



**TEXAS DEPARTMENT OF
LICENSING & REGULATION**

SHEARS GUIDE

**How to post individual STUDENT HOURS
for students who are graduating or
approaching exam eligibility.**

Why post individual hours?

Barbering and Cosmetology schools are required to post all student hours monthly.

However, if a student is graduating or has reached exam eligibility before the month ends, a school administrator may wish to post those hours mid-month which would allow the student to receive their exam eligibility without waiting.

Please remember that graduating students should always have their final monthly hours posted before being dropped, and the final posting must pre-date the drop.

Step 1: LOGIN to your SHEARS account



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SHEARS UPDATES

[SHEARS Training Resources for Barbering and Cosmetology Schools](#)

Book Now for Training Sessions.

Note – Important Student Enrollment Issue: Please remember during enrollment to make sure the student's name on their government issued ID matches what is submitted for the student permit either by paper application or SHEARS. This will eliminate unnecessary delays at the time of exam eligibility.

BARBERING AND COSMETOLOGY

STUDENT HOUR AND ENROLLMENT AUTOMATIC REPORTING SYSTEM

SHEARS

School License Number

Personal Identification Number (PIN)

CONTINUE

To obtain your PIN, enter the School License Number and click [here](#). Your PIN will be emailed to the address on file.

[New School License Search](#)

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Step 2: Select POST Student Hours

**TDLR**
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STUDENT HOUR AND ENROLLMENT AUTOMATIC REPORTING SYSTEM

SHEARS

BAC OUT OF STATE SCHOOL (777777 - 12/31/2026)
512-463-6599 **No Email Address**

MAIL
920 COLORADO ST
AUSTIN TX 78701-2332

PHYSICAL
920 COLORADO
AUSTIN TX 78701

MAIN MENU

If the above information is not correct please click [here](#) to contact the Education & Examination Division.

LIST Students

POST Monthly Hours

POST Student Hours

EDIT Student Hours

SHOW Student Hours

GET Batch Confirmation

ENROLL Student(s)

VIEW Enrollment History

PRINT Permit

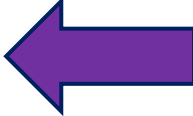
SHOW Enrollment

EDIT Student Profile

DROP Student

EDIT Drop

LOG OUT



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Step 3: Enter the student permit number – please remember to use only the SPECIALTY permit number (BCA/COP) not, the core (COR), then select the FIND button.



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STUDENT HOUR AND ENROLLMENT AUTOMATIC REPORTING SYSTEM

SHEARS

BAC OUT OF STATE SCHOOL (777777 - 12/31/2026)
512-463-6599 No Email Address

POST STUDENT HOURS

Post which student?

Student Permit Number:

[MAIN MENU](#) [FIND](#)

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[Border Programs Team](#) | [Texas Transparency](#) | [Texas Veterans Portal](#) | [Contact TDLR](#)

Step 4: Enter the completion date, number of hours clocked, and Field Trip or Distance Learning hours (if applicable). Then select POST HOURS.



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STUDENT HOUR AND ENROLLMENT AUTOMATIC REPORTING SYSTEM

SHEARS

OATS SCHOOL TDLR (705080 - 06/23/2030)
512-463-3492 No Email Address

Post Student Hours

Class A & Operator students with X in Dual Credit column have completed 700 hours dual credit in the BAC core curriculum. Dual credit does not apply towards the required 300 Class A or Operator specialty hours in shaving and/or eyelash. Class A & Operator students must complete a total of 1000 hours which includes the 700 core hours and the 300 specialty hours.

BCA 2165990 SMITH, JOHANNA

Completed Date (mm/dd/yyyy)	Class Hours	Field Trip Hours	Distance Learning Hours
06/15/2026	23		67

MAIN MENU

POST HOURS

Student Hours Posted History

School Name	Completed	Entered	Class Hours	Field Trip Hours	Distance Learning Hours	Dual Credit
OATS SCHOOL TDLR	05/31/2026	06/05/2026	100.00	8.00	20.00	X
OATS SCHOOL TDLR	05/27/2025	05/27/2025	100.00	0.00	0.00	X
OATS SCHOOL TDLR	12/31/2024	03/18/2025	67.00	0.00	0.00	X
OATS SCHOOL TDLR	11/30/2024	03/18/2025	105.00	0.00	0.00	X
OATS SCHOOL TDLR	10/31/2024	03/18/2025	32.00	0.00	0.00	X
OATS SCHOOL TDLR	08/31/2023	10/05/2023	700.00	0.00	0.00	X

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Step 5: The hours posting will appear in the Student Hours History at the bottom of the screen.



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STUDENT HOUR AND ENROLLMENT AUTOMATIC REPORTING SYSTEM

SHEARS

OATS SCHOOL TDLR (705080 - 06/23/2030)
512-463-3492 No Email Address

Post Student Hours

The hours you entered were successfully posted to the TDLR database. It may take up to 24 hours for this transaction to post to the website. A summary of your transactions will be emailed to the address shown above.

Do not use the "Back" button at any time while on this site.

BCA 2165990 SMITH, JOHANNA

Completed Date (mm/dd/yyyy)	Class Hours	Field Trip Hours	Distance Learning Hours
06/15/2026	23		67

MAIN MENU

POST HOURS

Student Hours Posted History

School Name	Completed	Entered	Class Hours	Field Trip Hours	Distance Learning Hours	Dual Credit
OATS SCHOOL TDLR	06/15/2026	06/15/2026	23.00	0.00	67.00	X
OATS SCHOOL TDLR	05/31/2026	06/05/2026	100.00	8.00	20.00	X
OATS SCHOOL TDLR	05/27/2025	05/27/2025	100.00	0.00	0.00	X
OATS SCHOOL TDLR	12/31/2024	03/18/2025	67.00	0.00	0.00	X
OATS SCHOOL TDLR	11/30/2024	03/18/2025	105.00	0.00	0.00	X
OATS SCHOOL TDLR	10/31/2024	03/18/2025	32.00	0.00	0.00	X
OATS SCHOOL TDLR	08/31/2023	10/05/2023	700.00	0.00	0.00	X

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Final Step: If the student has graduated, you may now drop the student or inform the student that written eligibility should be sent within 72 hours.

If you experience any issues with posting student hours, or need any further assistance, please feel free to contact the Education & Examinations Division using our webform:

https://ga.tdlr.texas.gov:1443/form/education?_ga