



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

Phone: (907) 465-2550

Email: [BoardOfBarbersHairdressers@Alaska.Gov](mailto:BoardOfBarbersHairdressers@Alaska.Gov)

Website: [ProfessionalLicense.Alaska.Gov/BoardOfBarbersHairdressers](http://ProfessionalLicense.Alaska.Gov/BoardOfBarbersHairdressers)

**Manicurist Advanced Endorsement Student**

**Quarterly Report Form**

Not later than the 15th day after the calendar quarter, on a form provided by the department, a school shall submit a report on each student enrolled. 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 Month of:		Year:	

**PART II Hours of Attendance**

Hours of Attendance - Days of the Month																														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Total Hours for Current Month:								Total Hours for Last Month:								Total Hours to Date: (Current + Last Month)														

**PART III Transfer Information**

Number of Hours Transferred* (If Any):		Name of School:	
Hours in Attendance:		Total Hours:	

\*Refer to 12 AAC 09.135 regarding transfer of hours.

**PART IV Training Information**

Subject	Minimum Hours	Hours Completed This Month/Quarter
State Law (Statutes and Regulations).	5	
Sanitation and safety measures. Must include: Bacteriology; chemical agents; sanitizing methods and procedures; federal Occupational Safety and Health Administration (OSHA) safety standards; infectious agents and infection.	45	
Anatomy and physiology of the arms, hands, and feet. Must include: Nail shapes, structures and growth, including nail irregularities and nail diseases; bones, muscles, and nerves of the arm and hand; skin histology and functions; blood circulation, including blood vessels and blood supply of the arm, hand, and foot.	45	
Manicuring and pedicuring. Must include: Preparation; equipment and implements; supplies; procedures, including basic manicure, oil manicure, nail analysis, hand and arm massage, pedicure, artificial nails, including sculpturing and liquid and powder brush-ons, artificial nail tips, and nail wraps and repairs; maintenance; polish application; specific needs; use of professional electric fingernail drills.	155	

**PART V Signature**

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



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