

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

- School must hold a separate license for **each and every location**.
- Answer all questions completely and accurately. Failure to answer all questions, or provide any additional documentation required, will result in a delay of processing this application. School application can take up to 60 days to process.
- Detailed Instructions are available on the board's website located at <https://dpor.virginia.gov/Board/BarberCosmo/>.

**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.**

X	Select the license(s) type you are requesting:	Trans	Fee
<input type="checkbox"/>	1303 - Barber School (1100 hrs)	1020	\$185
<input type="checkbox"/>	1303 - Licensed Barber School adding a Barber Instructor Program	9007	\$100
<input type="checkbox"/>	1303 - Licensed Barber School adding a Master Barber Program (400 hrs)	9007	\$100
<input type="checkbox"/>	1303 - Licensed Barber School adding a Dual barber/master barber program (1500 hrs)	9007	No Fee
<input type="checkbox"/>	1205 - Cosmetology School	1020	\$185
<input type="checkbox"/>	1205 - Licensed Cosmetology School adding a Nail Technician Program	9007	\$100
<input type="checkbox"/>	1205 - Licensed Cosmetology School adding a Wax Technician Program	9007	\$100
<input type="checkbox"/>	1205 - Licensed Cosmetology School adding an Instructor Program	9007	\$100
<input type="checkbox"/>	1209 - Nail Technician School	1020	\$185
<input type="checkbox"/>	1209 - Licensed Nail Technician School adding an Instructor Program	9007	\$100
<input type="checkbox"/>	1219 - Waxing School	1020	\$185
<input type="checkbox"/>	1219 - Licensed Waxing School adding an Instructor Program	9007	\$100
<input type="checkbox"/>	1251 - Tattooing School	1020	\$185
<input type="checkbox"/>	1251 - Licensed Tattooing School adding a Perm.Cosm. tattooing program	9007	No Fee
<input type="checkbox"/>	1252 - Permanent Cosmetic Tattooing School	1020	\$185
<input type="checkbox"/>	1267 - Esthetics School	1020	\$185
<input type="checkbox"/>	1267 - Esthetics School adding a Master Esthetician Program	9007	No Fee
<input type="checkbox"/>	1267 - Licensed Esthetics School adding an Instructor Program	9007	No Fee

➤ The license type selected above will be approved for "classroom - only". See question #11 for online approval.

1. Is this school currently licensed with the Virginia Board for Barbers and Cosmetology and adding a new program to the current license?

No

Yes  If yes, provide your license information:

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

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

➤ A sole proprietor should enter his/her full legal name and the company name should be entered below as the Trade/DBA name. All names must be the same as the name on your government issued ID or organization/business documents.

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

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

▲ If a Trade or Fictitious Name is to be used, a copy of the certificate filed with the Virginia State Corporation Commission (SCC) pursuant to §59.1-69 of the Code of Virginia must be attached to this application.

4. A. Type of business entity (select only **one**)

- Sole Proprietorship   
  General Partnership   
  Solely Owned LLC<sup>◆</sup>   
  Corporation<sup>◆</sup>  
 Limited Partnership<sup>◆</sup>   
  Limited Liability Company<sup>◆</sup>   
  Other, please specify: \_\_\_\_\_

**Other:** Association, Business Trust, Government Agency, Joint Venture, Limited Liability Partnership, Non Profit, Professional Corporation, or Professional Limited Liability Company.

B. State Corporation Commission Number: \_\_\_\_\_ (If applicable)

◆ If your business is a **corporation, limited liability company, or limited partnership**, your business name must be registered with the Virginia State Corporation Commission (including all out-of-state businesses). Firm/Businesses shall be organized as business entities under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virginia. Firm/Businesses must register any trade or fictitious names with the State Corporation Commission. For additional information, contact the SCC at <https://scc.virginia.gov> or by phone at (804) 371-9733.

5. Provide **one** of the following identification numbers\*:

Business Federal Employer Identification Number (FEIN)

-          
 Federal Employer Identification Number (12-3456789)

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

➤ Enter the same identification number as used on previous applications or licenses on file with the department.

\* State law requires every applicant, *who is not a sole proprietor or solely owned LLC*, to provide a federal employer identification number. *Sole proprietor or solely owned LLC* who do not have a FEIN must 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. Contact Numbers

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

9. Email Address

\_\_\_\_\_  
 Email address is considered a public record and will be disclosed upon request from a third party.

10. List all member of **Responsible Management** (sole proprietor, partners of a general partnership, managing partner of a limited partnership, officers/directors of an association, managers/members of a limited liability company, or officers of the business/organization).

Individual's Full Legal Name	Title	Address	Social Security No. or VA DMV Control No.*	Date of Birth

\* 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. For the license type selected on page 1, would the school like to ask for approval\* to teach certain section of the course **online** along with the classroom request? Schools may offer non-traditional or 'online' instruction on all theory topics in their approved curriculum.

