Substitute forms are not acceptable, copy this form as needed.

Rhode Island Board of Hairdressing and Barbering
Room 104, 3 Capitol Hill
Providence, RI 02908-5097
(401) 222-2828

SUPERVISING/SHOP MANAGER REGISTRATION APPLICATION*

Supervising/Shop Manager Residence and License Information

Name of Manager

Street Address

City State zipCode

Date of Birth Social Security Number

Supervising/Shop Manager's License Number Date Issued

Manager's Home Telephone Number Shop Telephone Number

Shop License Number - If Applicable

Recent Photograph of Supervising/Shop Manager

Securely tape or glue in this square a current 2" x 2" photograph of the shop manager (alone).

Photographs must be recent, passport type photo, clear, front view, full face without a hat or dark glasses.

Full length photos will not be accepted.

Affix Photo Here

☞ Write manager's name on the back of the photograph, and have manager sign below.

Manager's Signature

IMPORTANT! ***Chapter 5-10-15 of the General Laws of Rhode Island states: "...The proprietor of the licensed shop and the manager shall notify the division in writing within ten (10) days upon the termination of employment as the manager of said licensed shop. The license of said shop shall expire forty-five (45) days after the division if so notified by the proprietor if no new manager is registered with the division as the supervising manager of said shop.***

I _____ the proprietor or chief executive officer of _____
Name of Shop

located at _____
Street City State Zip Code

do hereby make application with the Division of Professional Regulation to register _____
Manager Name

with the Board of Hairdressing and Barbering as the manager of said shop.

* NOTE: The Supervising/Shop Manager must have been licensed for a period of at least one (1) year prior to the filing of the application for licensure. Licensed Estheticians may only act as Supervising/Shop Managers at Esthetics Shops; Licensed Manicurists may only act as Supervising/Shop Manager at Manicuring Shops; Licensed Barbers may only act as Supervising/Shop Manager at Hair Design Shops; Licensed Hairdressers may act as Supervising/Shop Manager at all shops. Furthermore, the Supervising/Shop Manager shall only be registered to manage one (1) shop at a time. I do solemnly swear (affirm) that I am the proprietor of said shop named in this application, and the photograph attached hereto is a fair likeness of the manager in my employ; that I have made or read the contents thereof, and to the best of my knowledge and belief of the foregoing statements and answers are true in substance and are made in good faith.