



Department of Professional and Occupational Regulation
FINAL - APPROVED 2017

**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.

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 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 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.

3. Trade, "Doing Business As" (DBA) or Fictitious Name [▲] of school _____

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

Sole Proprietorship General Partnership Solely Owned LLC [◆] Corporation [◆]

Limited Partnership [◆] Limited Liability Company [◆] Other, please specify: _____

Other: Association, Business Trust, Government Agency, Joint Venture, Limited Liability Partnership, Non Profit, Professional Corporation, Professional Limited Liability Company, or Sole Proprietor (Non-Broker Owned)

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

B. State Corporation Commission Number: _____ (If applicable)

- ◆ 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 (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 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 or by phone at (804) 371-9733.

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

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 or solely owned LLC*, to provide a federal employer identification number.

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

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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 for a license, certificate, registration or other authorization to engage in a business, trade, professional 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. 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. 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

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 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 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](#).
14. 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](#).
15. 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, 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](#).
16. 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. 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 date that will be closed.
9. **An example of a test you will administer to students**
10. **Esthetics schools must submit a list of the equipment used in training, as required by 18 VAC 41-70-210A-D**
11. **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:

1. 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.

2. All examination must be completed on-site, in a “traditional brick and mortar” classroom.
3. 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).
4. Instructor programs are not eligible for Online Instruction.