- No   
 Yes

12. 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 \_\_\_\_\_

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

Full Name	Professional Type	Virginia License Number	Signature*

\* The Board will independently contact your instructor to verify employment.

14. Has this **Business/Organization** or any member of **Responsible Management** ever been subject to a **disciplinary action** taken by any (including Virginia) local, state or national regulatory body? This includes but is not limited to any monetary penalties, fines, suspensions, revocations, surrender of a license in connection with a disciplinary action or voluntary termination of a license.

- No   
 Yes  If yes, complete the [Disciplinary Action Reporting Form](#).

15. Has this **Business/Organization** or any member of **Responsible Management** ever been refused or **denied** a business, professional or occupational license, certification, or registration as a practitioner or instructor in the fields of barbering, cosmetology, waxing, nail care, esthetics, body-piercing, or tattooing by any (including Virginia) local, state or national regulatory body?

- No   
 Yes  If yes, complete the [Denial of Licensure Reporting Form](#).

16. A. Has this **Business/Organization** or any member of **Responsible Management** ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony** within the last 20 years? *Any plea of nolo contendere shall be considered a conviction.*

- No   
 Yes  If yes, complete the [Criminal Conviction Reporting Form](#).

B. Has this **Business/Organization** or any member of **Responsible Management** ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **misdemeanor involving moral turpitude, sexual offense, non-marijuana drug distribution or physical injury** within the last two (2) years? *Any plea of nolo contendere shall be considered a conviction.*

- No   
 Yes  If yes, complete the [Criminal Conviction Reporting Form](#).

17. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).

- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 7, of the *Code of Virginia* and the *Virginia Board for Barbers and Cosmetology, Tattooing, and Esthetics Regulations*.

**Signatures for all Responsible Management is required:**

(sole proprietor, partners of a general partnership, managing partner of a limited partnership, officers/directors of an association, managers/members of a limited liability company, or officers of a corporation)

1.	Print Name _____	Title _____
	Signature _____	Date _____
2.	Print Name _____	Title _____
	Signature _____	Date _____
3.	Print Name _____	Title _____
	Signature _____	Date _____
4.	Print Name _____	Title _____
	Signature _____	Date _____
5.	Print Name _____	Title _____
	Signature _____	Date _____

(Photocopy this sheet if additional signatures are needed.)

(Important **Curriculum Package Instructions** to follow.)

## 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. Detailed Instructions are available on the board's website located at <https://dpor.virginia.gov/Boards/BarberCosmo/>. 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, textbook being used, and course of study. Include your days and hours of program instruction, as well as specifying breaks given. Breaks cannot be counted towards hours of instruction. Include your program length in weeks and any holidays observed. Full and part time schedules cannot be taught simultaneously.

#### 2. **Detailed course outline**

The outline shall include all required courses listed in the *Board for Barbers and Cosmetology Regulations, Wax Technician Regulations, Tattooing Regulations and Esthetics Regulations*. Add breakdown of hours to your courses. Course listings must be the same in every part of the packet where they are listed.

#### 3. **Performances**

Performances shall include the minimum requirements listed in the Board for Barbers and Cosmetology Regulations, Wax Technician Regulations, Tattooing Regulations and Esthetics Regulations.

#### 4. **Sample of five lesson plans**

The lesson plans must be *actual* lesson plans that will be used in the instruction of students. Previously approved lesson plans from other schools will not be accepted. You may submit lesson plans developed for your curriculum. Pre-developed lesson plans provided with the textbook are acceptable. Lesson plan topics should be profession specific and not general topics. For general topics- see school instructions.

#### 5. **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 documents for both the written theory and practical portions of the program. Evaluation methods must contain student name, space for student signature, and topic(s) being evaluated.

#### 6. **Example of the method by which performances will be recorded**

Board regulations require that students complete a certain number of performances. Provide a document showing how you will track and evaluate the performances, similar to the theory and practical documents, with the following information on the document: student name, place for student signature, performance(s) being evaluated.

#### 7. **Sketch of the school floor plan**

This sketch must include the classroom and clinic areas within the school. The classroom and clinic areas must be separated by a wall.

#### 8. **An example of a 25 question test you will administer to students.** The questions must match the program of study. General topic\* questions are not acceptable. An answer key must be included.

\* General topics includes sciences, equipment, orientation, school policies, state law and regulations, business management, ethics, etc.

#### 9. **Esthetics schools must submit a list of the equipment used in training, as required by 18 VAC 41-70-210A-D.**

#### 10. Schools that want to accept transfer credits for students must have a board approved competency exam.

The text of the transfer policy must be submitted as well as the 100 question assessment that will be given to potential students. Provide an answer key. The policy must be in alignment with the requirements given in Board for Barbers and Cosmetology Regulation 18 VAC 41-20-210.G or Board for Esthetics Regulation 18 VAC 41-70-190.D.