09.010. EXAMINATION DATES. Repealed 11/23/2023.

12 AAC 09.015. REEXAMINATION. Repealed 9/30/87.

~~**12 AAC 09.020. IDENTIFICATION OF APPLICANT.** (a) The department or its designee at the examination site will assign each applicant for examination a number by which the applicant is identified during the examination.~~

~~(b) Except for the purpose of receiving an identification number as described in (a) of this section, an applicant may not reveal the applicant's identity to an examiner.~~

~~(c) An applicant may not make a reference orally or in writing to an examiner about any school or instructor of barbering, non-chemical barbering, hairdressing, manicuring, esthetics, body piercing, tattooing, or permanent cosmetic coloring, or present licenses held.~~

(d) Repealed 12/6/2020.

Authority: AS 08.13.030 AS 08.13.090

~~**12 AAC 09.025. CONDUCT FOR EXAMINATIONS.** (a) No applicant may leave the written examination site while the examination is being conducted without permission of an examiner.~~

~~(b) Any attempt by a school owner, instructor, or any person to communicate with or help an applicant in any way while taking the examination, or any attempt by an applicant to secure information from another applicant will disqualify the applicant from completing the examination.~~

~~(c) An applicant scheduled to take an examination who is not present at the official start of the examination will not be allowed to take that examination but will be rescheduled by the board.~~

Authority: AS 08.13.080 AS 08.13.090

12 AAC 09.030. STATION ASSIGNED AND EQUIPMENT. Repealed 12/6/2020.

12 AAC 09.035. MODELS. Repealed 12/6/2020.

12 AAC 09.038. COMPUTATION OF GRADES. Repealed 12/6/2020.

ARTICLE 2. BARBER EXAMINATION.

Repealed 2/28/88

ARTICLE 3. EXAMINATIONS.

Section

- 50. Proficiency examination**
- 56. Content and grading criteria for barber and non-chemical barber examinations**
- 60. Content and grading criteria for hairdresser examination**
- 62. (Repealed)**
- 65. Content and grading criteria for esthetician examination**
- 66. Content and grading criteria for advanced manicurist endorsement**
- 68. Body piercing, tattooing, and permanent cosmetic coloring examinations**
- 70. Content and grading criteria for instructor examination**
- 72. (Repealed)**
- 75. Reexamination**

12 AAC 09.050. PROFICIENCY EXAMINATION. (a) A student or apprentice in hairdressing, barbering, non-chemical barbering, or esthetics must pass a practical proficiency examination in the subjects described in (b) of this section, after the student or apprentice completes a course of study in a school or in an apprenticeship program.

(b) A student or apprentice must show proficiency in the following subject areas:

- (1) for hairdressing or barbering, all subjects required under 12 AAC 09.160(a);
- (2) for non-chemical barbering, all subjects required under 12 AAC 09.161(a); and
- (3) for esthetics, all subjects required under 12 AAC 09.163(a).

(c) Verification of passing the proficiency examination in the required subjects must be documented on the affidavit of completed training described in 12 AAC 09.130(f) for a student in a school, or 12 AAC 09.190(k) for an apprentice in an apprenticeship program.

Authority: AS 08.13.030 AS 08.13.090

12 AAC 09.056. CONTENT AND GRADING CRITERIA FOR BARBER AND NON-CHEMICAL BARBER EXAMINATIONS. (a) The examination for a barber license consists of the written examination entitled the *National Barber-Stylist Test*, sponsored by the National Interstate Council of State Boards of Cosmetology.

(b) The examination for a non-chemical barber license consists of the written examination entitled the *Barber-No Chemical Test*, sponsored by the National Interstate Council of State Boards of Cosmetology.

(c) A passing grade on the written examination is 75 percent or above.

~~(d) Foreign language interpreters are not allowed in the examination room.~~

Authority: AS 08.13.030 AS 08.13.090

12 AAC 09.060. CONTENT AND GRADING CRITERIA FOR HAIRDRESSER EXAMINATION. (a) The examination for a hairdresser license consists of the written examination entitled the *National Hair Design Test*, sponsored by the National Interstate Council of State Boards of Cosmetology.

(b) A passing grade on the written examination is 75 percent or above.

~~(c) Foreign language interpreters are not allowed in the examination room.~~

Authority: AS 08.13.030 AS 08.13.090

12 AAC 09.062. CONTENT AND GRADING CRITERIA FOR HAIRDRESSING EXAMINATION.
Repealed 2/28/88.

12 AAC 09.065. CONTENT AND GRADING CRITERIA FOR ESTHETICIAN EXAMINATION. (a) The examination for an esthetician consists of the written examination entitled the *National Esthetician Test*, sponsored by the National Interstate Council of State Boards of Cosmetology.

(b) A passing grade on the written examination is 75 percent or above.

~~(c) Foreign language interpreters are not allowed in the examination room.~~

Authority: AS 08.13.030 AS 08.13.090

12 AAC 09.066. CONTENT AND GRADING CRITERIA FOR ADVANCED MANICURIST ENDORSEMENT. (a) The examination for an endorsement as an advanced manicurist is the written examination entitled the *Nail Technology Examination*, sponsored by the National Interstate Council of State Boards of Cosmetology.

(b) A grade of 75 percent or higher on the examination listed in (a) of this section is a passing grade.

~~(c) Foreign language interpreters are not allowed in the examination room.~~

Authority: AS 08.13.030 AS 08.13.040 AS 08.13.090

12 AAC 09.068. BODY PIERCING, TATTOOING, AND PERMANENT COSMETIC COLORING EXAMINATIONS. (a) The written examination for a body piercing license is entitled the *Body Piercing Test*, sponsored by the National Interstate Council of State Boards of Cosmetology. The examination for a license to practice tattooing or permanent cosmetic coloring is a written examination prepared and administered by the board covering the subjects listed in AS 08.13.080(d)(2).

(b) A grade of 75 percent or higher on the examinations listed in (a) of this section is a passing grade.

~~(c) Foreign language interpreters are not allowed in the examination room.~~

Authority: AS 08.13.030 AS 08.13.080 AS 08.13.090

12 AAC 09.070. CONTENT AND GRADING CRITERIA FOR INSTRUCTOR EXAMINATION. (a) The instructor examination consists of the written examination entitled the *National Teachers Test*, sponsored by the National Interstate Council of State Boards of Cosmetology.

(b) A passing grade on the written examination is 75 percent or above.

~~(c) Foreign language interpreters are not allowed in the examination room.~~

Authority: AS 08.13.030 AS 08.13.090

12 AAC 09.072. CONTENT AND GRADING CRITERIA FOR COSMETOLOGY INSTRUCTOR EXAMINATION. Repealed 5/20/88.

12 AAC 09.075. REEXAMINATION. (a) An applicant who fails the examination may be reexamined at a future examination.

~~(b) To be scheduled for reexamination, an applicant shall comply with 12 AAC 09.005(d) and (e) of this section, if applicable.~~

(c) An applicant who fails the written examination three or more times shall successfully complete remedial training before the applicant will be scheduled for reexamination. An applicant applying under this subsection to retake the written examination shall provide documentation to the board of successful completion of at least 50 hours of theoretical training in a school or apprenticeship program approved by the board, and shall hold a valid student permit during the training as required in AS 08.13.180.

(d) If the applicant does not retake the examination at least one time each year during the three years after the date the examination was first administered, the applicant's application will be considered abandoned and the applicant is required to reapply for the applicable examination under this chapter.

(e) In this section, "applicant" means an individual who has applied to take the examination for

- (1) licensure as a barber, non-chemical barber, hairdresser, esthetician, or instructor; or
- (2) endorsement as an advanced manicurist.

ARTICLE 4. LICENSING REQUIREMENTS.

Section

- 80. (Repealed)
- 82. Body piercing license by examination
- 84. Body piercing license by waiver
- 85. (Repealed)
- 86. Tattooing or permanent cosmetic coloring license by examination
- 88. Tattooing or permanent cosmetic coloring license by waiver
- 90. Barber, non-chemical barber, or hairdresser license by examination
- 95. Barber, non-chemical barber, or hairdresser license by waiver
- 96. Hair braiding license requirements
- 97. Credit for hours of course work and training
- 100. Esthetician license by examination
- 105. Esthetician license by waiver
- 106. Instructor license requirements
- 107. Temporary permits
- 108. Advanced manicurist endorsement by examination
- 109. Advanced manicurist endorsement by waiver
- 110. Shop owner license
- 111. Mobile shops
- 112. Temporary shop license
- 115. Verifications

12 AAC 09.080. BARBER LICENSE BY EXAMINATION. Repealed 2/28/88.

12 AAC 09.082. BODY PIERCING LICENSE BY EXAMINATION. An application for a license by examination to practice body piercing must be submitted in accordance with 12 AAC 09.005. The application must include verification that the applicant has

- (1) successfully completed at least 1,000 hours of training that meets the requirements of AS 08.13.082(d) and 12 AAC 09.167(a) – (c);
- (2) successfully completed training equivalent to that required for completion of courses certified by the American Red Cross, the American Heart Association, or a similar organization approved by the board, and has been issued a current card, in
 - (A) cardiopulmonary resuscitation (CPR); and
 - (B) blood borne pathogens; and
- (3) passed the written examination described in 12 AAC 09.068.

Authority: AS 08.13.030
AS 08.13.070

AS 08.13.080
AS 08.13.082

AS 08.13.100

12 AAC 09.084. BODY PIERCING LICENSE BY WAIVER. An applicant for a license by waiver of examination to practice body piercing shall apply on a form provided by the department. The application must include

- (1) payment of the applicable fees established in 12 AAC 02.140;
- (2) verification that the applicant
 - (A) holds a current license to practice body piercing in another state; and
 - (B) is qualified for licensure to practice body piercing in that state by passing a written examination;
- (3) verification that the applicant has successfully completed training equivalent to that required for completion of courses certified by the American Red Cross, the American Heart Association, or a similar organization approved by the board, and has been issued a current card, in
 - (A) cardiopulmonary resuscitation (CPR); and
 - (B) blood borne pathogens; and
- (4) verification that the applicant has completed training equivalent to that described in AS 08.13.082(d) and 12 AAC 09.167(a) – (c).

Authority: AS 08.13.030
AS 08.13.070

AS 08.13.080
AS 08.13.082

AS 08.13.100

12 AAC 09.085. BARBER LICENSE BY WAIVER. Repealed 2/28/88.

12 AAC 09.086. TATTOOING OR PERMANENT COSMETIC COLORING LICENSE BY EXAMINATION. (a) An application for a license by examination to practice tattooing must be submitted in accordance with 12 AAC 09.005. The application must include verification that the applicant has successfully completed at least 1,000 hours of training that meets the requirements of AS 08.13.082(d) and 12 AAC 09.169(a) – (c);

(b) An application for a license by examination to practice permanent cosmetic coloring must be submitted in accordance with 12 AAC 09.005. The application must include verification that the applicant has successfully completed at least 250 hours of training that meets the requirements of AS 08.13.082(d) and 12 AAC 09.168(a) – (c).

(c) In addition to meeting the requirements of (a) or (b) of this section, an applicant for a license to practice tattooing or a license to practice permanent cosmetic coloring must provide verification that the applicant has successfully completed training equivalent to that required for completion of courses certified by the American Red Cross, the American Heart Association, or a similar organization approved by the board, and has been issued a current card, in

(1) cardiopulmonary resuscitation (CPR); and

(2) blood borne pathogens.

