Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-8509
www.dpor.virginia.gov



Virginia Board for Barbers and Cosmetology INSTRUCTOR CERTIFICATION APPLICATION

(Only for applicants who are <u>not</u> required to take the Instructor Examination.)

Fee \$185.00

A check or money order payable to the <u>TREASURER OF VIRGINIA</u>, or a completed <u>credit card insert</u> must be mailed with your application package.

APPLICATION FEES ARE NOT REFUNDABLE.

Select the certification you are requesting and means of applying for the Instructor Certificate:

Х	CERTIFICATE	Trans
	1301 - Barber adding Instructor *	5022
	1301 - Master Barber adding Instructor*	5027
	1204 - Cosmetology Instructor	1022
	1207 - Nail Technician Instructor **	1022
	1215 - Wax Technician Instructor **	1022
	1262 - Esthetician Instructor *	1022
	1265 - Master Esthetician Instructor **	1022
	1239 - Tattooing Instructor	1023
	1250 - Perm. Cosmetic Tattooing (PCT) Instr.	1023

* An individual holding an Instructor certificate can teach students at the <u>same level or</u>	lower level as their practitioner's license.
An individual holding a Cosmetology Instructor certificate can teach nail care and w or Wax Technician Instructor Certificate.	axing without obtaining a separate Nail Technician Instructo
An individual holding an Esthetician Instructor or Master Esthetician Instructor of Technician Instructor Certificate.	ertificate can teach waxing without obtaining a separate Wax
1. Provide your <i>current</i> Virginia practitioner license number and expirat	ion date:
Virginia License Number	Expiration Date
If you do not hold a current Virginia practitioner license in your respective p	rofession, you do not qualify for a Instructor certificate.
If you are applying for a Permanent Cosmetic Tattooer Instructor certificate license or master permanent cosmetic tattooer license.	, you may hold a current Virginia permanent cosmetic tattood
2. Full Legal Name (As it appears on your government issued ID or other le	egal documentation.)
Last (required) First (required)	Middle Suffix
3. Provide at least one of the following identification numbers*:	
Social Security Number and/or	
Enter the same identification number as used on examination, previous applications or	licenses on file with the department.
** 1.	An individual holding a Cosmetology Instructor certificate can teach nail care and wor Wax Technician Instructor Certificate. An individual holding an Esthetician Instructor or Master Esthetician Instructor certificate. Provide your current Virginia practitioner license number and expirate Virginia License Number If you do not hold a current Virginia practitioner license in your respective point of the following identification numbers. Full Legal Name (As it appears on your government issued ID or other legal to the following identification numbers. Social Security Number and/or

USE ONLY	OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY#	FILE #/LICENSE #	ISSUE DATE
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by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued

4.	Date of Birth	
5.	Maiden or Former Name(s)	
6.	Mailing Address (PO Box accepted)	
	The mailing address will be	
	printed on the license.	City State Zip Code
7.	Street Address (PO Box <u>not</u> accepted) PHYSICAL ADDRESS REQUIRED	Check here if Street Address is the <u>same</u> as the Mailing Address listed above.
		City State Zip Code
8.	Contact Numbers	
	Primary Telepho	one Alternate Telephone
9.	Email Address	
	Email address i	is considered a public record and will be disclosed upon request from a third party.
10.	Technician, Esthetician, Master Estheticiar Tattooer? No No	Virginia as a Barber, Master Barber, Cosmetology, Nail Technician, Wax n, Tattooer, Permanent Cosmetic Tattooer, or Master Permanent Cosmetic number and expiration date below
	VA License Number	Expiration Date
	A course in teaching Required Document	Instructor courses have you successfully completed? g techniques at post-secondary level tation: Transcripts and/or diploma ng course approved by the Virginia Board for Barbers and Cosmetology
	under the supervision technician instructor	on of a certified barber, master barber, cosmetology, nail technician or wax r (respectively)
	•	tation: Attached a completed <u>Training Verification Form</u> .
	DO NOT SUBMIT <u>Training</u> at the top of this applica	ng Verification form to the exam vendor. Mail directly to DPOR at the address provided tion.
12.	Are you applying for Esthetician or Master No	
	•	of completing a course in teaching techniques at a post-secondary level. ranscripts and/or diploma showing successful completion.
13.	Instructor Certification? No Yes If yes, complete the Body Piero tattooing for at least five years a	nent Cosmetic Tattooing, or Master Permanent Cosmetic Tattooing cer/Tattooer - Experience Verification Form documenting proof of legally and include with this application (more than one form may be submitted to nce) and provide proof of passing a course on teaching techniques in a post-
	DO NOT SUBMIT <u>Body Piercer/Tattooer - Experien</u> the top of this application.	nce Verification form to the exam vendor. Mail directly to DPOR at the address provided at

14.	14. Have you ever been subject to a <u>disciplinary action</u> taken by <u>any</u> (include body? This includes but is not limited to any monetary penalties, fine license in connection with a disciplinary action or voluntary termination of No	es, suspensions, revocations, surrender of a
	Yes If yes, complete the <u>Disciplinary Action Reporting Form</u> .	
15.	15. Have you ever had an application for licensure, certification or registration barbering, cosmetology, waxing, nail care, esthetics, body-piercing, or local, state or national regulatory body? No	·
4.0	_ , ,	
16.	 16. A. Have you ever been convicted or found guilty, regardless of the matural United States of any <u>felony</u> within the last 20 years? No	, ,,
	B. Have you been convicted or found guilty, regardless of the man United States of any <u>misdemeanor</u> involving moral turpitude, sexuphysical injury within the last two (2) years? No Yes If yes, complete the <u>Criminal Conviction Reporting Fo</u>	ual offense, non-marijuana drug distribution or
4-		
17.	 By signing this application, I certify the following statements: I am aware that submitting false information or omitting pertinent application will delay processing and may lead to license revocation. 	
	 I will notify the Board of any changes to the information provi requested license, certification, or registration including, but not lir a felony or misdemeanor (in any jurisdiction). 	
	 I authorize the Department to verify information concerning me person, or any source the department may contact. I also agrequired or requested by the Department. 	• • • • • • • • • • • • • • • • • • • •
	 I authorize any federal, state or local government agency, curre business to release information which may be required for a back 	
	 I have read, understand and complied with all the laws of Virginia of Title 54.1, Chapter 7, of the Code of Virginia and the V Regulations, Tattooing Regulations, or Esthetics Regulations. 	·
	Signature	Date