

**Virginia Board for Barbers and Cosmetology  
 SCHOOL LICENSE APPLICATION**

A check or money order payable to the **TREASURER OF VIRGINIA**,  
 or a completed [credit card insert](#) must be mailed with your application package.  
**APPLICATION FEES ARE NOT REFUNDABLE.**

Select the license(s) you are requesting:

X	License Type	Trans	Fee	Method of Instruction	
				Classroom	Online
<input checked="" type="checkbox"/>	1303 - Barber School	1020	\$140	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1303 - Licensed Barber School adding a Barber Instructor Program	9007	\$100	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1205 - Cosmetology School	1020	\$140	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1205 - Licensed Cosmetology School adding a Nail Technician Program	9007	\$100	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1205 - Licensed Cosmetology School adding a Wax Technician Program	9007	\$100	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1205 - Licensed Cosmetology School adding an Instructor Program	9007	\$100	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1209 - Nail Technician School	1020	\$140	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1209 - Licensed Nail Technician School adding an Instructor Program	9007	\$100	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1219 - Waxing School	1020	\$140	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1219 - Licensed Waxing School adding an Instructor Program	9007	\$100	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1251 - Tattooing School	1020	\$140	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1251 - Licensed Tattooing School adding a Perm.Cosm. tattooing program	9007	No Fee	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1252 - Permanent Cosmetic Tattooing School	1020	\$140	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1267 - Esthetics School	1020	\$140	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1267 - Esthetics School adding a Master Esthetician Program	9007	No Fee	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1267 - Licensed Esthetics School adding an Instructor Program	9007	No Fee	<input type="checkbox"/>	<input type="checkbox"/>

1. Are you currently licensed with the Board for Barbers and Cosmetology and adding a new program to your current school license?

No

Yes  If yes, provide your license information:

Virginia License Number           Expiration Date \_\_\_\_\_

2. School/Business Entity/Sole Proprietor Name \_\_\_\_\_

3. Trade, "Doing Business As" (DBA), or Fictitious Name <sup>▲</sup> of School \_\_\_\_\_

<sup>▲</sup> All business entities with DBA and Fictitious names must attach a copy of the certificate filed with the Clerk of the Court in the locality where business will be conducted (if required by the locality).

4. Type of business entity (select only one)

Sole Proprietorship

General Partnership

Association

Other, please specify: \_\_\_\_\_

Corporation <sup>◆</sup>

Limited Liability Company <sup>◆</sup>

Limited Partnership <sup>◆</sup>

State Corporation Commission Number: \_\_\_\_\_

<sup>◆</sup> If your business is a **corporation, limited liability company, or limited partnership**, your business/trade name(s) must be registered with the Virginia State Corporation Commission. Business shall be organized as business entities under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virginia. Business must register any trade or fictitious names with the State Corporation Commission or the clerk of court in the county or jurisdiction where the business is to be conducted. For additional information, contact the SCC at [www.scc.virginia.gov](http://www.scc.virginia.gov) or by phone at (804) 371-9733.

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE

5. Select **one** of the following and provide the information below.

Business Federal Employer Identification Number (FEIN)❖

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Federal Employer Identification Number (12-3456789)

❖ State law requires every applicant, *who is not a sole proprietor*, to provide a federal employer identification number. *Sole proprietors must provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.*

*Sole Proprietor's/Individual's Social Security Number or*

-   -

Social Security or Virginia DMV Number (123-45-6789)

Virginia Department of Motor Vehicles Control Number\*

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

6. Mailing Address (PO Box accepted)

The mailing address will be printed on the license.

\_\_\_\_\_  
 City State Zip Code

7. Street Address (PO Box not accepted)

**PHYSICAL ADDRESS REQUIRED**

Check here if Street Address is the same as the Mailing Address listed above.

\_\_\_\_\_  
 City State Zip Code

8. Email Address \_\_\_\_\_

9. Contact Numbers

\_\_\_\_\_  
 Primary Telephone Alternate Telephone Fax

10. Enter the following information for each owner (sole proprietor, general partners, association members) of the school:

Full Name	Address	Birth Date	Social Security No. or VA DMV Control Number*

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

11. Does the school receive compensation for services provided for its clinic?

No

Yes  If yes, provide the Virginia **salon, shop, spa or parlor** license number and expiration date.

