



H 6,7  
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State of Wisconsin \ DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF HEALTH  
MAIL ADDRESS: P. O. BOX 309  
MADISON, WISCONSIN 53701  
IN REPLY PLEASE REFER TO:

September 25, 1974

Mr. James J. Burke  
Revisor of Statutes  
411 W. Capitol  
Madison, WI

Dear Mr. Burke:

As provided in Section 227.023, Wis. Stats., there is hereby submitted a certified copy of Chapter H 6, Wisconsin Administrative Code, pertaining to barbers, barber shops and schools teaching barbering rules and Chapter H 7, Wisconsin Administrative Code, pertaining to barber examinations and subjects to be taught in schools teaching barbering rules, as adopted by the Health and Social Services Board on August 14, 1974. In accordance with Section 227.018(3), Wis. Stats., the 30-day review by the appropriate legislative committee members expired on September 17, 1974, with no objections being raised.

These rules are being submitted to the Governor as required by Section 14.06, Wis. Stats., and to the Secretary of State as required by Section 227.023, Wis. Stats.

It is hoped that the rules can be published in the October 1974 edition of the Wisconsin Administrative Register and become effective on November 1, 1974.

Sincerely,

George H. Handy, M.D.  
State Health Officer

GHH:ew  
Enclosures

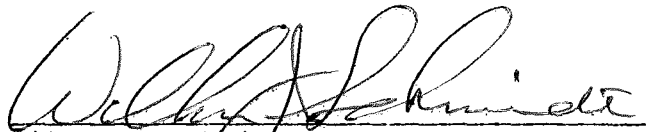
STATE OF WISCONSIN )  
 ) SS  
DEPARTMENT OF HEALTH AND SOCIAL SERVICES )

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Wilbur J. Schmidt, Secretary of the Department of Health and Social Services and custodian of the official records of said department, do hereby certify that the annexed rules relating to barbers, barber shops & schools teaching barbering and barber examinations and subjects to be taught in schools teaching barbering, were duly approved and adopted by this department on August 14, 1974.

I further certify that said copy has been compared by me with the original on file in this department and that the same is a true copy thereof, and of the whole of such original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the department in the city of Madison, this 25th day of September A.D. 1974.

  
Wilbur J. Schmidt, Secretary  
Department of Health & Social Services

SEAL

ORDER OF THE DEPARTMENT OF HEALTH & SOCIAL SERVICES ADOPTING RULES

Pursuant to authority vested in the Department of Health and Social Services in Section 140.05, Wis. Stats., and in accordance with Chapter 227, Wis. Stats., the following rules are hereby promulgated.

Chapter H 6 and Chapter H 7 of the WISCONSIN ADMINISTRATIVE CODE are repealed and recreated to read:

CHAPTER H 6

BARBERS, BARBER SHOPS AND SCHOOLS  
TEACHING BARBERING

H 6.01 Sanitation	H 6.08 Prohibited articles
H 6.02 Practice	H 6.09 Treatment prohibited
H 6.03 Use restrictions	H 6.10 Personal cleanliness
H 6.04 Toilets	H 6.11 Floor covering
H 6.05 Plumbing	H 6.12 Demonstrations
H 6.06 Care and storage of instruments	H 6.13 Shop requirements
H 6.07 Combs, brushes and vacuum nozzles	

H 6.01 SANITATION. All barber shops and schools teaching barbering shall at all times be kept in a clean and sanitary condition. This shall include the floors, walls, ceilings, all furniture, equipment, utensils and instruments. The room shall be well lighted and well ventilated.

H 6.02 PRACTICE. No person shall practice barbering in any place other than a barber shop, excepting for sick and infirm persons in homes and hospitals.

H. 6.03 USE RESTRICTIONS. New barber shops or barber shops acquired through transfer of ownership shall have a solid sound resistant wall between it and another commercial place of business such as a tavern, restaurant, grocery store or other businesses that create a health, sanitary, safety, or nuisance hazard. No barber shop shall be used as a sleeping or living room.

H 6.04 TOILETS It shall be the responsibility of the barber shop manager to provide toilet facilities for the patrons and employees of the barber shop which are in compliance with the state plumbing code and which are maintained in a clean and sanitary condition and immediately accessible without entering another place of business.

H 6.05 PLUMBING. All plumbing shall comply with the state plumbing code.

H 6.06 CARE AND STORAGE OF INSTRUMENTS. Clippers, scissors, razors, tweezers and such shall at all times be stored in a closed sanitary area and be kept clean and sanitary by one of the following methods;

(1) Immersion in one of the following department approved disinfectants.

(a) 70% alcohol

(b) 1600 PPM quaternary ammonium compound

(c) 25% formalyn

(d) 15% lysol

(e) 5% phenol

(f) Other department approved disinfecting agents.

