

State of New Hampshire

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BOARD OF BARBERING, COSMETOLOGY,  
AND ESTHETICS

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July 15, 2013

Her Excellency, Governor Margaret Wood Hassan  
And the Honorable Council  
State House  
Concord NH 03301

Your Excellency and Members of the Council:

REQUESTED ACTION

Please accept the attached annual report for FY 12 and FY 13 of the Board of Barbering, Cosmetology, and Esthetics submitted pursuant to RSA 313-A:7, V.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kathryn Wantuck".

Kathryn Wantuck  
Executive Director  
Board of Barbering, Cosmetology,  
And Esthetics.

KMW

Enclosures



**State of New Hampshire  
Board of Barbering, Cosmetology, and Esthetics  
2 Industrial Park Drive  
Concord NH 03301**

JULY 15, 2013

RSA 313-A:7, V

**BIENNIUM REPORT  
FOR  
FY 2012 & 2013**



**NH BOARD OF BARBERING, COSMETOLOGY, AND ESTHETICS**

**HOLLY RODRIGUES, CHAIRPERSON**



The Governor and Executive Council

L-R Councilor Christopher Sununu, Councilor Christopher Pappas, Governor Margaret Hassan, Councilor Debora Pignatelli, Councilor Rayond Burton, Councilor Colin Van Ostern and Thomas Hassan

NH BOARD OF BARBERING, COSMETOLOGY  
AND ESTHETICS MEMBERS

Holly Rodrigues, Chairperson  
Manicurist Board Member  
Initial Appointment 11-18-09  
Term Expires July 1, 2013

Gary Trottier, Vice Chairman  
Cosmetology School Owner Board Member  
Initial Appointment 3-8-06  
Reappointed 3-26-11  
Term Expires on March 25, 2016

Aaron Losier  
Barber Board Member  
Initial Appointment 3-24-10  
Term Expires on July 1, 2016

Christine Infantine  
Tanning Salon Owner Member  
Initial Appointment 2-16-11  
Term Expires February 9, 2015

Michelle Kapos  
Esthetician Board Member  
Initial Appointment 8-8-12  
Term Expires June 30, 2017

Deborah Robinson  
Public Member  
Initial Appointment 8-22-12  
Term Expires July 1, 2014

**STATUTORY BASIS:**

RSA 313-A Board of Barbering, Cosmetology, and Esthetics

**DESCRIPTION:**

The Board of Barbering, Cosmetology and Esthetics was established September 1, 1937. The Board currently consists of 7 members: 1 barber, 1 cosmetologist, 1 esthetician, 1 manicurist, 1 school owner, 1 tanning salon owner, and 1 public member. The members are appointed by the Governor with approval of council to a term of five years. No Board member shall be appointed to more than two consecutive terms. Permanent office staff consists of: An Executive Director, two Inspectors, one Program Assistant II, and one Licensing Clerk. The Board responsibilities includes: Maintaining records of all names, addresses, credentials, date of licenses issued, number of different type licenses issued, renewal forms, and verification of master barbers, barbering, cosmetology, esthetics, and manicuring schools training. The Board is also responsible for licensing of master barbers, barbers, cosmetologists, estheticians, manicurists, apprentices, instructors, barber shops, cosmetology shops, esthetic shops, manicuring shops, barber, cosmetology, esthetics, and manicuring schools, along with booth rentals for all professions. Monies for licenses and renewals are recorded and deposited with the State Treasurer.

The Board is responsible for establishing administrative rules for all phases of the professions. Legislation was passed in 2005 requiring all tanning facilities to be registered and regulated by the Board. The Board established rules for operator training certifications and facility sanitation requirements.

Curriculum for barbering, cosmetology, esthetics, and manicuring schools, apprentice programs, and tanning operators are also a major responsibility. National written and practical exams are held once a month for all qualified applicants. Reciprocity exams are held once a week. Temporary permits are issued to all qualified applicants enabling them to work until they have completed and passed all sections of the exam. All shops, tanning facilities, and schools are inspected twice a year to ensure sanitary conditions.

Any shop, booth rental, or school that opens, relocates, or changes owner, must also be inspected to ensure compliance with the boards' administrative rules.

Public hearings, disciplinary hearings, and informal conferences, are held as necessary. Licensees are disciplined and administrative fines are issued for licensure and sanitation violations. Sanitation and licensure violations are a major concern with the Board.

