



## OFFICE OF BARBER & COSMETOLOGY LICENSURE

**John W. Hickenlooper**  
Governor  
**Barbara J. Kelley**  
Executive Director  
**Ofelia Duran**  
Program Director

### 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 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](#)



### ATTENTION SALON OWNERS!

**DID YOU KNOW**, the Office of Barber and Cosmetology Licensure is required by Statute to respond to complaints received? The Division has set requirements for responding to complaints. If the complaint does not fall within the jurisdiction of the office, it will be forwarded to the appropriate agency and the complainant will be notified of the referral.

We would like to take the opportunity to clarify a rumor that has circulated for some time through the profession. The rumor is that we only inspect or investigate after receiving three complaints. **The fact is all complaints received that contain an allegation within the jurisdiction of the Office are either inspected and/or investigated to determine compliance and to determine whether there are violations.**

As a salon owner or its responsible party, you are responsible for some of the violations found at workstations and common areas for booth renters, contract employees and commissioned employees. Be sure you and your employees and contractors know the laws and rules and follow them!

If you want to know what items are reviewed during an inspection, visit our website and select the inspections link.

Not knowing the laws and rules is not an excuse for a violation and will not allow you to receive a warning in lieu of a citation. You must be knowledgeable of all of the responsibilities of an owner or responsible party for a salon.

No item, product, device, or tool that is not allowed for use by the Office of Barber and Cosmetology may be stored or kept in a salon. Storage and/or possession of an illegal or banned item is evidence of use and is a violation.

Any place of business in which one or more persons engages in the practice of barbering, hairstyling, or cosmetology or practices as a manicurist or an esthetician must be registered with the Office. The salon registration as well as the licenses for each person, by law, must be posted. This requirement includes a fixed establishment, temporary location (to include a motor home), or place, including any mobile barber shop or beauty shop.

### 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 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:  
Diane Blea (303) 894-7782

[Diane.Blea@dora.state.co.us](mailto:Diane.Blea@dora.state.co.us)

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[Barber-cosmetology@dora.state.us](mailto:Barber-cosmetology@dora.state.us)

#### ADVISORY COMMITTEE MEMBERS

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**Consumer protection is our mission**

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

## HOW ARE RENEWAL FEES SET?

By law, the Office must operate strictly with funds collected from the persons and businesses 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.

## APPRENTICESHIP — INTERNSHIP OR EXTERNSHIP

In Colorado an apprentice is an individual enrolled in a Colorado School approved to offer an apprenticeship course by The Division of Private Occupational Schools and the Department of Labor. The salon will have a document to verify the individual is an apprentice.

There are private and public schools that are approved to offer "externship" (sometimes referred to as internship) to their students. This means that a portion of the senior program may be completed in a salon. Again, this can be verified by the school.

In all cases, apprenticeship, internship and externship, individuals can no longer perform services after they have completed their training and have graduated from school until they have passed the examination and have been licensed.

## LEARNING FROM INSPECTIONS

The 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. We have encountered some challenges:

When an inspection is conducted in a small to medium size salon, it isn't difficult to show the violations to the practitioner. However, in larger business it has become evident that it is very different. It's never possible to spend one-on-one time with each person to show them everything they need to know to comply with the rules. We recognize that this can be a time consuming and frustrating effort for shop owners and professionals. When a citation is issued, all salon personnel are required to attend one of the monthly classes within a specific timeframe because it is expected that each professional and the shop owner correct the violation.

It's become clear that the monthly cleaning and disinfecting classes are not visual enough for some salon owners and professionals. For this reason, staff has increased the number of presentations offered to salons and professionals. 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.

Surprisingly enough, we found that onsite classes have proven to be the most beneficial because each person is able to ask specific questions about their practice and more importantly show the inspector the question they want answered. In one instance the salon personnel said that clients ask them, "What's different? What's changed, did you paint?" The difference was major; the only change was that the salon 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 and we can assure you that this Office is committed to providing you with the training and resources you need to create a prosperous business and protect a consumer's health, safety and welfare.

## 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](#).

## STAFF CHANGES

Inspector Dennis Romero left the Office on August 12<sup>th</sup> to pursue other interests. We wish him the best of luck in his future endeavors.

## RENEW YOUR SALON OR SHOP REGISTRATION ON TIME!

You may renew your registration online using Registrations Online Services. Renewals are generally made available 6 to 8 weeks prior to the registration 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 registration

Any registration not renewed prior to the end of the grace period will be considered expired. Once a registration 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 registration prior to the end of the grace period and continue to practice, you will be practicing on an expired registration and may be subject to disciplinary action. The Division sees a number of situations every year of individuals who have failed to renew their registration on time and practiced without a registration. 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 registration ...or I *thought* I renewed my registration. 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 registration.

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](http://www.dora.state.co.us/registrations) and click on Registrations Online Services to renew your registration
2. Note the expiration date in your calendar to remind yourself of when it is time to renew your registration the next time.
3. 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 any time that you move so that you do not miss out on any important notices from the Division.

Remember, it is each registrant's responsibility to renew his or her registration 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](http://www.dora.state.co.us/registrations/ROD).