



Alaska Department of Commerce, Community, and Economic Development  
 Division of Corporations, Business and Professional Licensing  
**BOARD OF BARBERS AND HAIRDRESSERS**  
 P.O. Box 110806, Juneau, Alaska 99811-0806  
 333 Willoughby Avenue, 9<sup>th</sup> Floor, Juneau, Alaska 99801-0806  
 Telephone: (907) 465-2547 ★ Fax: (907) 465-2974  
 E-mail: [license@commerce.state.ak.us](mailto:license@commerce.state.ak.us)  
 Website: [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ)

**STUDENT INSTRUCTOR  
 NOTICE OF TERMINATION OF TRAINING**

*(This form is to be used when a student has not completed their training)*

12 AAC 09.130(e) requires that within 20 working days after termination of instruction of a student a school owner must 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.

\_\_\_\_\_  
 Name of Student Student's Permit Number

\_\_\_\_\_  
 Address of Student

\_\_\_\_\_  
 Name of School or Shop Where Training Received

Date Enrolled: \_\_\_\_\_ Date Terminated: \_\_\_\_\_

I hereby certify that the above-named student obtained the following instruction in accordance with 12 AAC 09.165. The total number of hours of instruction is indicated below:

<u>Subject</u>	<u>Number of Hours of Instruction</u>
rules and regulations of the board .....	_____
preparatory theoretical instruction, including teaching techniques, lesson planning, methods of instruction, evaluation of instruction, student recordkeeping, state recordkeeping, and school operation .....	_____
supervision of desk, booking appointments, and assigning students for clinic services .....	_____
clinic floor supervision under the direct supervision of licensed instructor.....	_____
presentation of theoretical subjects in a classroom situation.....	_____

**Subject**

**Number of Hours  
of Instruction**

presentation of practical subjects in a classroom situation..... \_\_\_\_\_

supervision of clinic floor ..... \_\_\_\_\_

**Total Number of Hours of Training Received:** \_\_\_\_\_

**I understand that this termination report is subject to audit and may be utilized to establish credit hours for transfer and reenrollment under 12 AAC 09.135.**

\_\_\_\_\_  
Signature of Instructor or School Owner

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

SEAL

My Commission Expires: \_\_\_\_\_