(d) In addition to meeting the requirements of (a) or (b) of this section, an applicant for a license to practice tattooing or a license to practice permanent cosmetic coloring must have passed the written examination as described in 12 AAC 09.068.

Authority:	AS 08.13.030	AS 08.13.080	AS 08.13.100
	AS 08.13.070	AS 08.13.082	

12 AAC 09.088. TATTOOING OR PERMANENT COSMETIC COLORING LICENSE BY WAIVER. An applicant for a license by waiver of examination to practice tattooing or permanent cosmetic coloring shall apply on a form provided by the department. The application must include

(1) payment of the applicable fees established in 12 AAC 02.140;

(2) verification that the applicant

(A) holds a current license to practice tattooing or permanent cosmetic coloring in another state; and

(B) is qualified for licensure to practice tattooing or permanent cosmetic coloring in that state by passing a written examination;

(3) verification that the applicant has successfully completed training equivalent to that required for completion of courses certified by the American Red Cross, the American Heart Association, or a similar organization approved by the board, and has been issued a current card, in

(A) cardiopulmonary resuscitation (CPR); and

(B) blood borne pathogens; and

(4) verification that the applicant has completed training equivalent to that described in AS 08.13.082(d) and 12 AAC 09.169(a) – (c).

Authority:	AS 08.13.030	AS 08.13.080	AS 08.13.100
	AS 08.13.070	AS 08.13.082	

12 AAC 09.090. BARBER, NON-CHEMICAL BARBER, OR HAIRDRESSER LICENSE BY EXAMINATION. (a) An application for a barber or hairdresser license by examination must be submitted in accordance with 12 AAC 09.005, with verification of

(1) 1,650 hours of course work in a school approved by the board or another licensing jurisdiction;

(2) 2,000 hours of training in an apprenticeship program as required by AS 08.13.082; or

(3) a combination of course work and apprenticeship approved by the board under (c) of this section or approved by another licensing jurisdiction.

(b) An application for a non-chemical barber license by examination must be submitted in accordance with 12 AAC 09.005, with verification of

(1) 1,350 hours of course work in a school approved by the board or another licensing jurisdiction;

(2) 1,600 hours of training in an apprenticeship program as required by AS 08.13.082 and 12 AAC 09.190; or

(3) a combination of course work and apprenticeship approved by the board under (c) of this section or approved by another licensing jurisdiction.

(c) When evaluating a combination of course work and apprenticeship, the board may use the following criteria to determine equivalent hours of course work and apprenticeship:

(1) one course work hour equals 1.212 of an apprenticeship hour; and

(2) one apprenticeship hour equals .825 of a course work hour.

Authority:	AS 08.13.030	AS 08.13.080	AS 08.13.082
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12 AAC 09.095. BARBER, NON-CHEMICAL BARBER, OR HAIRDRESSER LICENSE BY WAIVER. (a) An applicant for a barber or hairdresser license by waiver of examination shall apply on a form provided by the department. The application must include

(1) payment of the fees established in 12 AAC 02.140;

(2) verification of a current license to practice barbering or hairdressing issued by another state;

- (3) verification of completed training and work experience equivalent to
 - (A) 1,650 hours of training in a school approved by the board or another licensing jurisdiction;
 - (B) 2,000 hours of an apprenticeship program approved by the board or by another licensing jurisdiction;
 - (C) at least one year of full-time work experience as a licensed barber or hairdresser, averaging no less than 32 hours per week, and a minimum of 1,500 hours of training in an approved school or an apprenticeship program approved by the board or by another licensing jurisdiction; or
 - (D) at least two years of full-time work experience as a licensed barber or hairdresser, averaging no less than 32 hours per week, and a minimum of 1,000 hours of training in an approved school or an apprenticeship program approved by the board or by another licensing jurisdiction; and
- (4) documents verifying that a state in which the applicant was licensed as a barber or hairdresser required the applicant to pass a written examination to qualify for licensure.
- (b) An applicant for a non-chemical barber license by waiver of examination shall apply on a form provided by the department. The application must include
 - (1) payment of fees the established in 12 AAC 02.140;
 - (2) verification of a current license to practice non-chemical barbering issued by another state;
 - (3) verification of completed training equivalent to
 - (A) 1,350 hours of training in a school approved by the board or another licensing jurisdiction;
 - (B) 1,600 hours of an apprenticeship program approved by the board or by another licensing jurisdiction;
 - (C) at least one full year of full-time work experience as a licensed non-chemical barber averaging no less than 32 hours per week, and a minimum of 1,200 hours of training in an approved school or an apprenticeship program approved by the board or by another licensing jurisdiction; or
 - (D) at least two years of full-time work experience as a licensed non-chemical barber averaging no less than 32 hours per week and a minimum of 800 hours of training in an approved school or an apprenticeship program approved by the board or by another licensing jurisdiction; and
 - (4) documents verifying that a state in which the applicant was licensed as a non-chemical barber required the applicant to pass a written examination to qualify for licensure.
- (c) An applicant unable to satisfy the requirements of (a)(3) or (b)(3) of this section due to lack of equivalency may obtain the needed hours of training and experience through attendance at an approved school or participation in an apprenticeship program approved by the board.

Authority: AS 08.13.030 AS 08.13.082 AS 08.13.100

12 AAC 09.096. HAIR BRAIDING LICENSE REQUIREMENTS. An applicant for a hair braiding license shall apply on a form provided by the department. The application must include

- (1) payment of the fees established in 12 AAC 02.140;
- (2) verification of completed training required under 12 AAC 09.164 by submitting either
 - (A) documentation of 35 hours of training received from
 - (i) a licensed school in this state; or
 - (ii) a licensed hairdresser, instructor of hairdressing, or hair braider in this state that meets the requirements of 12 AAC 09.186; or
 - (B) verification of licensure from another state with equivalent requirements in which the applicant is licensed as a hair braider; the verification must include the number hours of training the applicant completed.

Authority: AS 08.13.030 AS 08.13.080 AS 08.13.100

12 AAC 09.097. CREDIT FOR HOURS OF COURSE WORK AND TRAINING. (a) An applicant may use the same hours of course work and training to qualify for a license as a barber, a license as a non-chemical barber, and a license as a hairdresser. To be acceptable, the hours of course work and training must meet the requirements set out in this chapter for the applicable license.

(b) An applicant may use the same hours of course work and training to qualify for a license to practice tattooing and a license to practice permanent cosmetic coloring. To be acceptable, the hours of course work and training must meet the requirements set out in this chapter for the applicable license.

Authority: AS 08.13.030 AS 08.13.080

12 AAC 09.100. ESTHETICIAN LICENSE BY EXAMINATION. An application for an esthetician license by examination must be submitted in accordance with 12 AAC 09.005, with verification of at least 350 hours of esthetics training in an approved school or apprenticeship program, or in a combination of training and apprenticeship approved by the board or by another licensing jurisdiction.

Authority: AS 08.13.030 AS 08.13.082 AS 08.13.090
AS 08.13.080

12 AAC 09.105. ESTHETICIAN LICENSE BY WAIVER. An applicant for an esthetician license by waiver of examination must apply on a form provided by the department. The application must include

- (1) payment of the applicable fees established in 12 AAC 02.140;
- (2) verification of a current license to practice as an esthetician issued by another state;
- (3) verification of training equivalent to that described in 12 AAC 09.100; and
- (4) documents verifying that a state in which the applicant was licensed as an esthetician required the applicant to pass a written examination to qualify for licensure.

Authority: AS 08.13.030 AS 08.13.100

12 AAC 09.106. INSTRUCTOR LICENSE REQUIREMENTS. (a) A barber, hairdresser, manicurist, or esthetician who applies for an instructor license must comply with the requirements of this section before teaching in a school or instructing an apprentice in the practice or instruction of barbering, hairdressing, manicuring, or esthetics.

(b) A person licensed as an instructor is limited to instructing only in those fields in which the instructor holds a valid Alaska practitioner license.

(c) An application for an instructor license by examination must be submitted in accordance with 12 AAC 09.005, and must include verification of

- (1) a current barber, hairdresser, manicurist, or esthetician practitioner license in this state; and
- (2) either
 - (A) at least three years of practice as a licensed barber, hairdresser, manicurist, or esthetician in this state or in another licensing jurisdiction; or
 - (B) one year of practice as a licensed barber, hairdresser, manicurist, or esthetician in this state or another licensing jurisdiction followed by 600 hours of student-instructor training in a school approved by the board or approved by another licensing jurisdiction.

(d) An applicant for an instructor license by waiver of examination shall apply on a form provided by the department. The application must include

- (1) payment of the fees established in 12 AAC 02.140;
- (2) verification of a current barber, hairdresser, manicurist, or esthetician instructor license issued by another licensing jurisdiction that meets or exceeds the licensing standards of the state;
- (3) repealed 11/23/2023;
- (4) documents verifying that a state in which the applicant was licensed as an instructor required the applicant to pass a written examination to qualify for licensure; and
- (5) repealed 9/26/2024.

(e) Repealed 6/8/2016.

(f) An applicant for an advanced manicurist instructor license must apply on a form provided by the department. The application must include

- (1) verification of one year of work experience as a manicurist or hairdresser that includes at least 32 hours per week;
- (2) proof of passing the
 - (A) written examination for an advanced manicurist endorsement; and
 - (B) instructor's written examination; and
- (3) payment of the applicable fees established in 12 AAC 02.140.

Authority: AS 08.13.030 AS 08.13.080 AS 08.13.100
AS 08.13.070

12 AAC 09.107. TEMPORARY PERMITS. (a) A request for a temporary permit must be made on an application for licensure form provided by the department. The application must include

- (1) verification of a current license to practice barbering, non-chemical barbering, hairdressing, hair braiding, manicuring, esthetics, body piercing, tattooing, or permanent cosmetic coloring issued by another state; and
- (2) the application fee, license fee, and temporary permit fee specified in 12 AAC 02.140.

(b) In accordance with AS 08.13.170, a temporary permit is valid until the board acts on the application for a permanent license which it must do within six months.

Authority: AS 08.13.030 AS 08.13.170

12 AAC 09.108. ADVANCED MANICURIST ENDORSEMENT BY EXAMINATION. An application for an endorsement as an advanced manicurist by examination must be submitted in accordance with 12 AAC 09.005, with verification of at least 250 hours of advanced manicuring training in a school approved by the board or by another licensing jurisdiction.

Authority: AS 08.13.030 AS 08.13.080 AS 08.13.090
AS 08.13.040

12 AAC 09.109. ADVANCED MANICURIST ENDORSEMENT BY WAIVER. An applicant for an endorsement as an advanced manicurist by waiver of examination must apply on a form provided by the department. The application must include

- (1) payment of the applicable fees established in 12 AAC 02.140;
- (2) verification of a current license to practice as a manicurist issued by another state;
- (3) verification of training equivalent to that described in 12 AAC 09.148; and
- (4) documents verifying that a state in which the applicant was licensed as manicurist required the applicant to pass a written examination to qualify for licensure.