(2) Washing in hot water with soap or detergent.

(3) After immersion or washing of instruments as stated above, instruments shall be dried with clean tissue.

(4) Clipper blades shall be thoroughly cleaned and immersed in a disinfectant solution or directly exposed to a germicide light after serving each customer.

H 6.07 COMBS, BRUSHES AND VACUUM NOZZLES. Combs, brushes and vacuum nozzles shall be cleaned after each customer by washing in hot water with soap or detergent, then immersed in a department approved effective disinfectant. Combs, brushes and vacuum nozzles shall be stored in a disinfectant solution or in a sanitary storage area at all times when not in use.

H 6.08 PROHIBITED ARTICLES. No barber shall use in practicing barbering any styptic pencil, sponge, finger bowl, lump alum, or powder puff. Possession of any of the foregoing in the barber shop in a used condition is prima facie evidence that these items are being used in the practice of barbering.

H 6.09 TREATMENT PROHIBITED. No barber or employee of a barber shop shall treat any disease of the skin unless under the direction of a physician. No barber shall shave or cut the hair of any person suffering from a skin or scalp disease in which the

skin to be shaved or the scalp contains pustulas, lesions or open sores unless the person presents a written statement from a licensed physician that the disease is not communicable.

H 6.10 PERSONAL CLEANLINESS. Every barber shall be clean both as to person and dress, shall thoroughly wash his hands with soap and water immediately before serving a patron, and shall refrain from the use of tobacco, alcohol beverage, and habit forming drugs, without medical direction, while serving a patron.

H 6.11 FLOOR COVERING. Work areas shall have an approved non-absorbent material such as tile, inlaid linoleum or commercial type linoleum. Carpeting may be installed providing it is at least six feet from the center point of the barber chair or separated from the work area by a solid wall 30 inches high with any entry way or exits to the working area at least six feet from the center point of any barber chair.

H 6.12 DEMONSTRATIONS. Shows, meetings, seminars, workshops, etc., primarily for the purpose of demonstrating advanced barbering techniques to licensed barbers, may be held only after making application on forms supplied by the department and receiving permission from the department. All demonstrators shall hold a current barber or cosmetology license from this state or another state and such demonstration shall not exceed three consecutive days. Persons who receive barber services at such a demonstration shall receive such service free of charge. Barbering techniques shall not be taught to persons not licensed to practice barbering.

H 6.13 SHOP REQUIREMENTS. (1) All barber shops are to provide and maintain an adequate hot and cold water supply, a wet and dry sterilizer, closed container or storage for clean towel and linen, covered container for soiled towels and linen, haircloth or cape, headrests, and an adequate supply of clean combs and brushes.

(2) New locations, locations where a change of manager occurs or where apprentices are to be employed, in addition to the above must, provide and maintain equipment for all barber services, to include shampoo basin with hose, shampoo cape, protective gloves, styling equipment, and other professional tools needed to provide full service. Shops employing apprentices are to provide both equipment and products necessary in the performance of all services taught in the apprentice program.

(3) Personal tools are the responsibility of each barber and are excluded from required shop equipment.

CHAPTER H 7

BARBER EXAMINATIONS AND SUBJECTS TO BE  
TAUGHT IN SCHOOLS TEACHING BARBERING

H 7.01	Conduct of the examination	H 7.05	Full time apprentice subjects - (syllabus)
H 7.02	Examination questions		
H 7.03	Grading	H 7.06	Apprentices
H 7.04	Full time school subjects taught and practiced - (syllabus)	H 7.07	Instructors

H 7.01 CONDUCT OF THE EXAMINATION. (1) The state health officer shall designate a staff member to act as liaison officer to the committee of examiners.

(2) A number shall be assigned to each examinee before an examination. The number shall be used in lieu of the examinee's name on all examination papers and in all portions of the examination.

(3) Examinees shall not receive any technical assistance during the examination from the examiners, language interpreters or other individuals.

(4) Applicants who have passed the master barber examination may immediately take a shop manager examination only if they demonstrate in writing to the department prior to the examination date that a bonified emergency exists. Other applicants for the shop manager examination may not take the examination until the next one is held.

H.7.02 EXAMINATION QUESTIONS. (1) The division of health shall prepare the examination questions and may seek recommendations from the committee of examiners, persons teaching barbering and other professional personnel. The state health officer shall approve the examination questions.

(2) Examination questions shall be in the English language, excepting that a foreign language translation shall be made available by the board by prior arrangement provided that the actual cost of such translation shall be paid in advance by the applicant.

