



THE STATE

of

ALASKA

Department of Commerce, Community, and Economic Development
 Division of Corporations, Business and Professional Licensing

Barbers and Hairdressers Program

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550 • Fax: (907) 465-2974

Email: license@alaska.gov

Website: ProfessionalLicense.Alaska.Gov/BoardOfBarbersHairdressers

Student Record for Manicuring

This form must be completed by the instructor and signed by both the instructor and student.

Student's Name			
Training Record	Enrollment Date:	Completion Date:	
	Name of School:	Total Hours:	

12 AAC 09.148(a): A student enrolled in a manicuring course must complete a curriculum that consists of at least 250 hours of instruction in a school, or 300 hours of training in manicuring in an apprenticeship that includes the following subjects for a minimum number of hours specified. 12 AAC 09.148(b) requires the curriculum must incorporate the following: communication skills; professional ethics; sales skills; decorum; record keeping; client service record cards.

Manicuring Training Subject	Hours Required	Completed
Sanitation and safety measures, including instruction in bacteriology, sanitation (including chemical agents and sanitizing methods and procedures)	45	
Anatomy and physiology of the arms, hands, and feet, including instruction in nail shapes, structures and growth (including nail irregularities and nail diseases), bones, muscles, and nerves of the arm and hand; skin histology and functions; and blood circulation (including blood vessels and blood supply of the arm, hand, and foot)	45	
Manicuring and pedicuring, including instruction in preparation; equipment and implements; supplies; procedure (including basic manicure; oil manicure; nail analysis; and hand and arm massage;) pedicure, artificial nails (including sculpturing and liquid and powder brush-ons; artificial nail tips; nail wraps and repairs; and maintenance; polish application; and specific needs)	155	
State law	5	

! 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.

As the student named in this report, I certify that I received the training as reported on this form and that the training was held in compliance with the statutes and regulations governed by the Board of Barbers and Hairdressers. I further certify that the information reported on this form is true and correct.

Signature:

Date:

As the instructor responsible for providing the training, I certify that the training, as reported on this form, was held in compliance with the Board's statutes and regulations. I further certify that the information reported on this form is true and correct.

Signature:

Date: