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## Protocol for the Approval of a Barbering Program Curricula

1. Please refer to the DOS website information on barbering at <https://dos.ny.gov/system/files/documents/2019/04/barberlawmanual.pdf>
2. In order to obtain curriculum approval, your school must
  - a. Send in a copy of your curriculum
    - i. It must match the State Education Department outline
    - ii. It must include the correct number of minimum hours divided appropriately following the SED outline
    - iii. It must include a textbook choice, equipment list, and facilities description
    - iv. For a barbering program, it must include specific reference to instruction for HIV prevention in order to qualify as both barbering **and** HIV training. Submit the HIV component as a separate outline if you plan to issue the HIV certificate that must accompany each licensing application. It must state the designated hours and content breakdown for each area of HIV instruction in relation to barbering. It is recommended that the HIV component meet a minimum of 10-15 hours of instruction and can be identified in the Safety and Health, Bacteriology, Decontamination and Infection Control, and Disorders of the Scalp curricular components.
  - b. Send a letter from the school District Superintendent or Program Director
    - i. It must attest to the fact that the program will be in place as of a particular date
    - ii. It must state that instruction will follow the curriculum plan submitted and be taught by an appropriately certified teacher who **holds a current NYS Barber license**. Please submit a copy of the instructor's teacher certification as well as a current NYS Barber license.
    - iii. It must say that SED will be advised of any significant changes to the curriculum for this program
3. SED will send a letter to the Department of State stating that the curriculum for the barbering program has been approved along with the HIV course if you choose to provide this course. This letter will state that approval does not imply recommendation for any funding.

For additional information, please visit the Department of State website at <https://dos.ny.gov/barber>