

Barber Admissions Process

Step 1: Background check (BCI and FBI)

Available at the TPS Security Department @ Devilbiss - 3301 Upton Avenue

- Between the hours of 8:00 am – 3:00 pm
- Cost is \$46.00 (**Money Order or exact cash only**)

Mail or bring the registration form to the Adult Education office (See attached)

The Barber Program reserves the right to deny admission to anyone due to a negative background check or criminal history.

Step 2: Financial Aid

- Required to file for Financial Aid
 - ① Apply for a FSA ID (Federal Student Aid ID)
 - ② Complete Free Application for Federal Student Aid online at www.fafsa.ed.gov
 - ③ School code: 015957
 - ④ Financial Aid Procedure Sheet Attached
 - ⑤ Must see/contact the financial aid advisor for approval
 - **All Applicants Must have financial aid completed and approved before the Admissions Appointment**

Step 3: Admissions Appointment – Must Call to Schedule a time.

- Must have the following information with you
 - ① H.S. Diploma/GED Required
 - ② Birth Certificate
 - ③ Money Order (\$40.00) made out to “THE OHIO STATE BARBER BOARD”
 - ④ Barber Academy will send in all required paperwork to Barber Board when complete
- **IF ANY OF THESE DOCUMENTS ARE MISSING, YOUR APPLICATION CANNOT BE SUBMITTED TO THE BARBER BOARD**

Step 4: Barber Board Approval

- All Documents received and approved through State Barber Board. This takes approximately 2 weeks

All Paperwork must be Approved and on file at the Barber Academy Office **2 weeks prior** to the start of Quarter. After that time you will be sent an Acceptance Letter which will include a start date.

Failure to have all your paperwork in is the student’s responsibility, and will result in a delayed start date.

The Barber Program consists of 1800 hours of theory and practical (hand-on) experience, (1000 hours for those with a Cosmetology license). Class hours are Monday through Friday from 9:00 a.m. to 5:00 p.m. You must be completed in **14 months**.

- Program Cost: Effective July 1, 2017 – \$ 14,000 or \$7,777 for those with a Cosmetology license (includes tuition, books and barber kit)

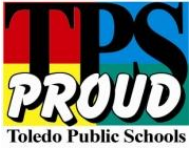
Toledo Public Schools

Adult & Continuing Education

Barber Personal Appearance Policy

You should look conservative, neat, clean and professional in the eyes of the average customer. The clothing you wear must be free of rips and tears. Instructors are required to point out violations of dress code to the students and take whatever measures are necessary to correct them. In the event questions arise, the instructors' decision will be final.

1. *Shoes:* A student's shoes must look like a shoe, not a thong, house slipper, boots etc. All shoes must have a strap or back for proper fit. No sandals or open-toed shoes are permitted. Footwear must be in good repair and clean. Socks or hose must be worn at all times.
2. *Dresses and Skirts:* the length must be adequate to cover sufficiently, particularly when you are bent over the shampoo bowl. No miniskirts or short shorts are allowed. Female students wearing shorts and skirts should make sure they are knee length.
3. *Shirts, Blouses and Tops:* Under the smocks, a student may wear T-shirts, blouses, or sweat shirts (no hooded sweat shirts are to be worn). Tie and dress shirts are also permitted.
4. *Smocks:* Students must always wear their smock, which must be clean, neat and pressed. Smocks must be properly zipped and in good repair. Student's Hair Cloth should be clean and also neat.
5. *Name Tags:* The nametag is part of the uniform and must be worn at all times on the right-hand side of the smock. Nicknames are not permitted. Affixing an attachment such as photo, cartoons, etc. to the nametag is not permitted.
6. *Jewelry and Sunglasses:* The instructor will evaluate jewelry and other adornments. No sunglasses are permitted. No hats or caps are permitted.
7. *Proper Dress:* All students must be fully dressed and ready for clinic duties this includes zipped smocks and name tags in place. Students may not change their clothes or perform any act of dressing or undressing while they are in the clinic or classroom. In addition, students should not perform any personal toiletries while in the clinic, i.e. putting on makeup, brushing teeth, washing face or other personal chores. Students may not work on their own hair or beard while in school.
8. *Proper slacks:* Casual, khaki or dress slacks are to be fitted to your size, belt at the waist, not falling off your hips and bagging at the ankles. Students may only wear the following colors of pants (black, blue, tan or brown). Blue jeans, sweat pants, running pants, pajama pants, army fatigue scrubs, leggings, yoga pants, jeggings are NOT appropriate for a professional barber student to wear. Noncompliance to this dress code is a violation of insubordination.



Toledo Public Schools
Adult & Continuing Education

3281 Upton Avenue
Toledo, OH 43613
Phone: 419-671-8700
Fax: 419-671-8704

FINANCIAL AID PROCEDURES

Apply for a Federal Student Aid ID (FSA ID) at fsaid.ed.gov. It takes 1-3 days for federal government to approve your FSA ID. Federal Government will e-mail/notify you with your approved FSA ID. Your FSA ID is needed to complete and electronically sign your FAFSA application and Federal Student Aid documents. FAFSA contact no. is 1-800-433-3243.

To complete a Free Application for Federal Student Aid (FAFSA) application, go online www.fafsa.ed.gov, Federal Government will determine if you're eligible to receive a PELL Grant.

Please include our Federal School Code Number: **015957**
This code is to be used for the Licensed Practical Nursing and the Barber Program.

