



Division of Registrations

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OFFICE OF BARBER & COSMETOLOGY LICENSURE

ATTENTION: NEW AND EXISTING SALON OWNERS

Here is a list of four items you need to consider before you hire employees as Barbers, Cosmetologists, Hairstylists, Estheticians or Manicurists.

ADVISORY COMMITTEE MEMBERS

- Esthetician:
Joyce Branson
Denver
 - Barber and Cosmetologist:
Margaret Clevinger
Grand Junction
 - School Representative:
Darryl J. Dryer
Colorado Springs
 - Cosmetologist:
Rhonda Porter
Grand Junction
 - Public Member:
Monica Mendoza
Denver
- STAFF**
- Diane Blea
Inspector
 - Dennis Romero
Inspector
 - Maureen West
Assistant Attorney General

Contact us:

Office of Barber & Cosmetology Licensure

1560 Broadway, Suite 1350
Denver, Colorado 80202
Tel.: 303-894-7772

Website:

[http://www.dora.state.co.us/
barbers_cosmetology](http://www.dora.state.co.us/barbers_cosmetology)



**Consumer protection
is our mission**

*This newsletter was created
to improve communications
between the Office and
Colorado Barber &
Cosmetology licensees .*

1. The applicant must present an **ORIGINAL** license from the Office or the testing vendor. **Never** accept copies or an individual's word that "I'm licensed in another state and am in the process of getting a Colorado license", "it is at home", "I'm testing next week" "I lost it", etc. A Colorado license is required to perform services in this state.
2. Compare the applicant's original license to your original salon registration. Make sure the font and format is identical. **EXCEPTION:** if the license presented to you has a picture on it, our testing vendor, Pearson VUE issued it. You can verify that license by logging onto our website approximately two weeks after the license is issued.
3. Require the potential employee to complete a comprehensive application for employment. Call the cosmetology schools attended and any references given. Ask for a letter or bill to verify the home address and phone number. In other words, the license they present must match a government issued identification card for purposes of verifying that they are who they say they are.
4. Go to www.dora.state.co.us/barbers_cosmetologists and at the bottom of the home page, verify a license and license status on "**ALISON**". If a licensee has been the subject of disciplinary action, you can find the documents for that discipline at the same place on "**ROD**". If you can't find a license record, it is likely that the person does not hold a license.

CLEANING AND DISINFECTING TRAINING VIDEO

The Barber and Cosmetology staff have developed a training video on proper cleaning and disinfecting methods. Over the next several months, the staff will conduct outreach to schools, salons and licensees. Stay tuned for more information on the website.

FREQUENT SALON QUESTIONS

I would like to perform cosmetology services in my home, what do I have to do? The first step is to check with your city and/or county zoning agency to verify that you live in an area zoned for a home business. If this is permitted by your local jurisdiction, complete the shop registration application at http://www.dora.state.co.us/barbers_cosmetologists/shops/SHOPRegistration.pdf and mail it to the address on the application with the appropriate fee.

I am opening a salon and cannot find any information on your website for the requirements. Does the Office of Barber and Cosmetology Licensure inspect the business before it can be open? How do I know what I need to have? An inspection is not required by the Office before a barbershop or beauty salon is opened. The physical property is regulated by several other agencies. For instance, building permits, city and/or county business licenses, and the fire department codes all have regulations for the building structure.

FREE CLEANING AND DISINFECTION SEMINARS

Our **free** in-house cleaning and disinfection seminars are held each month and are open to everyone. The seminar is tentatively scheduled for the following dates:

October 19, 2009
November 16, 2009
December 14, 2009

Check our website for class updates. The seminar runs from 9:00 a.m. to 10:15 a.m. (please come early to sign in) at 1560 Broadway, Room 1380, Denver, CO 80202.

To R.S.V.P. please email Diane.Blea@dora.state.co.us or Dennis.Romero@dora.state.co.us or call (303) 894-7774 or (303) 894-7782.

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FREQUENT SALON QUESTIONS

The mission of DORA is CONSUMER PROTECTION. Rule 6 of the Director's Rules and Regulations has requirements for the shop or salon and Rule 2 covers the cleaning and disinfection requirements.

