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 SCHOOL LICENSE APPLICATION

- School must hold a separate license for <u>each and every location</u>.
- 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 <a href="https://dpor.virginia.gov/Board/BarberCosmo/">https://dpor.virginia.gov/Board/BarberCosmo/</a>.

# 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.

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

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

	current license?
	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.	Trac	le, "Doing Business As	" (DBA) or Fictitiou	s Name of sch	ool			
	<b>A</b>	If a Trade or Fictitious Nar §59.1-69 of the Code of Vi			filed with the Virginia State Cor	poration Commission (SCC	C) pursuant to	
4.	A.	Type of business entity (select only one)						
		☐ Sole Proprietorship☐ Limited Partnership	_	artnership bility Company	☐ Solely Owned LLC Other, please specify:	☐ Corporation ◆		
			ess Trust, Government		ure, Limited Liability Partnership	, Non Profit, Professional C	Corporation, or	
	В.	State Corporation Co			(If appli	cable)		
	•	Virginia State Corporation under the laws of the Com	Commission (including monwealth of Virginia continuity the State Corporation of Commission (including the Corporation) and the Corporation of Commission (including the Corporation) and the Corporation of Commission (including the Corporation) and the Corporation of Commission (including the Commission) and the Commission (including the Comm	ng all out-of-state lor otherwise author	imited partnership, your busi ousinesses). Firm/Businesses ized to transact business in Virg for additional information, conta	shall be organized as bus jinia. Firm/Businesses mus	iness entities at register any	
5.	Prov	vide one of the followin	g identification nun	nbers*:				
		Business Federal Employer Identification Number (FEIN)  Federal Employer Identification Number (12-3456789)						
	\[ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	State law requires every appl	Motor Vehicles Con number as used on previous icant, who is not a sole pre-	trol Number ous applications or lice roprietor or solely own	Social Security or Virgenses on file with the department.	inia DMV Number (123-45-67)	89) ble proprietor or	
6.	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.  Mailing Address (PO Box accepted)							
		The mailing address will printed on the license.	be <del>Cit</del>	ty		State	Zip Code	
7.	Stre	et Address (PO Box <u>n</u> PHYSICAL ADDRESS R	. ,	Check here if S	treet Address is the <u>same</u> as the Ma	ailing Address listed above.		
			Cit	у		State 2	Zip Code	
8.	Con	tact Numbers	Primary Telephone		Alternate Talanhana	_		
9.	Eme	ail Address	Primary releptione		Alternate Telephone			
Э.		III Address	Email address is o	considered a public	record and will be disclosed up	on request from a third par	tv.	
10.	a lin	-	sible Managemer ers/directors of an	nt (sole propriet	or, partners of a general anagers/members of a lim	partnership, managing	partner of	
Ir	ndividu	al'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.	cours	e <u>online</u> along with the class in their approved curriculum	sroom request? School			to teach certain section of the or 'online' instruction on all theory			
12.	Does	the school receive compensa	ation for services provi	ded for its clinic?					
	No Ye		irginia <b>salon, shop, s</b> r	oa or parlor licens	se number a	and expiration date.			
		VA License Number			Ex	piration Date			
13.	List e	List each <b>Instructor</b> who will be employed by the school, their professional type and Virginia license number:							
	Full Name		Professional Type	Virginia License Number		Signature*			
				-		-			
14.		e Board will independently conta	•						
	actio mone	n taken by any (including Virtery penalties, fines, suspensitary termination of a license.	ginia) local, state or na	tional regulatory render of a licens	body? This	er been subject to a <u>disciplinary</u> includes but is not limited to any ction with a disciplinary action or			
15.	busin barbe	ess, professional or occupation of compations of the sering, cosmetology, waxing, national regulatory body?	onal license, certification	on, or registration ly-piercing, or tat	as a practi	ever been refused or <u>denied</u> a tioner or instructor in the fields of ny (including Virginia) local, state			
16					Managaana	ut array basis as a sisted on farmal			
16.		guilty, regardless of the man last 20 years? <i>Any plea of no</i> No	nner of adjudication, in	any jurisdiction considered a con	of the United	<b>nt</b> ever been convicted or found d States of any <b>felony</b> within the			
		guilty, regardless of the mar	nner of adjudication, in sexual offense, non-n	n any jurisdiction narijuana drug d	of the Unit	nt ever been convicted or found ted States of any misdemeanor or physical injury within the last			
		Yes If yes, complet	te the <u>Criminal Convict</u>	on Reporting For	<u>m</u> .				

- 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		
			Date	
2.				
	O: t		Date	
3.	Delat Massa			
			Date	
4.				
			Date	
5.				
			Date	
6.	D : ( )	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 <a href="https://dpor.virginia.gov/Boards/BarberCosmo/">https://dpor.virginia.gov/Boards/BarberCosmo/</a>. 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 41-70-210.A-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.