(3) All barber examinations shall be restricted to questions pertaining to the subjects listed under subsection H 7.04 and H 7.05. Out-of-state journeyman barbers who can provide evidence satisfactory to the board that they have met substantially



the same requirements as this state as provided in section 158.10(4), Wis. Stats., will take an examination with emphasis on state laws and the administrative code pertaining to barbering.

(4) Each examination shall be designed to recognize the various levels of skills and knowledge requisite to a specific license.

H 7.03 GRADING. (1) The passing grade for all written and practical examinations shall be 70%.

(2) All written examinations shall be graded by the staff of the division of health.

(3) Any person who fails in the written portion of an examination may request in writing that it be reviewed. The review will be conducted by the liaison officer. If any grade is changed after a review, a written statement of the change shall be placed in the examinee's file stating the reasons for the change and a copy of the statement shall be submitted to the state health officer and the committee of examiners.

(4) In the practical examination the methods of conducting the examination, the subjects to be included and basis of grading shall be established by the committee of examiners with the approval of the liaison officer.

(5) At least two examiners shall review a failure in the practical examination giving the reason for the failure and sign the grade sheet.

H 7.04 Full time school subjects taught and practiced - (syllabus)

1. Instruments and tools (primary & secondary)
  - A. Clippers, blades, outliners and attachments
  - B. Razors
  - C. Shears
  - D. Hone & strop
  - E. Combs, brushes, picks, rollers and clips
  - F. Hairvacs
  - G. Dryers, curling irons, hot irons
  - H. Lather machine - brushes & mugs
  - I. Tweezer - needle - comedo extractor
  - J. Cloth holder (clips)
  - K. Vibrators
  - L. Hand mirrors
  - M. Other
2. Barber shop equipment
  - A. Primary and supplemental
  - B. Sanitation
3. Basic haircutting and styling (minimum requirement 500)
  - A. Short and long hair - (men & women)
  - B. Tapering - long & short
  - C. Close, medium, & full short
  - D. Ethnic (black, etc.)
  - E. Past, present, & future styles
  - F. Basic to advanced for techniques and procedures
    1. Razor cutting
  - G. Thinning
  - H. Outline

H 7.04 (3) (cont.)

- I. Posture
- J. Wet and dry haircutting
- K. Blow waving
- 4. Shaves (minimum requirement 200)
  - A. Preparation
  - B. Procedure and movement
  - C. Finishing
  - D. Depilatory
  - E. Lines and outlines
- 5. Scalp services
  - A. Shampooing (minimum requirement 75)
    - 1. Types of shampoo and soap
    - 2. Selection of product (beneficial & harmful)
    - 3. Application
    - 4. Movement (beneficial and harmful)
    - 5. Rinse off
    - 6. Results
  - B. Rinses (minimum requirement 50)
    - 1. Selection of rinse (beneficial & harmful)
    - 2. Application
    - 3. Movements
    - 4. Rinses off
  - C. Scalp massage (minimum requirement 75)
    - 1. Types
    - 2. Movements (beneficial & harmful)
    - 3. Purpose
    - 4. Results (beneficial & harmful)
    - 5. Muscle and nerves involved
      - 1. Blood vessels

H 7.04 (5) (cont.)

- D. Lotion treatments (minimum requirement 50)
  - 1. Selection (type and product)
  - 2. Application
  - 3. Movement (beneficial)
  - 4. Results (beneficial)
  - 5. Scalp steam
- E. Scalp treatments (minimum requirement 50)
  - 1. Introduction
- 6. Facial treatments (minimum requirements 75)
  - A. Types
  - B. Movements (beneficial & harmful)
  - C. Purpose
  - D. Results (beneficial & harmful)
  - E. Muscles and nerves involved
  - F. Products used
- 7. Hair and scalp care
- 8. Sanitation and hygiene
  - A. Definitions
  - B. Product and procedure
  - C. Sterilizing, disinfection, antiseptic, and astringent
  - D. Barber shop and equipment sanitation
  - E. Tool and instrument sanitation
  - F. Personal hygiene
  - G. Personal grooming
  - H. Community hygiene

H 7.04 (cont.)

9. Bacteriology
  - A. History and importance of bacteriology
  - B. General morphology
  - C. Reproduction and growth
  - D. Bacteria invasion
  - E. Beneficial bacteria
  - F. Destruction (physical & chemical)
10. Special hairwork (minimum requirement each)
  - A. Conditioning (50)
  - B. Coloring (10)
  - C. Chemical waving (25)
  - D. Sectioning (50)
  - E. Terminology
11. History of barbering
  - A. Barbering
  - B. Barber section
  - C. Apprentice division
  - D. Organizations
  - E. Schools
  - F. Barber pole
12. Apprenticeship procedure
  - A. Introduction to apprenticeship
  - B. Advisory apprenticeship committee
  - C. Indentureship and contract
  - D. Apprentice law
  - E. Training program
    1. Purpose
    2. Student or apprentice responsibilities

H 7.04 (cont.)