Authority: AS 08.13.030 AS 08.13.080 AS 08.13.100
AS 08.13.040

12 AAC 09.110. SHOP OWNER LICENSE. (a) An applicant for a shop owner license shall submit a completed application on a form provided by the department. A complete application must include

- (1) payment of the fees established in 12 AAC 02.140;
- (2) name of the owner or lessee;
- (3) business name of the shop;
- (4) mailing and street address of the shop;
- (5) if the shop owner is not a licensed practitioner, the name and license number of the practitioner who is employed as manager of the shop;
- (6) a listing of all other shops the applicant owns which includes the business name, mailing address, and street address of each; and

(7) a completed certification of compliance form provided by the department reflecting that the provisions of 18 AAC 23 that set requirements regarding health and sanitary conditions in shops have been met, or documentation that within the 90 days before until the 90 days after the date the application was submitted to the department, the applicant was found to be in compliance with the equivalent health and sanitary regulations of the municipality as a designee of the Department of Environmental Conservation and in which the shop is located; the applicant must obtain that documentation from the municipality, except that an applicant whose shop is located within a shop already inspected under this paragraph may submit a copy of that inspection report or designate that a copy of the report is already on file with the department; if the application is for a shop where body piercing, tattooing, or permanent cosmetic coloring will be practiced, the shop must be inspected and certified by the Department of Environmental Conservation as in compliance with the state environmental sanitation regulations in 18 AAC 23.

(b) A shop owner license is not transferable to another person. In the event of sale, lease, or transfer of ownership of a shop, the buyer, lessee, or transferee must apply for and be issued a new shop owner license, under this section, before conducting business.

(c) A violation of 18 AAC 23 is grounds for the suspension or revocation of a license or permit under AS 08.13.030(c).

(d) A shop owner or manager of a shop shall permit any member of the board or department representative to inspect the shop at any time during working hours to ensure compliance with AS 08.13 and this chapter and with the state environmental health and sanitation requirements of 18 AAC 23. The inspection under this subsection for purposes of meeting the requirements of 18 AAC 23 shall be recorded on a form approved by the board.

(e) A shop owner shall provide a suitable area, accessible to all employees and apprentices, for posting announcements and public notices from the board or the department.

(f) A shop owner shall have a separate shop owner license for each shop owned.

(g) If after an inspection, the department or the Department of Environmental Conservation finds that a shop is not in compliance with the environmental health and sanitation regulations required under (a)(7) or (d) of this section, the board may suspend the shop owner license until the shop owner submits documentation or is reinspected by a department representative to ensure that the shop is in compliance with the requirements of (a)(7) of this section.

(h) A shop owner that intends to move the shop to a new location must meet the requirements of (a)(7) of this section and submit written notification of the new address before conducting business in the new location.

(i) A shop owner that is currently licensed by the board that intends to add to the shop a tattooing, permanent cosmetic coloring, or body piercing procedure, must meet the requirements of (a)(7) of this section and AS 08.13.215 before that procedure may be conducted in the shop.

(j) The shop owner or manager of the shop shall designate a licensed practitioner to conduct the business of the shop when the shop owner or manager of the shop is absent from the shop.

Authority: AS 08.13.030 AS 08.13.210 AS 08.13.215
AS 08.13.120

12 AAC 09.111. MOBILE SHOPS. The board may issue a shop owner license to an applicant with a mobile unit for practicing barbering, hairdressing, manicuring, or esthetics who submits

- (1) the physical location where the unit will be parked when not in service;
- (2) a statement detailing the type of services to be provided;
- (3) the name and residence of the unit's owner;
- (4) the documentation required under 12 AAC 09.110(7); and
- (5) payment of the applicable fees established in 12 AAC 02.140.

Authority: AS 08.13.030 AS 08.13.160 AS 08.13.210

12 AAC 09.112. TEMPORARY SHOP LICENSE. (a) The board will issue a temporary shop license to a person who

(1) holds a current license or temporary permit in this state to practice body piercing, tattooing, or permanent cosmetic coloring;

(2) intends to hold a workshop or to demonstrate techniques as part of a convention or other special event that includes other practitioners of body piercing, tattooing, or permanent cosmetic coloring; and

(3) meets the requirements of this section.

(b) An applicant for a temporary shop license under this section shall submit

(1) a completed application on a form provided by the department; a completed application must identify the convention or other special event, its location, and the dates for which the temporary shop license is being requested;

(2) an affidavit verifying that the applicant has applied for a Department of Environmental Conservation certificate of sanitary standards issued under 18 AAC 23.310; and

(3) the temporary shop license fee established under 12 AAC 02.140.

(c) An application for a temporary shop license must be received in the department's Juneau office at least 30 days before the convention or other special event is scheduled to begin.

(d) A temporary shop license is valid only for the dates and locations of the convention or other special event described in the application, and for the practitioner to whom it was issued.

(e) A temporary shop license must be posted in a conspicuous location on site at the convention or other special event.

(f) In this section and AS 08.13.120(b), "convention or other special event" means a convention, industry trade show, or similar event that includes practitioners of body piercing, tattooing, or permanent cosmetic coloring and at which the license applicant intends to demonstrate to the other practitioners products or techniques related to body piercing, tattooing, or permanent cosmetic coloring.

Authority: AS 08.13.030 AS 08.13.120 AS 08.13.130

Editor's note: The department's Juneau office's mailing address is State of Alaska, Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806, and the physical address is 333 Willoughby Avenue, Juneau, Alaska.

~~**12 AAC 09.115. VERIFICATIONS.** Verification of licensed work experience or training of an applicant required under this chapter must be certified or notarized documentation supplied to the board by~~

~~(1) another jurisdiction's licensing board;~~

~~(2) a licensed school or shop;~~

~~(3) a licensed instructor;~~

~~(4) a licensed hairdresser, esthetician, barber, non-chemical barber, body piercing practitioner, tattooing practitioner, or permanent cosmetic coloring practitioner who sponsored an apprentice and maintained the required records under 12 AAC 09.190; or~~

~~(5) an individual who has direct personal knowledge of the applicant's work experience hours.~~

Authority: AS 08.13.030 AS 08.13.080

ARTICLE 5. SCHOOLS AND CURRICULUM.

Section

120. (Repealed)

125. Requirements for school license; renewal requirements

127. License requirements for school offered by a college or university

130. School records

135. Transfer of hours and reenrollment

140. Instructor-student ratio

143. Manicuring school curriculum

144. (Repealed)

145. (Repealed)

146. Equipment for schools teaching advanced manicuring

148. Advanced manicurist endorsement curriculum

150. (Repealed)

155. Equipment for barbering or hairdressing schools

160. Barber and hairdresser school curriculum

161. Non-chemical barbering school curriculum

162. Equipment for esthetics schools

- 163. Esthetics school curriculum
- 164. Hair braiding curriculum
- 165. Instructor curriculum
- 167. Body piercing training requirements
- 168. Permanent cosmetic coloring training requirements
- 169. Tattooing training requirements
- 170. Theory syllabus
- 173. Out-of-state training in body piercing, tattooing, and permanent cosmetic coloring
- 175. Sanitation

12 AAC 09.120. SCHOOL OWNER LICENSE. Repealed 2/28/88.

12 AAC 09.125. REQUIREMENTS FOR SCHOOL LICENSE; RENEWAL REQUIREMENTS. (a) Except for a school licensed under 12 AAC 09.127, in order to obtain a school license, a person, an association, a firm, or a corporation proposing to open a school of barbering, hairdressing, manicuring, or esthetics must apply to the board for a school license on a form provided by the department. The application must include

- (1) the fees established in 12 AAC 02.140;
- (2) the name of the school owner;
- (3) the names of all parties having a financial interest in the school;
- (4) an exact description of the floor plan and location of the school;
- (5) a completed certification of compliance form provided by the department reflecting that the provisions of 18 AAC 23 that set requirements regarding health and sanitary conditions in schools, or the equivalent requirements of a municipality as a designee of the Department of Environmental Conservation and in which the school is located, have been met; and

- (6) verification from the Alaska Commission on Postsecondary Education that the applicant is

(A) authorized to operate a postsecondary educational institution in the state as described in AS 14.48.070 if the board approves the application for a school under this chapter; or

(B) exempt under AS 14.48.030 from the requirements for an authorization to operate under AS 14.48.070.

(b) Except as provided in (j) and (l) of this section, in order to be approved by the board, a school must be a minimum of 1,000 square feet, including at least 15 square feet of instructional areas for each student. Minimum required instructional areas are

- (1) one classroom for theoretical instruction;
- (2) one practical-operation instructional area with student stations arranged to facilitate work to be performed; and
- (3) one dispensary with at least one sink with hot and cold water.

(c) For the purpose of determining minimum instructional areas, noninstructional areas of a school are lavatories, closets, hallways, reception areas, offices, stock room and other similar rooms or structures.

(d) School premises are subject to inspection and approval by at least one board member before initial licensure.

(e) A school license is not transferable to another person. In the event of sale, lease, or transfer of ownership of a school, the seller, lessor, or transferor shall notify the board in writing of the transaction within 30 days after the sale, lease, or transfer. The notice must include the name and address of the buyer, lessee, or transferee. The buyer, lessee, or transferee must apply for and be issued a new school license under this section before conducting business.

(f) If the operation of a school is moved to a new location, the school owner shall notify the board in writing of the move within 30 days after the move. A school moved to a new location is subject to inspection in accordance with this section.

(g) A school must provide a suitable area, accessible to all students, for posting announcements and public notices from the board or the department.

(h) A branch or extension of a licensed barber or hairdresser school must be in compliance with (b) - (d) of this section and with 12 AAC 09.155 and 12 AAC 09.175. A branch or extension of a licensed manicuring or esthetics school is required to be in compliance with (b) - (d) of this section and with 12 AAC 09.162 and 12 AAC 09.175.

(i) Repealed 6/8/2016.

(j) In order to be approved by the board, a school offering the 250-hour advanced manicurist curriculum described in 12 AAC 09.148 must be a minimum of 600 square feet, including at least 15 square feet of instructional area for each student.

(k) An applicant for renewal of a school license must certify on the renewal application that the applicant still meets the requirements of (a)(6)(A) or (B) of this section.

(l) In order to be approved by the board, a school offering the 12-hour manicurist curriculum described in 12 AAC 09.143 must be a minimum of 300 square feet, including at least 7 square feet of instructional area for each student.

(m) A school owner shall permit any member of the board or department representative to inspect the school at any time during working hours to ensure compliance with AS 08.13 and this chapter and with the state environmental health and sanitation regulations of 18 AAC 23. The inspection under this subsection for purposes of meeting the requirements of 18 AAC 23 shall be recorded on a form approved by the board.

12 AAC 09.127. LICENSE REQUIREMENTS FOR SCHOOL OFFERED BY A COLLEGE OR UNIVERSITY. (a) A college or university proposing to open a school of barbering, hairdressing, manicuring, or esthetics must apply to the board for a school license on a form provided by the department. The application must include

- (1) the fees established in 12 AAC 02.140;
- (2) the name and location of the school;
- (3) the name of the school administrator;
- (4) a detailed description of the content and structure of the training to be provided by the school.

(b) In order to be approved by the board, the school offered by a college or university must meet the following requirements:

(1) training must be conducted by persons who hold a valid instructor license, issued by the board, in the type of training being provided;

(2) practical training must be conducted in a shop licensed under AS 08.13.120 and 12 AAC 09.110, except that practical training may be conducted at a university or college, if the practical training involves a mannequin or a subject who is a student registered in the college or university's barbering, hairdressing, manicuring, or esthetics program;

(3) the licensed shop must meet the equipment requirements of 12 AAC 09.146, 12 AAC 09.155, and 12 AAC 09.162, as applicable for the type of training provided;

(4) the theoretical and practical training must meet the requirements of 12 AAC 09.143, 12 AAC 09.148, 12 AAC 09.160, 12 AAC 09.161, 12 AAC 09.163, and 12 AAC 09.164 as applicable for the type of training provided.