The board meets at least 6 times a year.

**313-A:7 Duties.** – The board shall:

- I. Prescribe the duties of its officers and employees, which shall be at all times subject to the direction and supervision of the department of health and human services;
- II. Establish a principal office, at which all records and files of the board shall be kept;
  - II-a. Maintain a telephone line or an electronic mail address for the purpose of accepting consumer complaints;
- III. Keep a record of its proceedings;
- IV. Report to proper prosecuting officers all violations of this chapter coming within its knowledge;
- V. Make a written report biennially to the governor and council containing a full and complete account of all its official acts during the biennium, together with a statement of receipts and disbursements and such comments as it deems necessary; and
- VI. Establish fees for examination of applicants, for licenses, and for renewal of licenses to practice under this chapter and for transcribing and transferring records and other services.

Source. 2000, 118:1. 2004, 177:5, eff. Jan. 1, 2005.

NH BOARD OF BARBERING, COSMETOLOGY,  
AND ESTHETICS CURRENT STAFF

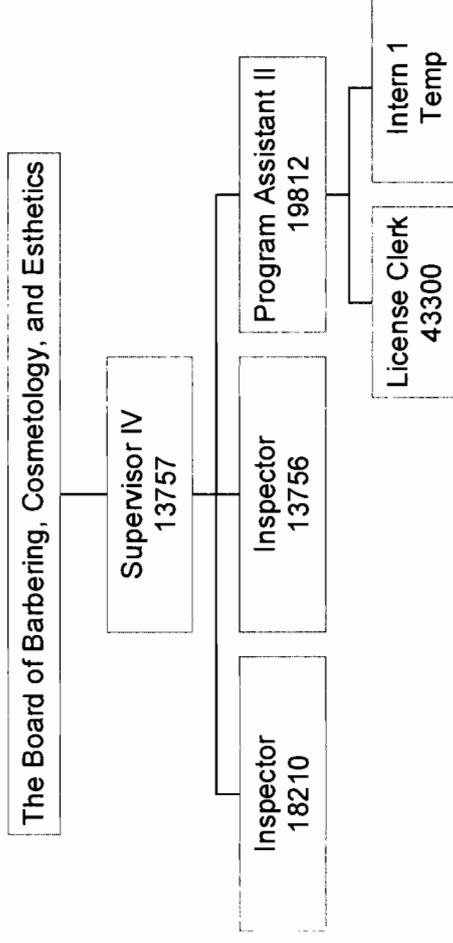
CURRENT FULL TIME PERSONNEL

Kathryn Wantuck, Executive Director  
Beulah Stockman, Inspector  
Sandra Hodgdon, Inspector  
Tami Russell, Program Assistant II

CURRENT PART TIME PERSONNEL

Kimberly Murray, Intern Temp

# Organizational Chart



## NH BOARD OF BARBERING, COSMETOLOGY, & ESTHETICS

	FY 12 Actual	FY 13 Actual
Revenues	559,299	634,876
Expenditures	360,458	365,810

## ACCOMPLISHMENTS

Type	Fiscal Year 2012	Fiscal Year 2013
Inspections	2220	2134
Complaints	40	29
Hearings	0	1
Settlement Agreements	2	2
Total Fine Amounts	26,696	93,960
Enrollment	1083	975
Graduation	667	576
Terminated	483	489
Original License		
Booth	187	186
Individual	691	668
Salon	122	121
Renewal		
Booth	187	587
Individual	698	4670
Salon	122	937
Tanning Facility	28	207
Current Licensees		
Booth	1486	1482
Individual	13,885	13,240
Salon	2002	2002
Tanning Facility	226	226

## LEGISLATION

On July 1, 2012 House Bill 1127 was enacted allowing each licensed barber to have up to 2 apprentices for barbering, and each licensed master barber to have either 2 apprentices for barbering or one master barber apprentice and one barber apprentice at the same time. The passage of HB 1127 allowed for growth in the field of barbering while enhancing economic development without putting consumers at risk of harm.

On July 15, 2013 House Bill 376 was enacted removing a requirement for each licensee to obtain one year of work experience prior to owning and managing a shop or becoming a booth renter. Upon graduation of school and passage of the licensing exams, the Board deems a licensee competent and knowledgeable in their profession to safely practice on the public. HB 376 made it possible for licensees to booth rent or open/manage a salon upon licensure.