Once every month the Office offers a free seminar which highlights the basics of a clean, safe business. The class schedule is at:

http://www.dora.state.co.us/barbers_cosmetologists/newsCDseminars2009.pdf

I would like to go to residences, nursing homes, assisted living or maybe someone's office to perform cosmetology services. Do I need a license or registration in addition to my professional license? An active Colorado cosmetologist, barber, hairstylist, esthetician or manicurist license is sufficient. Your Colorado license is your agreement with the state of Colorado and DORA that you will comply with the Office of Barber and Cosmetology Licensure Laws and Director's Rules, Regulations and Policies.

TOP FIVE COMMON VIOLATIONS

1. Individuals are working with expired Colorado licenses, shop or salon registrations and/or licenses from other states are being used to perform services. An out of state license cannot be used in Colorado.
2. Missing Material Safety Data Sheets (MSDS) for chemicals, products, etc.
3. Required documents are not available, I.E. certificates of training, licenses and/or identification (required to prove valid licensure).
4. Items have been disinfected without being cleaned.
5. Clean items are stored in a dirty container or with used implements and/or personal items (cell phone, money, etc.).

The inspection certificate used by the inspectors may be downloaded and used to perform a random check/inspection of the salon and specific workstations at:

http://www.dora.state.co.us/barbers_cosmetologists/shops/inspections.htm

The inspection [certificate/checklist](#) is formatted by license type. For example, the first section -"business facility and licensee" are the requirements an inspector verifies as compliant or not. The corresponding rule(s) is listed with each item.

When an inspection is conducted by the inspectors, two copies of the checklist will be left with the individual or business owner. One is for their records and the other must be returned with the fine payment, if any.

You can review and obtain copies of all of the policies, rules, position statements, and statutes on the Office of Barber & Cosmetology Licensure website at:

www.dora.state.co.us/barbers_cosmetologists/index.htm.

DISCIPLINE

Below is the list of shops disciplined by the Office of Barber & Cosmetology Licensure from January 1, 2008 through December 31, 2008

Artistic Designers Inc	10/21/2008	M & T Nails Spa	5/2/2008
Beau Visage, Inc	1/14/2008	Maggy's Beauty Salon	10/6/2008
Desert Island	1/24/2008	Nail Image	10/28/2008
Kold Kuts Barbers	10/15/2008	Nail Secrets and Spa	10/22/2008
Lady Nails	12/10/2008	Scissors Hair Shop	9/26/2008
Le Nails	10/8/2008	Sunset Nails	11/3/2008
Lorenzo's Affordable Cuts LLC	9/22/2008	Tanglez and Companie	12/18/2008

If you are interested in viewing the disciplinary action documents, please visit Registrations Online Documents (ROD), found at
www.dora.state.co.us/registrations/ROD.htm.

Click here for step-by-step instructions <http://www.dora.state.co.us/doraimages/regdd.htm>. You may view documents by last name, licensing board or other search options such as date range.

REGISTRATIONS ONLINE DOCUMENTS

The Department of Regulatory Agencies' **Registrations Online Documents (ROD)**, found at:

www.dora.state.co.us/registrations/ROD.htm

ROD is a website that allows the consumer to view images of scanned disciplinary documents through the Internet. In reviewing a licensee's information, it is important to know what is and is not available from the agency about Colorado licensees.

The following information WOULD appear on a record under Board or Program Actions if applicable to the licensee:

1. If a licensee had been disciplined or formally accused of wrongdoing by the Board or Program.
2. If the Board or Program has taken some other non-disciplinary action against the licensee that restricts or limits the individual's license.

Board/Program Action Documents available via Registrations Online Documents (ROD)

- All **Stipulations**, **Final Agency Orders**, and **Suspensions** that were in effect in February 2000 plus any that became effective since that date. Child support suspensions are not available online but may be obtained by contacting the appropriate Board.
- Any document **Revoking** or agreeing to a **Voluntary Relinquishment/Surrender** of license or registration, **Cease and Desist Orders** and **Letters of Admonition** from January 1, 1999 to the present.
- All **Injunctions**.
- All **Notice of Charges** or **Formal Complaints**, if the information is a public record, for cases that were pending hearing as of February 2000.
- **Jury verdicts** against a physician or physician assistant in a civil medical liability trial that occurred after August 3, 2004.