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OFFICE OF BARBER & COSMETOLOGY LICENSURE

CLEANING AND DISINFECTING TRAINING VIDEO

THE BIGGEST DANGER IS NOT KNOWING!

Every consumer, shop owner, and professional should know about cleaning and disinfecting salon tools, every time, for every client!

Please visit our website to view the new cleaning and disinfecting training video that demonstrates the proper cleaning and disinfecting requirements needed to ensure your safety and the safety of your clients.

[CLEANING AND DISINFECTING TRAINING VIDEO](#)

STAFF CHANGES

On April 15, 2010, Ruby Stevens was hired as the administrative assistant for the Office of Barber and Cosmetology Licensure. Ruby's extensive experience in an administrative role made her a good choice for this position.

STAY INFORMED!

The Division wants to keep you informed of upcoming renewal, legislation, events and other information that impacts your profession. In order to do this more efficiently we have implemented "DORA eUpdates" and we look forward to providing more of these in the future. These eUpdates are sent to the email address in our licensing system for each active licensee. To update or add your email address, log into [Registrations Online Services](#).

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:

- March 14, 2011**
- April 18, 2011**
- May 16, 2011**
- June 20, 2011**
- July 11, 2011**
- August 8, 2011**
- September 12, 2011**
- October 17, 2011**
- November 14, 2011**
- December 5, 2011**

[Check our website for class updates.](#) The seminar runs from 9:00 a.m. to 10:30 a.m. (please come early to sign in) at

1560 Broadway, Room 110 D, Denver, CO 80202.

Please call or email to R.S.V.P:
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WALL CERTIFICATES



The Division of Registrations is pleased to announce that it has outsourced the production of wall certificates to Wall Certificate Service (WCS) a division of Professional Credential Services, Inc. (PCS). The outsourcing of the certificates provides enhancements to the certificates that both new and existing licensees will find beneficial. Specifically, the certificate provided by WCS is a larger, professionally designed, better quality certificate than what the Division was able to provide. For more information regarding wall certificates, which license types are eligible, and how to obtain one, please visit our website at www.dora.state.co.us/registrations/wallcert. You will be able to order and pay the fee online. The fee for U.S. residents is \$25. There is an additional international shipping fee for international residents.



Consumer protection is our mission

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

PROOF OF LAWFUL PRESENCE

Effective January 1, 2007, all persons requesting original licensure, renewal of an active license or reinstatement of an expired license must verify lawful presence in the United States based on the passage of House Bill 06S-1009. This bill applies to all applicants and licensees in the Division of Registrations, with the exception of apprentices, interns, and businesses.

Licenses will not be issued or renewed without completing the Affidavit of Eligibility form.

The good news is that you can complete this affidavit online when you renew using Registrations Online Services!

You must possess at least one secure and verifiable document and include information about that document on the Affidavit itself (or provide the information during online renewal). The list of secure and verifiable documents is available to you when you renew online.

More information regarding this law is available on our website at

www.dora.state.co.us/registrations/Affidavit

HOW ARE RENEWAL FEES SET?

By law, the Office must operate strictly with funds collected from the persons it regulates, with no support from the State's General Fund. The Colorado Legislature determines the budget for the Office. Once the Legislature sets the budget, the money must be raised through fees. The good news is that these fees are evaluated each year. Therefore, they are modified depending on how much money is anticipated to be received through the registration and renewal processes and what the anticipated expenditures are expected to be. The primary obligation is to protect consumers and the operations of the Office are focused to ensure it can work diligently to do so.

HAVE YOU CHANGED YOUR MAILING ADDRESS?

It is imperative that you keep your contact information updated with the Division. The Division mails renewal notices and other information to you at the last address furnished to us. Failure to receive a renewal notice does not relieve you of your obligation to timely renew.

Once you have logged into Registrations Online Services, check your mailing address and update it if it is not correct. If you received your renewal notice due to a forwarding order it is important that you change your address on file with us, since we cannot change the information based on the forwarding order.



LEARNING FROM INSPECTIONS

The Office of Barber and Cosmetology inspectors continue to focus on educating individuals and businesses found to have violated the rules and those that are a hazard to the public and themselves.