13. Salesmanship and advertising

- A. What is selling
- B. What is salesmanship
- C. Buying motives
- D. Selling technique
- E. Advertising technique
- F. Product displays
- G. Suggestive selling of service
- H. Public speaking

14. Public and human relations

- A. Customer attitudes
- B. Employee and employer relations
- C. Barber ethics
- D. Customer service
- E. Outside activities
- F. Positive and negative attitudes
- G. Evaluation and feed back from customers

H 7.05 Full time apprentice subjects - (syllabus)

1. Advanced hairstyling and cutting
  - A. Razor cutting
  - B. Sectioning and cutting
  - C. Styling to overcome physical distractions
  - D. Latest techniques
  - E. Ethnic styles
2. Advanced special hairwork
  - A. Hair weaving - practical
  - B. Hair transplants (familiarization)
  - C. Chemical waving - practical
  - D. Hair relaxing and straightening - practical
  - E. Hair pieces and wigs - practical
3. Barber law and rules
  - A. Ch. 158, H.6, H.7, Ch. 106
  - B. How law is made
4. Business management and law
  - A. Why enter business
  - B. Setting up a business
    1. Individual
    2. Partnership
    3. Corporation
  - C. Selecting a location
  - D. Bookkeeping - record system
  - E. Appointment system
  - F. Social security requirements
  - G. Workmen's compensation and unemployment compensation requirements.

H 7.05 (4) (cont.)

- H. Tax deductions - state and federal
- I. Insurance
- J. Advertising
- K. Selling services and products
- L. Ethics

5. Anatomy

A. Cells

- 1. Description
- 2. Characteristics
- 3. Function
- 4. Reproduction

B. Tissues and organs of the body as related to hair and skin

- C. The skeletal system pertaining to barbering
- D. The muscular system pertaining to barbering
- E. The nervous system pertaining to barbering

6. Physiology pertaining to barbering

- A. Digestive system
- B. Vascular system
- C. Excretory system (glands)
- D. Respiratory system

7. Histology of hair and skin

- A. Skin
- B. Hair
- C. Genetics of hair
  - 1. Traits
  - 2. Baldness
  - 3. Growth
  - 4. Forms



H 7.05 (cont.)

8. Hair and skin diseases
  - A. Pathological changes
  - B. General causes of diseases of the hair and scalp
  - C. Scalp analysis
  - D. Alopecia types
  - E. Diseases and anomalies of the hair
  - F. Disease of the scalp, face, and body
    1. Contagious
    2. Non-contagious
    3. Infectious
    4. Non-infectious
  - G. Animal parasites
  - H. Venereal diseases
  - I. Diseases that prohibit barbering services
  - J. How and when to suggest professional medical attention
9. Scalp treatments
  - A. Scalp examination
  - B. Care of hair and scalp
  - C. Shampooing
  - D. Scalp massage
  - E. Antiseptic and oil application
  - F. Cause of falling hair
  - G. Hy-frequency treatment
  - H. Light-therapy treatment
10. Cosmetic chemistry
  - A. Mixtures and chemical compounds
  - B. Acids, bases, and salts
  - C. Solutions and emulsions

H 7.05 (10) (D) (cont.)

D. Cosmetics used by barbers

1. Creams
2. Facial masks and packs
3. Face lotions
4. Scalp lotions and ointments
5. Soap and shampoos
6. Rinses
7. Hair conditioners
8. Hair dressing
9. Deodorants
10. Hair straightening preparation
11. Hair curling and waving preparation
12. Bleaches and dyes

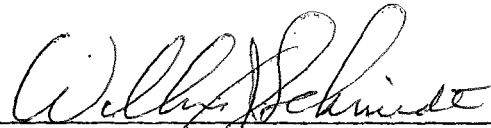
E. Ingredients used in cosmetic preparation

1. Function
2. Purposes
3. Harmful effects

H 7.06 APPRENTICES. All apprentices shall satisfactorily complete all subjects as defined under H 7.04 and H 7.05 prior to being qualified for the journeyman examination.

H 7.07 INSTRUCTORS. All instructors teaching full time in a barber school or the apprentice program shall establish to the department's satisfaction that they are qualified to teach all services taught and have adequate knowledge of products used in the performance of these services being taught.

The rules contained herein shall take effect on November 1, 1974 as provided in Section 227.026(1), Wis. Stats., subject to the provisions of Section 14.06. Wis. Stats.



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Wilbur J. Schmidt, Secretary  
Department of Health & Social Services

Dated September 25, 1974

**SEAL**