(c) The school administrator must register each student with the department as required by 12 AAC 09.130(a).

(d) The college or university shall enter into a memorandum of agreement with each shop licensed under AS 08.13.120 and 12 AAC 09.110 at which practical training is to be conducted. The memorandum of agreement must set out the contractual relationship between the parties and document the willingness of each party to comply with the requirements of the applicable statutes and regulations. The college or university shall submit a copy of each memorandum of agreement to the department.

(e) The college or university official administering a school of barbering, hairdressing, manicuring, or esthetics shall permit any member of the board to inspect the school at any time during working hours.

Authority:	AS 08.13.030	AS 08.13.110	AS 08.13.210
	AS 08.13.070	AS 08.13.180	

12 AAC 09.130. SCHOOL RECORDS. (a) A school owner on behalf of the student shall register each student with the department on forms provided by the department, including an application for a student permit; the completed forms must include

- (1) the personal identification information requested on the forms;
- (2) the date of the student's enrollment; and
- (3) the original signatures of the student and an official of the school.

(b) The completed forms required by (a) of this section must be filed with the department within 30 days after the enrollment date. No more than 300 hours of the training required by 12 AAC 09.090, 12 AAC 09.100, or 12 AAC 09.106 will be credited for student attendance before the date the student permit application is filed with the department.

(c) Not later than the 15th day after the calendar quarter, on a form provided by the department, a school shall submit a report on each student enrolled. This report must include

(1) the exact number of hours of theoretical and practical training completed by the student during the previous quarter; and

(2) the exact number and type of operations completed by the student during the previous quarter.

(d) The quarterly report must maintain continuity from month-to-month, from the date of enrollment to the date of termination or completion of the course of instruction regardless of attendance by the student.

(e) Not later than 20 working days after termination of instruction of a student, a school owner shall notify the department, on a form provided by the department, of the termination. The termination report must include the date of the student's enrollment, the date of termination, the total number and types of operations performed by the student, and the total number of hours and types of training received by the student. The termination report is subject to audit and may be utilized to establish credit hours for transfer and reenrollment under 12 AAC 09.135.

(f) Not later than five working days after completion by a student of a course of study, the school owner shall submit to the board an affidavit showing the total number of operations, the total number of hours of training and theoretical instruction completed by the student, the date of completion of the course, and verification the student passed the proficiency examination as required by 12 AAC 09.050. This affidavit will serve as certification by the school that the student meets eligibility requirements necessary for examination for licensure.

(g) A student will be considered terminated on the date the school receives written notice from the student of withdrawal or transfer or upon the 31st day of continuous unexcused absence from the school. The school owner shall notify the department of any student in this category, as required by (e) of this section.

(h) A school must provide at least one time clock for the recording of student attendance and must maintain daily records for the purpose of complying with this section. All records required by this subsection must be maintained in an orderly manner and must be available for inspection during hours the school is open for instruction.

(i) A school may not credit a student for more than 10 hours of training in any one day.

(j) A school shall provide a certificate, diploma, or other affidavit of completion of a course to each student successfully completing a course of instruction.

(k) After written notice to the student and the department, a school owner may request that the department hold all hours for a student that has failed to pay all fees and tuition currently due to the school for the student's course of training until the fees and tuition have been paid. Hours being held by the department for nonpayment to the school may not be used for transfer or to qualify for state board examinations until the school informs the department in writing that the hours are to be taken off of hold status.

(l) A student who is terminated under (e) and (g) of this section and re-enrolls in the same school or enrolls in another licensed school of barbering, hairdressing, or esthetics, must reregister with the department and meet the requirements of this section.

Authority: AS 08.13.030 AS 08.13.110 AS 08.13.180

12 AAC 09.135. TRANSFER OF HOURS AND REENROLLMENT. (a) A school shall accept credit hours of instruction and training of a student transferring from another licensed school in Alaska, or in another licensing jurisdiction, upon presentation of a certified or notarized copy of the records maintained by the board or the other licensing jurisdiction, unless the student has interrupted his schooling for a continuous period of two years or more before the request for transfer of credit hours.

(b) A student requesting reenrollment to a school whose schooling has been interrupted for a continuous period of two years or more will not be allowed credit for hours of instruction received prior to the date of interruption.

Authority: AS 08.13.030 AS 08.13.110

12 AAC 09.140. INSTRUCTOR-STUDENT RATIO. (a) A school must employ and actively utilize the services of only licensed instructors and must maintain at least one full-time licensed instructor for every 25 or fewer enrolled students.

(b) Licensed instructors in the ratio prescribed in (a) of this section must be on the school premises during all hours the school is open for instruction.

(c) A student instructor enrolled in a school may not be utilized to fulfill the instructor to student ratio requirements of this section.

Authority: AS 08.13.030 AS 08.13.110 AS 08.13.190

12 AAC 09.143. MANICURING SCHOOL CURRICULUM. (a) A student who is enrolled in a course of manicuring must complete a curriculum that consists of at least 12 hours of instruction or training that includes the following subjects for the minimum number of hours specified:

- (1) bacteria: one hour;
- (2) infectious agents and infection: two hours;
- (3) sanitation: three hours;
- (4) harmful products and protection: two hours;
- (5) anatomy and physiology: two hours;
- (6) nail disorders: two hours.

(b) The curriculum set out in (a) of this section shall be taught from a board approved textbook.

(c) A licensed instructor from a school approved by the board may teach the curriculum in (a) of this section in a location outside of the licensed school upon written notification to the board.

Authority: AS 08.13.030 AS 08.13.080 AS 08.13.110

12 AAC 09.144. MANICURING SCHOOL CURRICULUM. Repealed 6/8/2016.

12 AAC 09.145. EQUIPMENT FOR BARBER SCHOOLS. Repealed 2/28/88.

19 Requirements

12 AAC 09.146. EQUIPMENT FOR SCHOOLS TEACHING ADVANCED MANICURING. (a) In addition to meeting the requirements of 12 AAC 09.125(b), the classroom for theoretical instruction of the practice of advanced manicuring must be equipped with seating capacity for all students attending the class, and with equipment including

- (1) one blackboard;
- (2) a chart or charts of the skin, hair, muscles, nerves, bones, and circulatory system; and
- (3) a book or books on general anatomy, physiology, and hygiene.

(b) The school shall provide each student with at least one board-approved textbook covering the subjects listed in 12 AAC 09.148.

(c) The practical instructional area must have available the following equipment:

- (1) a cabinet for instruments and linens;
 - (2) a towel container for soiled linens;
 - (3) a smock;
 - (4) terrycloth or disposable towels;
 - (5) manicuring materials including orange wood sticks, finger bowls, steel pushers, emery boards, metal nail files, cuticle nippers, callus removers, moisturizing lotion, antibacterial soap, finger nail clippers, plastic spatulas, septic powder, cotton balls, cuticle cream, cuticle oil, cuticle solvent, supply trays, polish, tweezers, nail brushes, and chamois buffers;
 - (6) a manicuring table with adjustable lamp and two chairs;
 - (7) pedicure tubs;
 - (8) a manicure ventilation system;
 - (9) a paraffin wax machine;
 - (10) artificial nail supplies, including acetone, acrylic powder and liquid, dappen dishes, nail forms and tips, natural bristle brushes, fine and heavy grit files, small scissors, buffing blocks, primer, safety glasses and mask, adhesive, glue, three-way buffers, nail oil, professional electric nail file, and silk wraps;
 - (11) rubber or latex gloves;
 - (12) chemical agents and labeled containers for sanitary purposes.
- (d) For every six or fewer students working at one time, the practical instructional area must have a wash basin with running hot and cold water.

Authority: AS 08.13.030

AS 08.13.110

12 AAC 09.148. ADVANCED MANICURIST ENDORSEMENT CURRICULUM. (a) An applicant for an endorsement as an advanced manicurist must complete a curriculum that consists of at least 250 hours of instruction or training in manicuring that includes the following subjects for the minimum number of hours specified:

- (1) sanitation and safety measures: 45 hours, including instruction in
 - (A) bacteriology; and
 - (B) sanitation, including
 - (i) chemical agents; and
 - (ii) sanitizing methods and procedures;
 - (C) federal Occupational Safety and Health Administration (OSHA) safety standards; and
 - (D) infectious agents and infection;
 - (2) anatomy and physiology of the arms, hands, and feet: 45 hours, including instruction in
 - (A) nail shapes, structures, and growth, including
 - (i) nail irregularities; and
 - (ii) nail diseases;
 - (B) bones, muscles, and nerves of the arm and hand;
 - (C) skin histology and functions; and
 - (D) blood circulation, including
 - (i) blood vessels; and
 - (ii) blood supply of the arm, hand, and foot;
 - (3) manicuring and pedicuring: 155 hours, including instruction in
 - (A) preparation;
 - (B) equipment and implements;
 - (C) supplies;
 - (D) procedures, including
 - (i) basic manicure;
 - (ii) oil manicure;
 - (iii) nail analysis; and
 - (iv) hand and arm massage;
 - (E) pedicure;
 - (F) artificial nails, including
 - (i) sculpturing and liquid and powder brush-ons;
 - (ii) artificial nail tips;
 - (iii) nail wraps and repairs;
 - (iv) maintenance; and
 - (v) use of professional electric nail file;
 - (G) polish application; and
 - (H) specific needs;
 - (4) state law: five hours.
- (b) The curriculum in (a) of this section must incorporate the following:
- (1) communication skills;

- (2) professional ethics;
 - (3) sales skills;
 - (4) decorum;
 - (5) record keeping;
 - (6) client service record cards.
- (c) A student is responsible for participating in the routine maintenance of the sanitary conditions necessary to conduct business. However, credit may not be given for time spent laundering towels, washing floors, walls, windows, or lavatories, or similar work.

Authority: AS 08.13.030 AS 08.13.080 AS 08.13.110

12 AAC 09.150. BARBER SCHOOL CURRICULUM. Repealed 2/28/88.

12 AAC 09.155. EQUIPMENT FOR BARBERING OR HAIRDRESSING SCHOOLS. (a) In addition to the requirements of 12 AAC 09.125(b), the classroom for theoretical instruction of the practice of barbering or hairdressing must be equipped with seating capacity for all students attending the classroom, and with equipment including

- (1) one blackboard;
 - (2) a chart or charts of the skin, hair, muscles, nerves, bones and circulatory system of the head, neck, and face;
- and
- (3) a book or books on general anatomy, physiology, and hygiene.

(b) The school shall provide each student with at least one board-approved textbook covering all practical operations in 12 AAC 09.160.

(c) The practical instructional area must have available the following equipment:

- (1) a cabinet for instruments and linens;
- (2) a towel container for soiled towels;
- (3) a cape with sanex strips;
- (4) towels;
- (5) shampoos, tonics, creams, conditioners, and setting lotions;
- (6) rollers;
- (7) clips, and bobby and hair pins;
- (8) combs;
- (9) brushes;
- (10) a dressing table, dresserette, or styling bar with mirror;
- (11) a styling chair;
- (12) a portable hair dryer or blower dryer;
- (13) a curling iron;
- (14) an injector razor with blades;
- (15) scissors;
- (16) permanent-waving solutions, rods and applicators;
- (17) chemical straightening solutions;
- (18) bleaches, tints, rinses, and highlighting solutions;
- (19) disposable rubber gloves;
- (20) thinning shears;
- (21) electric clippers;
- (22) a mannequin;
- (23) repealed 4/23/98;
- (24) for a barbering school, a hot lather machine;
- (25) repealed 6/8/2016;
- (26) waxing materials;
- (27) tweezers;
- (28) manicuring materials.