VA License Number             Expiration Date \_\_\_\_\_

12. List each Instructor who will be employed by the school, their professional type and Virginia license number:

Full Name	Professional Type	Virginia License Number

13. Has the **school** or **any owner** ever been subject to a **disciplinary action** taken by any (including Virginia) local, state or national regulatory body?

No

Yes  If yes, provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

14. Has the **school** or **any of the owners** ever had an application for licensure, certification or registration as a practitioner or instructor in the fields of barbering, cosmetology, waxing, nail care, esthetics, body-piercing, or tattooing **denied** by any (including Virginia) local, state or national regulatory body?
- No
- Yes  If yes, provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.
15. Has the school or any of the owners ever been convicted in any jurisdiction of a **misdemeanor and/or felony**? Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.
- No
- Yes  If yes, applicants are required to attach an original criminal history record\* issued by the Virginia State police. Applicants with convictions from other jurisdictions, other than Virginia; must provide an original official criminal history record from each state in which they have convictions. Virginia residents may request complete criminal records from the Virginia State Police at [www.vsp.virginia.gov](http://www.vsp.virginia.gov) or by phone at 804-674-6718.
- \* For each conviction, provide a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; and any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation etc.).

16. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the decision to approve this application. I certify that I will notify the Department if I/the school or any owner is subject to any disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving the requested license. I certify that I/the school and its owners have read, understood and complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 7 of the *Code of Virginia* and the *Virginia Board for Barbers and Cosmetology, Wax Technician, Tattooing and Esthetics Regulations as applicable*.

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

School must hold a separate license for **each and every location**.

(Important **Curriculum Package Instructions** on the following page.)

## Important Curriculum Package Instructions

In addition to the School License Application, you are required to submit a curriculum including, but not limited to, the information listed below. Applications lacking the required information will be rejected and returned. Should you have any questions or require additional clarification, please contact the board staff at (804) 367-8509.

**PHOTOCOPIES OF OUTLINES, GLOSSARIES AND OTHER INFORMATION FROM TEXTS AND BOARD REGULATIONS WILL NOT BE ACCEPTED!**

- 1. Course syllabus**  
The course syllabus should contain an outline and brief statement of the main points of the text, lecture and course of study.
- 2. Detailed course outline**  
The outline shall include, but not be limited to those items set out in the *Board for Barbers and Cosmetology Regulations, Wax Technician Regulations, Tattooing Regulations and Esthetics Regulations*.
- 3. Sample of five lesson plans**  
The lesson plans must be *actual* lesson plans that will be used in the instruction of students at the school applying for licensure. Previously approved lesson plans for other schools will not be accepted. You may submit lesson plans developed for your curriculum.
- 4. Sample of evaluation methods to be used**  
Explain and provide examples of how students will be evaluated for grading and progress report purposes. Please include both the written and practical portions of the program.
- 5. Breakdown of hours and/or performances for all courses to be taught which lead to licensure**  
This material *may* be included in the detailed course outline (#2).
- 6. Example of the method by which performance will be recorded**
- 7. Sketch of the school floor plan**  
This sketch must include the classroom and clinic areas within the school.
- 8. Days and hours of operation**  
This must include a list of holidays and other special dates that the school will be closed.
- 9. An example of a test you will administer to students**
- 10. Esthetics schools that award credit in accordance with Section 18VAC41-70-190.D. of the Esthetics Regulations, must submit copies of the assessment policy, method of evaluation of transcripts, and the examination to be used in making the assessment.**

### Online Instruction:

For schools wishing to offer online instruction, items 1 - 10 noted above must be submitted in addition to the following requirements:

- Note that only the general portions of the curriculum which are common across all professions regulated by the Board may be offered online. Those courses may, but not necessarily, include: Orientation, School Policies, State laws and regulations, Health and safety, Personal hygiene, Sanitation and sterilization, Ethics, Salon/shop/parlor management, Analyzing skin or scalp conditions, Anatomy, Client consultation, and Care of equipment.  
  
If the course is not general and common across all professions, but it is on the list above, please contact the Board to determine if it is eligible to be taught online. For example, tattooing sterilization requirements are specific and unique to that profession, and would not be eligible for online instruction.
- All examination must be completed on-site, in a "traditional brick and mortar" classroom.
- Schools must provide documentation that it utilizes technologies and practices that are effective in verifying the identity of distance learning students, both initially in person (via photo ID) and subsequently during the online coursework (via secure login and pass code).
- Instructor programs are not eligible for Online Instruction.