



THE STATE
of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

BAH

FOR DIVISION USE ONLY

Board of Barbers and Hairdressers

PO Box 110806, Juneau, AK 99811

Website: ProfessionalLicense.Alaska.Gov/BoardOfBarbersHairdressers

Student - Instructor Quarterly Report Form

A school shall submit a report on each student enrolled, on a form provided by the department, no later than the 15th day after the calendar quarter. This report must include the exact number of hours of theoretical and practical training completed by the student during the previous quarter, the exact number and type of practical operations completed by the student during the previous quarter. The quarterly report must maintain continuity from month-to-month, from the date of enrollment to the date of termination or completion of the course of instruction regardless of attendance by the student.

PART I Student Information

Student Name:		Student Permit Number:	
School Name:			
For the Months of:		Year:	

PART II Hours of Attendance

Month 1 of Quarter																				Total Hours This Month:											
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Month 2 of Quarter																				Total Hours This Month:											
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Month 3 of Quarter																				Total Hours This Month:											
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

PART III Training Information

Subject	Minimum Hours	Hours Completed This Quarter
State Law (Statutes and Regulations).	25	
Preparatory theoretical instruction, including teaching techniques, lesson planning, methods of instruction, evaluation of instruction, student record keeping, state record keeping, and school operation.	75	
Supervision of desk, booking appointments, and assigning student for clinic services.	25	
Clinic floor supervision under direct supervision of licensed instructor.	50	
The remaining 425 hours must be completed as scheduled by the school, but must include:		
A. Presentation of theoretical subjects in a classroom situation.	50	
B. Presentation of practical subjects in a classroom situation; and	50	
C. Supervision of clinic floor.	325	

PART IV Signature

I certify that the above information is true and correct to the best of my knowledge.			
Student Printed Name:			
Student Signature:		Date Signed:	
Instructor Printed Name:			
Instructor Signature:		Date Signed:	