37 Requirements

(d) For every 6 or fewer students working at one time, the practical instructional area must have available at least

- (1) one shampoo bowl with running hot and cold water; and
- (2) one standard chair-style hair-dryer unit with hood.

Authority: AS 08.13.030 AS 08.13.110

12 AAC 09.160. BARBER AND HAIRDRESSER SCHOOL CURRICULUM. (a) A student who is enrolled in a course of barbering or hairdressing must complete a curriculum that consists of at least 1,650 hours of theoretical and practical training. A school shall teach a minimum of 185 hours of theoretical instruction, including five hours in state law, consisting of the provisions of AS 08.13, this chapter, and the Department of Environmental Conservation regulations contained in 18 AAC 23, and the following minimum number of practical operations, during the 1,650 hours of training:

SUBJECT	MINIMUM NUMBER OF PRACTICAL OPERATIONS, HAIRDRESSERS	MINIMUM NUMBER OF PRACTICAL OPERATIONS, BARBERS
(1) wet hair styling and drying, including hair analysis, shampooing, finger waving, pin curling, and comb outs	180	30
(2) thermal hair styling and drying, including hair analysis, straightening, waving, curling with hot combs and hot curling irons, hair braiding, and blower styling	180	180
(3) permanent waving, including hair analysis and chemical waving	80	50
(4) chemical straightening including hair analysis and the use of sodium hydroxide and other base solutions	10	10
(5) haircutting, including hair analysis and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting	250	400
(6) haircoloring and bleaching, including hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers, but not including color rinses	75	75
(7) scalp and hair treatments, including hair and scalp analysis, brushing, electric and manual scalp manipulation, and other hair treatments	10	10
(8) beard trimming	5	50
(9) beard shaving	0	50
(10) eyebrow arching and hair removal, including the use of wax, manual or electric tweezers, and depilatories for the removal of superfluous hair	15	0
(11) makeup, including skin analysis, complete and corrective makeup, and the application of false eyelashes	15	0
(12) repealed 6/8/2016		
(13) manicure	15	0

(b) A student is responsible for participating in the routine maintenance of the sanitary conditions necessary to conduct business. However, credit may not be given for time spent laundering towels, washing floors, walls, windows, or lavatories, or similar work.

(c) Repealed 8/10/2012.

(d) Repealed 6/8/2016.

(e) A student or apprentice who is enrolled in a school or apprenticeship program may complete up to 25 percent of the required theoretical instruction hours in (a) of this section through a distance education course online provided by Milady, PivotPoint, or a similar organization approved by the board. Verification of successful completion of this training must be mailed directly to the department from the school or instructor.

(f) In addition to meeting the requirements of (a) of this section, the curriculum required for a hairdresser must include the manicuring curriculum set out in 12 AAC 09.143.

(g) A student must pass a proficiency examination provided by the school in each subject area described in (a) of this section as required by 12 AAC 09.050, after the student completes the course of study.

12 AAC 09.161. NON-CHEMICAL BARBERING SCHOOL CURRICULUM. (a) A student who is enrolled in a course of non-chemical barbering must complete a curriculum that consists of at least 1,350 hours of theoretical and practical training. A school shall teach a minimum of 185 hours of theoretical instruction, including five hours in state law, consisting of provisions of AS 08.13, this chapter, and the Department of Environmental Conservation regulations contained in 18 AAC 23, and the following minimum number of practical operations, during the 1,350 hours of training:

SUBJECT	MINIMUM NUMBER OF PRACTICAL OPERATIONS
(1) wet hair styling and drying, including hair analysis, shampooing, finger waving, pin curling, and comb outs	30
(2) thermal hair styling and drying, including hair analysis, straightening, waving, curling with hot combs and hot curling irons, hair braiding, and blower styling	180
(3) haircutting, including hair analysis and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting	400
(4) scalp and hair treatments, including hair and scalp analysis, brushing, electric and manual scalp manipulation, and other hair treatments	10
(5) beard trimming	50
(6) beard shaving	50

(b) A student is responsible for participating in the routine maintenance of the sanitary conditions necessary to conduct business. However, credit may not be given for time spent laundering towels, washing floors, walls, windows, or lavatories, or similar work.

(c) A student or apprentice who is enrolled in a school or apprenticeship program may complete up to 25 percent of the required theoretical instruction hours in (a) of this section through a distance education course online provided by Milady, PivotPoint, or a similar organization approved by the board. Verification of successful completion of this training must be mailed directly to the department from the school or instructor.

(d) A student must pass a proficiency examination provided by the school in each subject area described in (a) of this section as required by 12 AAC 09.050, after the student completes the course of study.

12 AAC 09.162. EQUIPMENT FOR ESTHETICS SCHOOLS. (a) In addition to the requirements of 12 AAC 09.125(b), the classroom for instruction in the theory of the practice of esthetics must be equipped with adequate seating for all students attending the class, and must include

- (1) one blackboard;
- (2) a chart or charts of the skin, hair, muscles, nerves, bones, and circulatory system of the head, neck, and face;
- (3) a book or books on general anatomy, physiology and hygiene; and
- (4) at least one board-approved textbook, for each student, covering all practical operations listed in 12 AAC

09.163, provided by the school.

(b) The practical instruction area must include the following equipment:

- (1) a cabinet for instruments and linens;
- (2) a towel container for soiled towels;
- (3) a cape with sanex strips;
- (4) towels;
- (5) a dressing table, dresserette, or styling bar with a mirror;
- (6) repealed 4/21/2010;
- (7) wax materials;
- (8) tweezers;
- (9) facial masks;
- (10) an adequate reclining chair or massage table with paper liners; and

17 Requirements

(11) electrical equipment, including the use of all electrical modalities and electrical apparatus, including dermal lights for facials and skin-care purposes.

(c) For every six or fewer students working at one time, the practical instructional area must have a wash basin with running hot and cold water.

Authority: AS 08.13.030

AS 08.13.110

12 AAC 09.163. ESTHETICS SCHOOL CURRICULUM. (a) A student who enrolls in a course of esthetics must complete a curriculum that consists of at least 350 hours of theoretical and practical training. A school shall teach a minimum of 40 hours of theoretical instruction, including five hours in state law and the following minimum number of practical operations during the 350 hours of training:

SUBJECT	MINIMUM NUMBER OF PRACTICAL OPERATIONS
(1) manual, including skin analysis, cleansing, manipulations, packs and masks	60
(2) electrical, including the use of all electrical modalities and electrical apparatus, including dermal lights for facials and skin-care purposes	40
(3) eyebrow arching and hair removal, including the use of wax, manual or electric tweezers and depilatories for the removal of superfluous hair	50
(4) makeup, including skin analysis, complete and corrective makeup, and the application of false eyelashes	50

(b) A student or apprentice who is enrolled in a school or apprenticeship program may complete up to 25 percent of the required theoretical instruction hours in (a) of this section through a distance education course online provided by Milady, PivotPoint, or a similar organization approved by the board. Verification of successful completion of this training must be mailed directly to the department from the school or instructor.

(c) A student must pass a proficiency examination provided by the school in each subject area described in (a) of this section as required by 12 AAC 09.050, after the student completes the course of study.

Authority: AS 08.13.030

AS 08.13.090

AS 08.13.110

12 AAC 09.164. HAIR BRAIDING CURRICULUM. A student who enrolls in a course of hair braiding must complete 35 hours of instruction. The instruction must include the following:

SUBJECT	MINIMUM NUMBER OF HOURS
(1) hair and scalp analysis	5
(2) diseases and disorders	5
(3) sanitation	5
(4) statutes and regulations	5
(5) natural hair braiding techniques	15

Authority: AS 08.13.030

AS 08.13.080

12 AAC 09.165. INSTRUCTOR CURRICULUM. (a) The curriculum for a student enrolled in a course of instructor training must consist of at least 600 hours of training in teaching barbering, hairdressing, manicuring, or esthetics. A school shall teach the following minimum hours of instruction:

**MINIMUM
HOURS OF**

SUBJECT	INSTRUCTION
(1) Statutes and Regulations of the board	25
(2) Preparatory theoretical instruction, including teaching techniques, lesson planning, methods of instruction, evaluation of instruction, student recordkeeping, state recordkeeping, and school operation	75
(3) Supervision of desk, booking appointments, and assigning students for clinic services	25
(4) Clinic floor supervision under direct supervision of licensed instructor	50
(5) The remaining 425 hours must be completed as scheduled by the school but must include	
(A) presentation of theoretical subjects in a classroom situation	50
(B) presentation of practical subjects in a classroom situation; and	50
(C) supervision of clinic floor	325
(b) A school shall employ text and reference books in a student-instructor teaching program.	
(c) A student is responsible for participating in the routine maintenance of the sanitary conditions necessary to conduct business. However, credit may not be given for time spent laundering towels, washing floors, walls, windows, or lavatories, or similar work.	
(d) A student who is enrolled in a school may complete up to 25 percent of the required hours in (a) of this section through a distance education course online provided by Milady, PivotPoint, or a similar organization approved by the board. Verification of successful completion of this training must be mailed directly to the department from the school or instructor.	

Authority: AS 08.13.030 AS 08.13.110

12 AAC 09.167. BODY PIERCING TRAINING REQUIREMENTS. (a) A student who is receiving training in body piercing must complete a curriculum that consists of at least 1,000 hours of theoretical and practical training. The training must include a minimum of 270 hours of theory instruction and a minimum of 150 practical operations.

- (b) The 150 practical operations required under (a) of this section must include
- (1) 50 practical operations observed by the student;
 - (2) 50 practical operations in which the student participated; and
 - (3) 50 practical operations performed by the student under supervision, but without assistance.
- (c) The 270 hours of theory instruction required in (a) of this section must include the following:

SUBJECT	MINIMUM NUMBER OF HOURS
(1) safety, sanitation, sterilization, and aseptic	100
(2) anatomy and physiology:	30
(3) skin and skin disorders	10
(4) aftercare techniques	100
(5) equipment and supplies	20
(6) Alaska statutes and regulations	10
(d) In addition to the requirements of (a) — (c) of this section, an applicant must successfully complete training equivalent to that required for completion of courses certified by the American Red Cross, the American Heart Association, or a similar organization approved by the board, in	
(1) cardiopulmonary resuscitation (CPR); and	
(2) blood borne pathogens.	

(e) An applicant for a body piercing license under AS 08.13.082(d)(1)(B) based on training received in another state shall submit, on a form provided by the department, verification of completed training equivalent to that required under (a) – (c) of this section. The applicant may establish compliance with the requirements of (c)(6) of this section by submitting to the department an affidavit from the applicant that states that the applicant has studied the Alaska statutes and regulations regarding body piercing for at least the minimum number of hours required.

(f) An applicant for a body piercing license under (e) of this section who does not have enough hours to satisfy the requirements equivalent to those of (a) – (c) of this section may obtain the remaining hours of training needed in a licensed shop in this state under a licensed practitioner of body piercing. The applicant must obtain a student permit under 12 AAC 09.180 and board approval of the proposed training program under 12 AAC 09.190 before the training begins.

