



THE STATE
of **ALASKA**

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

BAH

FOR DIVISION USE ONLY

Board of Barbers and Hairdressers

PO Box 110806, Juneau, AK 99811

Website: ProfessionalLicense.Alaska.Gov/BoardOfBarbersHairdressers

Manicurist Advanced Endorsement Student

Quarterly Report Form

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 the exact number of hours of theoretical and practical training completed by the student during the previous quarter, the exact number and type of practical operations completed by the student during the previous quarter. 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.

PART I Student Information

Student Name:		Student Permit Number:	
School Name:			
For the Months of:		Year:	

PART II Hours of Attendance

For the Month of:													Month 1 of Quarter								Total Hours This Month:											
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

For the Month of:													Month 2 of Quarter								Total Hours This Month:											
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

For the Month of:													Month 3 of Quarter								Total Hours This Month:											
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

PART III Transfer Information

Number of Hours Transferred* (If Any):		Name of School:				
Hours in Attendance:					Total Hours:	

*Refer to 12 AAC 09.135 regarding transfer of hours.

PART IV Training Information

Subject	Minimum Hours	Hours Completed This Month/Quarter
State Law (Statutes and Regulations).	5	
Sanitation and safety measures. Must include: Bacteriology; chemical agents; sanitizing methods and procedures; federal Occupational Safety and Health Administration (OSHA) safety standards; infectious agents and infection.	45	
Anatomy and physiology of the arms, hands, and feet. Must include: Nail shapes, structures and growth, including nail irregularities and nail diseases; bones, muscles, and nerves of the arm and hand; skin histology and functions; blood circulation, including blood vessels and blood supply of the arm, hand, and foot.	45	
Manicuring and pedicuring. Must include: Preparation; equipment and implements; supplies; procedures, including basic manicure, oil manicure, nail analysis, hand and arm massage, pedicure, artificial nails, including sculpturing and liquid and powder brush-ons, artificial nail tips, and nail wraps and repairs; maintenance; polish application; specific needs; use of professional electric fingernail drills.	155	

PART V Signature

I certify that the above information is true and correct to the best of my knowledge.			
Student Printed Name:			
Student Signature:		Date Signed:	
Instructor Printed Name:			
Instructor Signature:		Date Signed:	