

TITLE 16 OCCUPATIONAL AND PROFESSIONAL LICENSING
CHAPTER 34 BARBERS AND COSMETOLOGISTS
PART 12 RECORD KEEPING BY THE BOARD OFFICE

16.34.12.1 ISSUING AGENCY: Regulation and Licensing Department, Board of Barbers and Cosmetologists
[16.34.12.1 NMAC – Rp 16 NMAC 34.12.1, 06-16-01]

16.34.12.2 SCOPE: All schools governed by the Barbers and Cosmetologists Act.
[16.34.12.2 NMAC – Rp 16 NMAC 34.12.2, 06-16-01]

16.34.12.3 STATUTORY AUTHORITY: Section 61-17A-12 – Licensure of Schools – This authorizes the Board to establish record keeping procedures.
[16.34.12.3 NMAC – Rp 16 NMAC 34.12.3, 06-16-01]

16.34.12.4 DURATION: Permanent
[16.34.12.4 NMAC – Rp 16 NMAC 34.12.4, 06-16-01]

16.34.12.5 EFFECTIVE DATE: June 16, 2001 unless a later date is cited in the history note at the end of a section.
[16.34.12.5 NMAC – Rp 16 NMAC 34.12.5, 06-16-01]

16.34.12.6 OBJECTIVE: Pursuant to the Barbers and Cosmetologists Act this part establishes the time frame in which student documents are kept in the Board office.
[16.34.12.6 NMAC – Rp 16 NMAC 34.12.6, 06-16-01]

16.34.12.7 DEFINITIONS: Refer to Part 1
[16.34.12.7 NMAC – Rp 16 NMAC 34.12.7, 06-16-01]

16.34.12.8 RETENTION PERIOD: Student registration and Official Transcript of Training or Notices of Termination will be kept in the Board office for one year from the date of formal termination or withdrawal from the school. If the student wishes to validate incomplete hours or equivalent credits earned in previous years, he/she must be able to document the hours or equivalent credits with a sealed transcript from the school. Official Transcripts of Training received by the Board for students who complete the course of training are retained in the Board office.
[16.34.12.8 NMAC – Rp 16 NMAC 34.12.8, 06-16-01]

HISTORY OF 16.34.12 NMAC:

Pre-NMAC History:

The material in this Part was derived from that previously filed with State Records Center and Archives under:
Article XII, Administrative Regulations, 12-22-81

Rule 11, Record Keeping by the Board Office, 3-8-90

Rule 11, Record Keeping by the Board Office, 10-19-93

BBE Rule 86-1, Board of Barber Examiners, Rules and Regulations – 1986, 6-27-86

BBE Rule 87-1, NM Board of Barber Examiners, Rules and Regulations – 1987, 11-4-87

BBE Rule 88-1, NM Board of Barber Examiners, Rules and Regulations – 1988, 10-4-88

History of Repealed Material:

16 NMAC 34.12, Recording Keeping by the Board Office - Repealed, 6-16-01