(g) A student or apprentice who is enrolled in a school or apprenticeship program may complete up to 25 percent of the required theory instruction hours in (c) of this section through a distance education course online provided by Milady, PivotPoint, or a similar organization approved by the board. Verification of successful completion of this training must be mailed directly to the department from the school or instructor.

Authority: AS 08.13.030 AS 08.13.080 AS 08.13.082

12 AAC 09.168. PERMANENT COSMETIC COLORING TRAINING REQUIREMENTS. (a) A student who is receiving training in permanent cosmetic coloring must complete a curriculum that consists of at least 250 hours of training. The training must include a minimum of 125 hours of theory instruction and a minimum of 75 hours of practical operations, including the number of practical operations under (c) of this section, during which the trainer must be physically present in the shop.

(b) The 125 hours of theory instruction required under (a) of this section must include the following:

SUBJECT	MINIMUM NUMBER OF HOURS
(1) safety, sanitation, sterilization, and aseptic	45
(2) anatomy and physiology	10
(3) skin and skin disorders	10
(4) aftercare techniques	30
(5) equipment and supplies	10
(6) Alaska statutes and regulations	10
(7) emotional and psychological considerations of the client	5
(8) face shape and color theory	5

(c) The 75 hours of practical operations required in (a) of this section must include

(1) 25 practical operations observed by the student, including eight lips, eight eyeliners, and eight eyebrows, and may include microblading;

(2) 25 practical operations in which the student participated, including eight lips, eight eyeliners, and eight eyebrows, and may include microblading; and

(3) 25 practical operations performed by the student under supervision, but without assistance, including eight lips, eight eyeliners, and eight eyebrows, and may include microblading.

(d) In addition to the requirements of (a) – (c) of this section, an applicant must successfully complete training equivalent to that required for completion of courses certified by the American Red Cross, the American Heart Association, or a similar organization approved by the board, in

(1) cardiopulmonary resuscitation (CPR); and

(2) blood borne pathogens.

(e) An applicant for a permanent cosmetic coloring license under AS 08.13.082(d)(1)(B) based on training received in another state shall submit, on a form provided by the department, verification of completed training equivalent to that required under (a) – (c) of this section. The applicant may establish compliance with the requirement of (b)(6) of this section by submitting to the department an affidavit from the applicant that states that the applicant has studied the Alaska statutes and regulations regarding permanent cosmetic coloring for at least the minimum number of hours required.

(f) An applicant for a permanent cosmetic coloring license under (e) of this section who does not have enough hours to satisfy the requirements equivalent to those of (a) – (c) of this section may obtain the remaining hours of training needed in a licensed shop in this state under a licensed practitioner of permanent cosmetic coloring. The

applicant must obtain a student permit under 12 AAC 09.180 and board approval of the proposed training program under 12 AAC 09.190 before the training begins.

(g) A student or apprentice who is enrolled in a school or apprenticeship program may complete up to 25 percent of the required theory instruction hours in (b) of this section through a distance education course online provided by Milady, PivotPoint, or a similar organization approved by the board. Verification of successful completion of this training must be mailed directly to the department from the school or instructor.

Authority: AS 08.13.030 AS 08.13.080 AS 08.13.082

12 AAC 09.169. TATTOOING TRAINING REQUIREMENTS. (a) A student who is receiving training in tattooing must complete a curriculum that consists of at least 1,000 hours of training. The training must include a minimum of 270 hours of theory instruction and a minimum of 150 hours of practical operations as required under (c) of this section, during which the trainer must be physically present in the shop.

(b) The 270 hours of theory instruction required under (a) of this section must include the following:

SUBJECT	MINIMUM NUMBER OF HOURS
(1) safety, sanitation, sterilization, and aseptic	100
(2) anatomy and physiology	30
(3) skin and skin disorders	10
(4) aftercare techniques	100
(5) equipment and supplies	20
(6) Alaska statutes and regulations	10
(c) The 150 hours of practical operations required in (a) of this section must include	
(1) 50 practical operations observed by the student;	
(2) 50 practical operations in which the student participated; and	
(3) 50 practical operations performed by the student under supervision, but without assistance.	
(d) In addition to the requirements of (a) – (c) of this section, an applicant must successfully complete training equivalent to that required for completion of courses certified by the American Red Cross, the American Heart Association, or a similar organization approved by the board, in	
(1) cardiopulmonary resuscitation (CPR); and	
(2) blood borne pathogens.	
(e) An applicant for a tattooing license under AS 08.13.082(d)(1)(B) based on training received in another state shall submit, on a form provided by the department, verification of completed training equivalent to that required under (a) – (c) of this section. The applicant may establish compliance with the requirements of (b)(6) of this section by submitting to the department an affidavit from the applicant that states that the applicant has studied the Alaska statutes and regulations regarding tattooing for at least the minimum number of hours required.	
(f) An applicant for a tattooing license under (e) of this section who does not have enough hours to satisfy the requirements equivalent to those of (a) – (c) of this section may obtain the remaining hours of training needed in a licensed shop in this state under a licensed practitioner of tattooing. The applicant must obtain a student permit under 12 AAC 09.180 and board approval of the proposed training program under 12 AAC 09.190 before the training begins.	
(g) A student or apprentice who is enrolled in a school or apprenticeship program may complete up to 25 percent of the required theory instruction hours in (b) of this section through a distance education course online provided by Milady, PivotPoint, or a similar organization approved by the board. Verification of successful completion of this training must be mailed directly to the department from the school or instructor.	

Authority: AS 08.13.030 AS 08.13.080 AS 08.13.082

12 AAC 09.170. THEORY SYLLABUS. (a) The board will, in its discretion, provide a theory syllabus to licensed schools of barbering, hairdressing, manicuring, and esthetics, outlining topics to be taught by the school and listing suggested textbooks to be used for instruction in the practice of barbering, hairdressing, manicuring, and esthetics.

(b) Repealed 12/6/2020.

Authority: AS 08.13.030 AS 08.13.110

12 AAC 09.173. OUT-OF-STATE TRAINING IN BODY PIERCING, TATTOOING, AND PERMANENT COSMETIC COLORING. (a) Training in body piercing received outside of this state under AS 08.13.082(d)(1)(B) will be approved by the board if the training meets the requirements of 12 AAC 09.167(a) - (c) and is provided by a person knowledgeable in the applicable techniques.

(b) Training in tattooing received outside of this state under AS 08.13.082(d)(1)(B) will be approved by the board if the training meets the requirements of 12 AAC 09.169(a) – (c) and is provided by a person knowledgeable in the applicable techniques.

(c) Training in permanent cosmetic coloring received outside of this state under AS 08.13.082(d)(1)(B) will be approved by the board if the training meets the requirements of 12 AAC 09.168(a) – (c) and is provided by a person knowledgeable in the applicable techniques.

Authority: AS 08.13.030 AS 08.13.080 AS 08.13.082

12 AAC 09.175. SANITATION. A violation of 18 AAC 23 is grounds for the suspension or revocation of a license or permit under AS 08.13.030(c)(2).

Authority: AS 08.13.030 AS 08.13.210

ARTICLE 6. STUDENT PERMITS, TRAINING, AND APPRENTICES.

Section

180. Student permits

185. Trainees in body piercing, tattooing, or permanent cosmetic coloring

186. Trainees in hair braiding

190. Apprentices of barbering, non-chemical barbering, hairdressing, and esthetics

12 AAC 09.180. STUDENT PERMITS. (a) The board will issue a student permit to an applicant who meets the requirements of AS 08.13.180 and submits a completed application on a form provided by the department; the completed application must include

- (1) the personal identification information requested on the form;
- (2) payment of the fees established in 12 AAC 02.140; and
- (3) proof of

(A) enrollment in a licensed school of barbering, hairdressing, or esthetics, as specified in 12 AAC 09.130;

(B) acceptance as an apprentice to a practitioner in a shop approved by the board; or

(C) receiving training from a practitioner of tattooing, permanent cosmetic coloring, or body piercing.

(b) The board will issue a student-instructor permit, valid for two years from date of issuance, upon receipt of the applicant's

(1) proof of enrollment in a student-instructor program in a licensed school of barbering, hairdressing, manicuring, or esthetics as specified in 12 AAC 09.130; and

(2) proof of a current license to practice as a barber, non-chemical barber, hairdresser, esthetician, or as a manicurist with an endorsement as an advanced manicurist.

(c) The board will, in its discretion, extend a student permit beyond the original expiration date of the permit, up to the date of the next scheduled examination, if a request for an extension is made by the permit holder explaining the need for the extension.

(d) Repealed 8/10/2012.

(e) A student may claim hours under (a)(2)(A) of this section as a student or under (a)(2)(B) of this section as an apprentice. The board will not accept hours for a student enrolled in school training and an apprentice program at the same time.

(f) Unless the student's permit is extended under (c) of this section, a student whose permit has expired under this section and re-enrolls in the same school or enrolls in another licensed school of barbering, hairdressing, manicuring, or esthetics, must reregister with the department and meet the requirements of this section.

Authority: AS 08.13.030 AS 08.13.180 AS 08.13.190

12 AAC 09.185. TRAINEES IN BODY PIERCING, TATTOOING, OR PERMANENT COSMETIC COLORING. (a) A currently licensed practitioner of body piercing, tattooing, or permanent cosmetic coloring who has held a practitioner's license in this state for at least one year before the training begins may provide training to no more than two trainees simultaneously in a shop licensed by the board under 12 AAC 09.110. A license practitioner of

- (1) body piercing may provide training in body piercing;
- (2) tattooing may provide training in tattooing;
- (3) permanent cosmetic coloring may provide training in permanent cosmetic coloring.

- (b) The trainer must
 - (1) provide a time clock in the shop for the recording of the trainee's attendance;
 - (2) maintain daily records of the trainee's hours of attendance; and
 - (3) maintain all records in an orderly manner and make records available for inspection by a member of the board during the hours the shop is open.
- (c) A trainer may not credit a trainee for more than 10 hours of training in any one day.
- (d) A trainee may not perform work in a shop unless the trainer responsible for the trainee's training is on the premises.
- (e) A trainer must submit a report on each trainee under the trainer's supervision, on a form provided by the department, no later than the 15th day after the calendar quarter. The report must include
 - (1) for tattooing, the exact number of hours of theoretical instruction and exact number and type of practical operations completed by the trainee during the previous quarter;
 - (2) for permanent cosmetic coloring, the exact number of hours of theoretical instruction and exact number and type of practical operations completed by the trainee during the previous quarter;
 - (3) for body piercing, the exact number of hours of theoretical instruction and the exact number and type of practical operations completed by the trainee during the previous quarter.
- (f) The quarterly report must maintain continuity from month-to-month from the date the training begins to the date of termination or completion of the course of training regardless of attendance by the trainee.
- (g) The trainer must submit a certificate of student training form for tattooing, permanent cosmetic coloring, or body piercing within 20 days of termination of the training, documenting the theoretical and practical operations completed by the trainee during the incomplete training period.
- (h) Upon completion of a course of training under this section, the trainee is eligible to take the appropriate examination in the license categories of tattooing, permanent cosmetic coloring, or body piercing. The trainer shall submit a certificate of student training form not later than five days after the completion of training, documenting the theory hours and practical operations.
- (i) A trainee whose training has been interrupted for a continuous period of two years or more will not be allowed credit for the hours of training received before the date the training was interrupted.
- (j) A trainee may have no more than three trainers at a time. Each trainer must submit a statement of responsibility for the trainee. Approved trainers will be listed and reflected on the trainees permit. Any of the approved trainers may submit completion or termination certificates, documenting the theoretical and practical operations completed by the trainee during the incomplete training period in accordance with (g) and (h) of this section.
- (k) A trainee permit is portable to shops licensed by the board under 12 AAC 09.110. The requirements of this section must be met at all times.