When an inspection is conducted in a small- to medium-size salon, it is not difficult to discuss violations with individual practitioners. In larger businesses however, it is never possible to spend one-on-one time with each person to show them everything they need to know to comply with the rules. Additionally, this type of training can be a time consuming and frustrating effort for shop owners and professionals.

For that reason, when a citation is issued, all salon personnel are required to attend one of the monthly classes offered by the Office within a specific timeframe. All salon personnel must attend because it is expected that each professional and the shop owner correct the violations.

Onsite classes have proven to be the most beneficial strategy to correct violations. This is because each person is able to ask specific questions about their practice and more importantly, demonstrate the method in question to the inspector.

In the past, the monthly cleaning and disinfecting classes were somewhat unknown to salon owners and professionals. For this reason, staff has increased the number of presentations offered to salons and professionals. Additionally, if a salon is offering services in a manner that is unsafe to the public, the inspector will require the salon to host a class. Today, the training classes offered by the Office are well attended and contribute to a safer environment for the consumer. Clients are noticing the changes too! After implementing the methods presented in the training, the personnel at one salon reported the clients asked, "What's different? What's changed: did you paint?" The difference was major; the only change was that the salon was cleaned.

It is important to note that any violation of the laws and rules including a repeated offense results in further discipline. As a licensed professional, you have the responsibility to know the laws and rules that govern your practice. We can assure you that this Office is committed to providing the training and resources you need to create a prosperous business and protect the consumers' health, safety and welfare.

RENEW YOUR LICENSE ON TIME!

Remember, you cannot practice with an expired license. If you practice when your license is not active, you will be disciplined.

You may renew your license online using Registrations Online Services. Renewals are generally made available 6 to 8 weeks prior to the license expiration date. After that there is a 60-day grace period. That means you typically have a timeframe of 16 weeks within which to renew your license!

Any license not renewed prior to the end of the grace period will be considered expired. Once a license is in expired status, a reinstatement application must be completed and returned to our office with the appropriate fee listed on the form.

If you do not renew your license prior to the end of the grace period and continue to practice, you will be practicing on an expired license and may be subject to disciplinary action. The Division sees a number of situations every year of individuals who have failed to renew their license on time and practiced without a license. The reasons that are offered boil down to some common themes: I forgot; I moved and I forgot to notify the Office so I never got the renewal notice; I thought that my assistant/secretary/spouse/boyfriend, et cetera, handled it; it's the Office's fault because I *did* renew my license...or I *thought* I renewed my license. The result is that depending on how long it takes for the individual to "remember" to renew, the Division often takes disciplinary action against the individual because it is against the law to practice without an active license.

So, here's where we need your help. The steps are as easy as 1-2-3!

1. Go to the Division of Registrations website at www.dora.state.co.us/registrations and click on Registrations Online Services to renew your license.
2. Note the expiration date in your calendar to remind yourself of when it is time to renew your license the next time. Make sure that the address listed on your record is accurate. If it is not, then update your address with the Division. Remember to update your address anytime that you move so that you do not miss out on any important notices from the Division.

Remember, it is each licensee's responsibility to renew his or her license on time. With our online system, you can handle all of this yourself, any time, day or night.

REGISTRATIONS ONLINE DOCUMENTS

If you would like to view a disciplinary or other action you may use the **Registrations Online Documents (ROD)**. ROD is a website that makes certain scanned documents related to disciplinary or other actions taken on licensees available to the public via the Internet. The document may be found on ROD if a licensee has been disciplined or if the office has taken some other non-disciplinary action against the licensee that restricts or limits the individual's license.

The following documents are available via 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/program.
- 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.

[Click here](#) for more information about the types of documents provided by this online system and definitions of terms used within the disciplinary documents.

If you are interested in viewing these documents, please visit www.dora.state.co.us/registrations/ROD.

DISCIPLINARY ACTIONS

These actions to enforce the statutes and rules of the practice of Barbers, Cosmetologists, Estheticians, and Manicurists were taken by the Office of Barber and Cosmetology Licensure from January 1, 2010 through December 31, 2010. In accomplishing these actions, the Office was assisted by the Office of Investigations; and the Office of Expedited Settlement, both within the Division of Registrations; and, the Office of the Attorney General.

To view a list of disciplinary actions [click here](#).