Make sure you sign FAFSA application with your FSA ID.

Allow five (5) business days after completing your FAFSA before contacting the Financial Aid Office at 419-671-8702.

**Loans are available for those who qualify after
30 days with an attendance rate of 80% or higher**



OHIO STATE BARBER BOARD

77 SOUTH HIGH STREET • 16TH FLOOR • COLUMBUS, OHIO 43215-6108
(614) 466-5003 • FAX: (614) 387-1694 • WEB PAGE: www.barber.ohio.gov

TO: ALL BARBER SCHOOLS

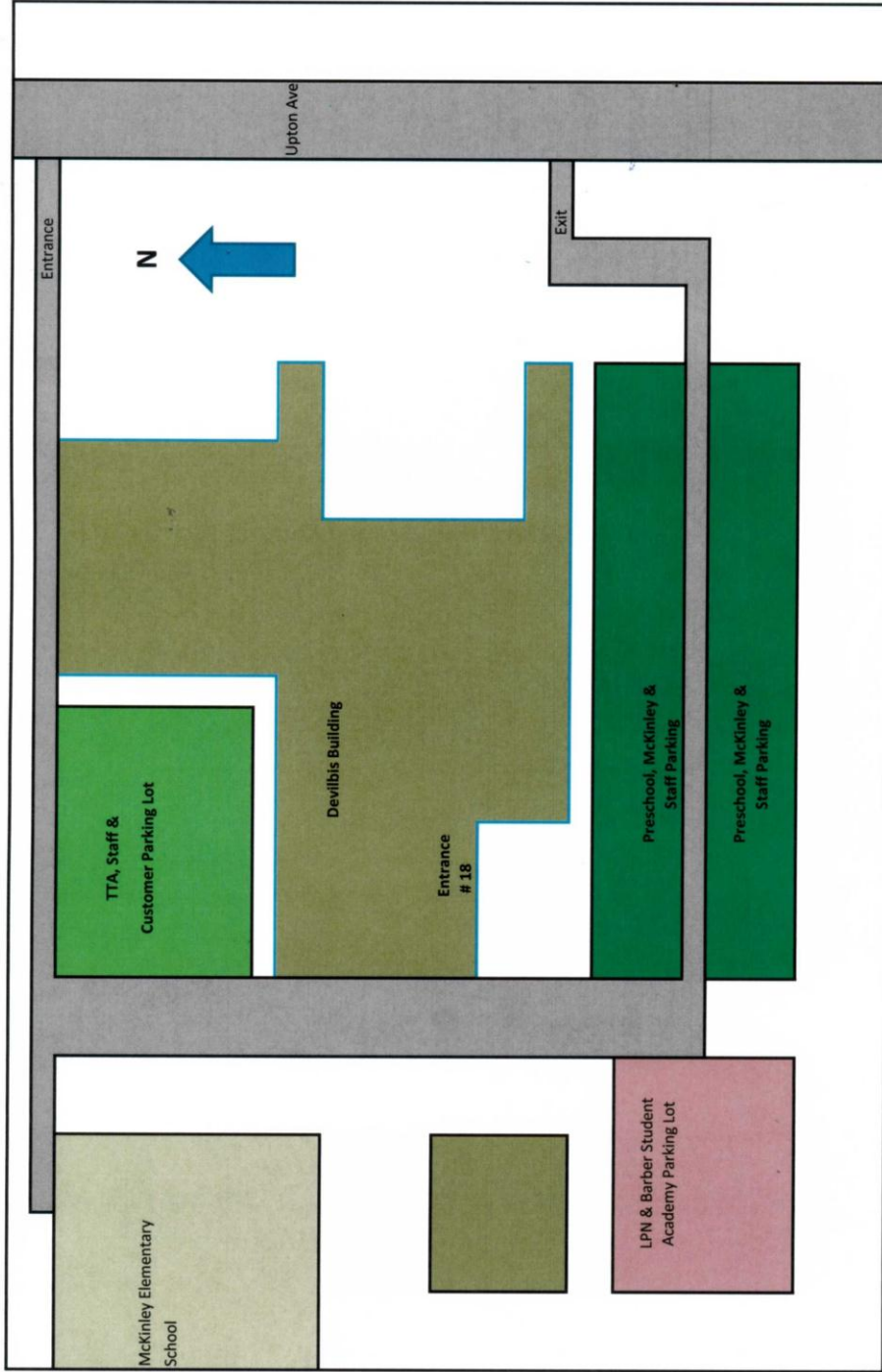
FROM: OHIO STATE BARBER BOARD
EDWIN C. JEFFERS, CHARLES GRAF, ANTHONY CALABRESE III AND
HOWARD WARNER.

DATE: JULY 28. 2004

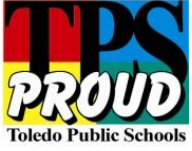
RE: BOARD ADMISSION POLICY

Our current policy is to refuse entrance into the barber schools for, anyone convicted of the following felonies: drug trafficking, sexual offenses involving a minor, rape or murder/aggravated murder.

All applicants denied admission, may be reconsidered five years from date of conviction.



NOTE: Parking for Adult Education Students
 (LPN & Barber Academy Parking Lot only)
 Use entrance # 18 only



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Barber Registration Form

Name: _____ Date: _____

Address: _____

Home Phone: or _____

Cell Phone: _____

E-mail Address _____

Please complete and submit to the Adult Education Office prior
to having your background check completed