Authority: AS 08.13.030 AS 08.13.082

12 AAC 09.186. TRAINEES IN HAIR BRAIDING. (a) A currently licensed hairdresser, instructor in hairdressing, or hair braider in a shop that is licensed by the board under 12 AAC 09.110 may provide instruction in hair braiding in accordance with 12 AAC 09.164.

(b) The trainer under (a) of this section must have held a license in this state for at least one year before the training begins.

Authority: AS 08.13.030 AS 08.13.080

12 AAC 09.190. APPRENTICES OF BARBERING, NON-CHEMICAL BARBERING, HAIRDRESSING, AND ESTHETICS. (a) A currently licensed barber, non-chemical barber, hairdresser, or esthetician instructor in a shop that is licensed by the board under 12 AAC 09.110 may sponsor an apprentice in the instruction of barbering, non-chemical barbering, hairdressing, or esthetics if

- (1) the instructor submits a completed application on a form provided by the department; the completed application must include
 - (A) the personal identification information requested on the form;
 - (B) a curriculum to the board and must provide for
 - (i) verification that the shop where the training will be provided meets the requirements of 12 AAC 09.155 if the apprenticeship training is for barbering or hairdressing, 12 AAC 09.155 except for items listed under 12 AAC 09.155(c)(16) – (18) if the apprenticeship training is for non-chemical barbering, and 12 AAC 09.162 if the apprenticeship training is for esthetics;
 - (ii) instruction of the minimum hours of theoretical and practical training specified in 12 AAC 09.160 if the apprenticeship training is for barbering or hairdressing, 12 AAC 09.161 if the apprenticeship training is for non-chemical barbering, or 12 AAC 09.163 if the apprenticeship training is for esthetics, and the proficiency examination described in 12 AAC 09.050;
 - (iii) a period of apprenticeship that meets the requirements of AS 08.13.082; and
 - (iv) the issuance of an affidavit of completion to each apprentice successfully completing the apprenticeship; and
- (2) the apprentice holds a student permit issued under 12 AAC 09.180(a).

- (b) An instructor may sponsor no more than two apprentices. The instructor must ensure that each apprentice sponsored by that instructor has that apprentice's own work station in the shop where the training will be provided.
- (c) An instructor may not sponsor a student-instructor.
- (d) An instructor must provide training and instruction to the same extent required of a school of barbering, hairdressing, or esthetics.
- (e) An instructor must provide a time clock in the shop for the recording of the apprentice's attendance. An instructor must maintain daily records of an apprentice's number of hours of instructional coursework and number of practical operations.
- (f) An instructor may not credit an apprentice for more than 10 hours of training in any one day.
- (g) All records required to be maintained by an instructor under this section must be maintained in an orderly, alphabetical, or numerical filing system and must be made available for inspection by any member of the board upon reasonable notice.
- (h) An apprentice may not perform work in a shop unless the licensed barber, non-chemical barber, hairdresser, or esthetician instructor responsible for the apprentice's training is on the premises.
- (i) Not later than the 15th day after the calendar quarter, on a form provided by the department, an instructor shall submit a report on each apprentice enrolled. The quarterly report must
 - (1) include the exact number of hours of theoretical and practical training completed by the apprentice during the previous quarter;
 - (2) include the exact number and type of operations completed by the apprentice during the previous quarter; and
 - (3) maintain continuity from month-to-month, from the date of enrollment to the date of termination or completion of the course of instruction regardless of attendance by the apprentice.
- (j) Not later than 20 working days after termination of instruction of an apprentice, the instructor shall notify the department, on a form provided by the department, of the termination. The termination report must include the date of the apprentice's enrollment, the date of termination, the total number and types of operations performed by the apprentice, and the total number of hours and types of training received by the apprentice. The termination report is subject to audit and may be utilized to establish credit hours for transfer and reenrollment under 12 AAC 09.135.
- (k) Not later than five working days after completion by an apprentice of a course of training, the instructor in a shop shall submit to the board an affidavit showing the total number of operations, the total number of hours of training and theoretical instruction completed by the apprentice, the date of completion of the training, and verification of passing the proficiency examination as required by 12 AAC 09.050. This affidavit will serve as certification by the instructor that the apprentice meets eligibility requirements necessary for examination for licensure.
- (l) Repealed 11/23/2023.
- (m) An apprentice who interrupts the apprentice's training for a continuous period of two years will not be allowed credit for apprenticeship instruction and training received before the interruption.
- (n) The board will not give credit for apprenticeship work completed before the apprentice has a valid student permit.
- (o) For an apprentice who has completed an apprenticeship and has passed the licensing examination, the student permit expires 30 days after the student is notified in writing of passage of the examination. After passing the examination, an apprentice may, under the supervision of a licensed instructor, continue to practice under the student permit until the student permit expires under this subsection or a valid practitioner license is issued, whichever occurs first.

Authority: AS 08.13.030

AS 08.13.082

ARTICLE 7. GENERAL PROVISIONS.

Section

900. (Repealed)

905. Location of shops in private residence

910. Duties of instructors and student-instructors

920. Practice outside a licensed shop or school

930. Reinstatement of a lapsed license

940. Education information and aftercare instructions for body piercing and tattooing and permanent cosmetic coloring; notification requirements

950. Temporary display of posting confirming current license or permit

990. Definitions

12 AAC 09.900. EXAMINERS. Repealed 12/6/2020.

12 AAC 09.905. LOCATION OF SHOPS IN PRIVATE RESIDENCE. (a) No shop may be opened and maintained in a private residence unless the shop is located in a separate room apart from living quarters.

(b) Application for a shop license must be made according to the provisions of 12 AAC 09.110(a) and is subject to the provisions of 12 AAC 09.110(b) and (c).

Authority: AS 08.13.030(c) AS 08.13.120 AS 08.13.210

12 AAC 09.910. DUTIES OF INSTRUCTORS AND STUDENT-INSTRUCTORS. (a) An instructor or student-instructor may not, in connection with duties instructing at a licensed school, practice barbering, hairdressing, manicuring, or esthetics on members of the public, except if the work pertains directly to the instruction of students.

(b) A student-instructor may not be permitted to instruct without a licensed instructor on the school premises.

Authority: AS 08.13.030 AS 08.13.070

12 AAC 09.920. PRACTICE OUTSIDE A LICENSED SHOP OR SCHOOL. (a) A licensee who provides services outside of a licensed shop or school for a purpose listed in AS 08.13.160(e)(1) - (4) shall display his or her current license at the location where the services are provided.

(b) Barbering, hairdressing, manicuring, or esthetics services that are provided at charitable events under AS 08.13.160(e) are limited to those for which adequate health and sanitary conditions can be provided.

(c) A licensee who participates in a workshop or demonstration of techniques or products outside a licensed shop or school may not teach barbering, hairdressing, manicuring, or esthetics to persons who are not licensed or do not hold a permit in this state or another jurisdiction.

Authority: AS 08.13.030 AS 08.13.082 AS 08.13.160

12 AAC 09.930. REINSTATEMENT OF A LAPSED LICENSE. (a) A license issued under AS 08.13 and this chapter that has not been lapsed for more than three years will be reinstated if the applicant

- (1) submits a completed application; and
- (2) pays the applicable fees required under AS 08.13.140 and 12 AAC 02.140.

(b) The board will reinstate a license issued under AS 08.13 and this chapter that has been lapsed for more than three years if the applicant

(1) submits a completed application and supporting documents to show that the applicant was previously licensed in this state;

- (2) pays the applicable fees required under AS 08.13.140 and 12 AAC 02.140; and
- (3) successfully passes the written examination for the license sought.

(c) In addition to the requirements of (a) and (b) of this section, an applicant for reinstatement of a license to practice body piercing, tattooing, or permanent cosmetic coloring must submit verification that the applicant has successfully completed training equivalent to that required for completion of courses certified by the American Red Cross, the American Heart Association, or a similar organization approved by the board, and has been issued a current card, in

- (1) cardiopulmonary resuscitation (CPR); and
- (2) blood-borne pathogens.

Authority: AS 08.13.030 AS 08.13.140

12 AAC 09.940. EDUCATION INFORMATION AND AFTERCARE INSTRUCTIONS FOR BODY PIERCING AND TATTOOING AND PERMANENT COSMETIC COLORING; NOTIFICATION REQUIREMENTS. (a) The *Educational Information and Aftercare Instructions for Tattoos*, including eyebrows section of the Educational Information and Aftercare Instructions (March 2003), prepared by the board, are adopted by reference as the minimum standards of aftercare instruction and educational information to be given to a client by a licensed practitioner of tattooing.

(b) The *Educational Information and Aftercare Instructions for Permanent Cosmetic Coloring* section of the Educational Information and Aftercare Instructions (March 2003), prepared by the board, are adopted by reference as the minimum standards of aftercare instruction and educational information to be given to a client by a licensed practitioner of permanent cosmetic coloring.

(c) The *Educational Information and Aftercare Instructions for Body Piercing* section of the Educational Information and Aftercare Instructions (March 2003), prepared by the board, are adopted by reference as the minimum standards of aftercare instruction and educational information to be given to a client by a licensed practitioner of body piercing.

(d) The Information Regarding Potential Health Risks and Other Information section of the *Educational Information and Aftercare Instructions* (March 2003), prepared by the board, is adopted by reference as the statement provided by the board under AS 08.13.030(b) that the owner of a shop for tattooing, permanent cosmetic coloring, or body piercing shall prominently display in the shop as required under AS 08.13.215(c)(1).

Authority: AS 08.13.030 AS 08.13.215

Editor's note: A copy of the *Educational Information and Aftercare Instructions*, adopted by reference in 12 AAC 09.940, may be obtained from the Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing, Board of Barbers and Hairdressers, P.O. Box 110806, Juneau, AK 99811-0806; phone: (907) 465-2547.

12 AAC 09.950. TEMPORARY DISPLAY OF POSTING CONFIRMING CURRENT LICENSE OR PERMIT. To meet the requirements of AS 08.13.130, until a person's original current license or permit is received by that person, the person shall display a copy of the department's Internet website posting confirming the person's current license or permit in a conspicuous location as required for the original license or permit under AS 08.13.130.

Authority: AS 08.13.030 AS 08.13.130

Editor's note: The current posting confirming licensure and permits of persons licensed and permitted by the Board of Barbers and Hairdressers can be found at the Internet website of the Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing at www.commerce.state.ak.us/occ/OccSearch/main.cfm.

