



Ohio Administrative Code Rule 4713-5-09 Enrollment procedure.

Effective: May 30, 2022

(A) All cosmetology school enrollments shall be submitted via email on forms provided by the board. The enrollment form shall be submitted to the board within thirty days of the student's enrollment date. The "enrollment date" shall be that date upon which the student begins training and is not necessarily the date upon which the student contracts with the school for training.

(B) All barber schools shall require an applicant for admission to file with the school a written application on a form prescribed by the board, along with all of the following:

- (1) The fee required under division (A)(13) of section 4709.12 of the Revised Code;
- (2) A copy of the applicant's birth certificate;
- (3) A diploma or other proof that the applicant has at least an eighth grade education or equivalent in the state where the applicant resides; and
- (4) Two current, identical photos of the applicant bearing the applicant's signature on the front. The photos shall meet the requirements established by the board.

(C) All barber schools shall submit each application for admission to the board for approval prior to enrolling the student. After review, the board shall do one of the following:

- (1) Approve the application and issue a student registration card. This card must be displayed, along with the individual's signed photograph, at the individual's barber chair at the school.
- (2) Deny the application and notify the individual and school, in writing, of the reason(s) for the denial.

(D) No barber school shall admit any student until the student has been issued a registration card by



the board.

(E) Potential students of any school licensed by the board shall be advised, prior to enrollment, that only United States citizens and individuals who are eligible for state or local public benefits under Section 411 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Pub. L. No. 104-193, 110 Stat. 2268 (1996), 8 U.S.C. 1621, shall be eligible for any type of license or permit to practice a branch of cosmetology or barbering in Ohio. A student must submit proof of such eligibility with the student's application to take the state examination.