12 AAC 09.990. DEFINITIONS. (a) In this chapter,

- (1) "board" means the Board of Barbers and Hairdressers;
 - (2) repealed 7/23/2000;
 - (3) "department" means the Department of Commerce, Community, and Economic Development;
 - (4) "jurisdiction" means a licensing board or administrative agency of another state, territory, or country responsible for issuing licenses and maintaining licensing records for barbers, hairdressers, manicurists, or estheticians;
 - (5) "theoretical instruction" means instruction by lecture, classroom participation, or examination;
 - (6) "practical instruction," "practical operation," or "practical training" means the demonstration of or the actual performance of barbering, hairdressing, manicuring, esthetics, body piercing, tattooing, or permanent cosmetic coloring by a student, apprentice, or practitioner;
 - (7) "manicurist" includes an individual licensed in any jurisdiction as a nail technician;
 - (8) "client release form" means a client's written consent, on a form provided by a practitioner, for the practitioner to perform the requested body piercing, tattooing, or permanent cosmetic coloring procedure;
 - (9) "college or university" means the University of Alaska or a college or university accredited by a national or regional educational accrediting organization;
 - (10) "working day" means a day other than Saturday, Sunday, or a state holiday;
 - (11) "passing a proficiency examination" means demonstrating to the satisfaction of the examiner that the student or apprentice has achieved a high degree of competency in the subject matter and is able to perform the appropriate practical operations without intervention by the examiner.
- (b) For the purposes of AS 08.13.220(5),
- (1) "appliances" in the field of esthetics means only those devices used to stimulate natural physiological processes intended to improve the health and appearance of a person's skin; a device
 - (A) operates within the manufacturer's guidelines;
 - (B) does not directly ablate or destroy live tissue;
 - (C) does not involve an incision into skin beyond the epidermis; and
 - (D) is not defined as a Class III or Class IV laser device under 21 C.F.R. 1040.10, revised as of April 2, 2018, and adopted by reference;
 - (2) "for a fee" does not include remuneration received by a person employed or working under contract to provide make up services for a television, film, or stage production.

Authority: AS 08.13.030 AS 08.13.220

State of Alaska

2025 HOLIDAY

CALENDAR

State Holidays

Date	Holiday
01/01/2025	New Year's Day
01/20/2025	MLK Jr.'s Birthday
02/17/2025	Presidents' Day
03/31/2025	Seward's Day
05/26/2025	Memorial Day
06/19/2025	Juneteenth Day
07/04/2025	Independence Day
09/01/2025	Labor Day
10/18/2025	Alaska Day (observed 10/17/2025)
11/11/2025	Veterans' Day
11/27/2025	Thanksgiving Day
12/25/2025	Christmas Day

Please refer to appropriate collective bargaining unit agreement for more information regarding holidays.

 Holiday



JANUARY

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State of Alaska 2026 HOLIDAY CALENDAR

State Holidays

Date	Holiday
01/01/2026	New Year's Day
01/19/2026	MLK Jr.'s Birthday
02/16/2026	Presidents' Day
03/30/2026	Seward's Day
05/25/2026	Memorial Day
06/19/2026	Juneteenth Day
07/04/2026	Independence Day (observed 07/03/2026)
09/07/2026	Labor Day
10/18/2026	Alaska Day (observed 10/19/2026)
11/11/2026	Veterans' Day
11/26/2026	Thanksgiving Day
12/25/2026	Christmas Day

Please refer to appropriate collective bargaining unit agreement for more information regarding holidays.

Holiday



JANUARY

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DECEMBER

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Derr, Lacey E (CED)

From: Sarah Maxwell
Sent: Wednesday, August 20, 2025 2:14 PM
To: Board of Barbers Hairdressers (CED sponsored)
Subject: Re: Issues with how the Board handles Lower 48 Artists and Events

Thank you. I really feel like a better way to handle conventions and guest artists coming up would be for them to just send a copy of their tattoo license from wherever they are from. And they become the shop owners liability. If the shop owner who wants to hose them vouches for them with a copy of the license, it should be approved. It makes it way less complicated. Not everyone can get signatures and information on their mentors because not all artists are still in contact or mentors have passed away. A lot of tattoo artists don't plan guest spotting or doing conventions so far in advance at 90 days. Making it extremely difficult to acquire everything that is asked for. I ask these solutions to be included in the meeting please. If you need additional feedback from me, I'd be happy to join in.

On Wed, Aug 20, 2025, 1:57 PM Board of Barbers Hairdressers (CED sponsored)
<boardofbarbershairdressers@alaska.gov> wrote:

Good Afternoon Ms. Maxwell,

Your correspondence has been received and it will be included on the next quarterly board meeting's agenda held on November 5th. All board meeting information such as agenda, documents, and meeting links will be available approximately one week prior to the meetings on the board's website [here](#).

Sincerely,

Lacey Derr

Program Coordinator 2

Division of Corporations, Business, and Professional Licensing

Lacey.Derr@alaska.gov

Office: 907-465-3812

<https://www.commerce.alaska.gov/web/cbpl>

From: License, Business (CED sponsored) <businesslicense@alaska.gov>

Sent: Tuesday, August 19, 2025 8:11 AM

To: Sarah Maxwell

Board of Barbers Hairdressers (CED sponsored)

<boardofbarbershairdressers@alaska.gov>

Subject: RE: Issues with how the Board handles Lower 48 Artists and Events

Good morning,

I am forwarding your email to the Board of Barbers and Hairdressers (included in this reply) to address your concern. You may email the Board directly at boardofbarbershairdressers@alaska.gov.

Thank you.

Delma O. Siangco

Business Licensing Examiner

Corporations & Business Licensing Section

Division of Corporations, Business & Professional Licensing

Department of Commerce, Community & Economic Development

www.BusinessLicense.Alaska.Gov



From: Sarah Maxwell

Sent: Monday, August 18, 2025 11:27 AM

To: License, Business (CED sponsored) <businesslicense@alaska.gov>

Subject: Issues with how the Board handles Lower 48 Artists and Events

CAUTION: This email originated from outside the State of Alaska mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello. I'm Sarah Maxwell and I own a shop in Fairbanks. I am writing you guys because myself and amongst many other tattoo artists in our state, and tattoo artists from other states are having an increasing amount of dissatisfaction and complaints regarding how the State and or Board handle non resident artists and events. I have even submitted twice to become a board member with the state, considering I work in this professional field, to try to help make things smoother and easier for those wanting to connect up here. I received no email, or call back for my inquiry, when I know there are spots open.

We have officially lost a huge connection with Villain Arts Tattoo Expo. They have been a part of the industry for more than 20 years and are well known. They traveled here one year; and because of how strict everything is, the insane hoops they all have to go through, and outrageous fees everyone must pay, they no longer want to come back to our state to conduct business. This is a huge loss in connection for tattoo shops in this state, and revenue.

The 90 day deadline to submit the copious amount of paperwork each artist is faced with is near impossible to get done in time. Every state handles licensing differently, and I believe that should be taken into consideration when artists want to guest spot at a studio or attend a convention traveling here.

There is no clear instructions in the paperwork, wanting specific and complicated verbiage without clarifying, notarizations made etc. So convention holders and artists get a short deadline to resubmit an entirely new application written exactly as you guys ask for. And if its still not to your satisfaction, the application is simply denied and the fee is stolen. \$250 per shop is an asinine fee, and just shows the state has no issue pocketing that money. You can see how that would leave a bad taste in alot of people's mouths?

I have even had issues submitting apprentice paperwork through you guys. Regarding the new change in quarterly hours. The paperwork is not clear how you want it added up. So I sent it in with correct hours, but not written exactly the way you guys are wanting it. I call and speak to Wanda regarding this. And instead of telling me what needs to be changed or simply changing it with me on the phone, she gives me riddles on how to fix it but won't outright say what is written wrong. This feels like a trivia test. Not until I had some words with her, did she finally tell me what was wrong. What is the need for that? Its difficult enough to get licensed already.

This board is destroying the endless possibilities for connections and revenue for this state. Ruining connections for artists who cant afford to fly out, and destroying future events that the community and industry wants and needs. Due to their overly complicated paperwork, licenses etc, lack of transparency, extremely short time frame window, borderline theft amount of fees, and even worse, taking the fees without any explanation. I wouldn't want to come back to a state that gatekept so hard, that I was left feeling like my business isn't even wanted. Things seriously need to change, and I would really like to know who I can speak with that has this authority to look it over.

The longer this continues to happen, the more animosity the local community and tattoo community is going to have. It also widens the door for more under the table work, which I see happening all the time. Which in turn creates dangerous environments, because the board is unwilling to listen.

I would appreciate someone getting back to me via email, or by phone. My number is ."

From: [Linda McLendon](#)
To: [Board of Barbers Hairdressers \(CED sponsored\)](#)
Subject: Re: I need MORE of your assistance,
Date: Friday, September 19, 2025 6:57:23 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image002.png](#)
[image003.png](#)
[image001.png](#)

Yes, please do.

I attended & then taught at Anchorage Alaska Barber College in the 80s. I attended every board meeting & postsecondary education meeting for years 1983 to 1989. We were able to get a lot of things changed for the Barbers.

Additional Certification in the skills of each program should be ENCOURAGED & CREDITED. If it is not deemed mandatory then it will not require more bureaucracy.

Have a great weekend.

On Fri, Sep 19, 2025, 3:02 PM Board of Barbers Hairdressers (CED sponsored) <boardofbarbershairdressers@alaska.gov> wrote:

Hello,

Thank you for the compliment and I am glad I could help you get the answers you were looking for. I do think your suggestion is worth the merit of discussion, would you like me to submit your correspondence for the next board meeting so they can discuss this and possibly put it on their radar for future action?

Thank you,

Damen Bennett



Licensing Examiner II

Division of Corporations, Business and Professional Licensing

Board of Barbers and Hairdressers

boardofbarbershairdressers@alaska.gov

Office: 907-465-2591

www.commerce.alaska.gov



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From: Linda McLendon >
Sent: Thursday, September 18, 2025 5:37 PM
To: Board of Barbers Hairdressers (CED sponsored) <boardofbarbershairdressers@alaska.gov>
Subject: Re: I need MORE of your assistance,

Thank you for the clarification. I will send this to the hairdressers. If they use the schedule for set hours & # procedures accomplished & submits it to the state they can request an exam for those specific procedures.

We should appeal to the board to allow expansion of licenses with credit given for continued education.

Decades ago, Barbers did not want to lose their customers because of the inability to perform chemical treatments...SO THEY attended classes to give them the training. I am sure there are other licensed professionals that use similar ways to expand on their skills.

I really appreciate your time to research this & your very timely response! If there was a review process for your performance I would give you FIVE STARS!

LINDA MCLENDON

On Thu, Sep 18, 2025, 4:05 PM Board of Barbers Hairdressers (CED sponsored) <boardofbarbershairdressers@alaska.gov> wrote:

Hello,

I hope I can provide you with a little more information and clarity on what you are asking.

12 AAC 09.097. CREDIT FOR HOURS OF COURSE WORK AND TRAINING. (a) An applicant may use the same hours of course work and training to qualify for a license as a barber, a license as a non-chemical barber, and a license as a hairdresser. **To be acceptable, the hours of course work and training must meet the requirements set out in this [chapter](#) for the applicable license.**

This means that they don't have to start back at square one, however they will need to complete the practical operations and training that would be under the curriculum of a barber or non-chemical barber, they must then take the proficiency exam AND then apply for licensure by examination. Unfortunately, there is no way to take the extra training and just apply it to their current licensure, as statutes and regulations are currently written, they must apply for each individual aspect license they want. However, between Barber and Non-Chemical Barber there isn't a huge gap in what they must obtain in training.

EXECUTIVE SESSION MOTION

I, _____, move that the Alaska State Board of Barbers & Hairdressers enter into executive session in accordance with AS 44.62.310(c), and Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing _____; Board staff to remain during the session.

Authority: AS 44.62.310(c), Government meetings public

The following subjects may be considered in executive session:

- 1. matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;**
- 2. subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;**
- 3. matters which by law, municipal charter, or ordinance are required to be confidential;**
- 4. matters involving consideration of government records that by law are not subject to public disclosure.**