Completion of this cover sheet is mandatory. Failure to fill out this form will result in the packet being returned.

Virginia Board for Barbers and Cosmetology School License Application-Curriculum Package Cover Sheet

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.

Provide the Page Number within **Application Package** Course syllabus An outline and brief statement of the main points of the text, lecture and course of study. (Course of study must match the license Course Textbook. Online Instruction. d. Program Length (Full and Part-time schedules). Days and hours of operation - notations must be made concerning breaks during the school day and holidays that the school will observe (be closed for) during the course schedule. *Breaks cannot be counted towards hours of instruction. i. Hours of operation must be enough to complete program in length of time indicated in syllabus. * Do not include school financials, attendance policies, biographies, personal stories, resumes, or anything else not explicitly enumerated in the regulations. Detailed course outline - the outline must include those items set out in the applicable regulations, 18 VAC 41-20-210, 18 VAC 41-50-360 and 18 VAC 41-70-190. Breakdown of hours for the courses. Course listing should be the same as indicated elsewhere in application (such as in outline/ lesson plans). The detailed course outline must include performances. Performances are not hour based. Performances are measured by the number of individual performances completed by the student. Performances must include those items set out in 18 VAC 41-50-370, 18 VAC 41-20-220 and 18 VAC 41-70-200. If offering online instruction, the detailed course outline must specify which courses and hours are taught online. * Do not include semester or weekly schedules. If included, you must update your curriculum yearly and weekly based on the scheduled provided. See regulations on our website. III. An example of how performances are measured IV. Sample of five (5) 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. Pre-developed lesson plans provided with the textbook are acceptable. Lesson plans should be for profession related courses, not general courses. Lesson Plans must indicate how the course will be taught and detail what information will be included in the lesson. (This includes course materials, state whether the lesson is in-person or online, visual aids, lecture, etc.) V. Sample of evaluation methods to used - Explain and provide examples of how students will be evaluated for grading and progress report purposes A sample of a written (Theory) evaluation method- Include the topics on which students will be evaluated. Make sure the topics match the theory topics in the detailed course outline. A sample of a practical evaluation method- Include the topics on which students will be evaluated. Make sure the topics match the practical topics in the detailed course outline. VI. Sketch of the school floor plan - the classroom and clinic areas within the school must be separated by a wall or a floor to ceiling divider. Must have classroom area and clinic area labeled. *The board does not accept any areas labeled practical. VII. 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. VIII. Esthetics schools must submit a list of the equipment used in training, as required by 18 VAC 41-70-210.A-D. IX. 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 Barbers and Cosmetology Regulation 18 VAC 41-20-210.G, Esthetics Regulation 18 VAC 41-70-190.D, Tattoo Regulation 18 VAC 41-50-280.C and 18 VAC 41-50-360.D. I certify that my application is complete and contains the information indicated above:

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 https://dpor.virginia.gov/Board/BarberCosmo/.

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	\$220
	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	\$100
	1205 - Cosmetology School	1020	\$220
	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	\$220
	1209 - Licensed Nail Technician School adding an Instructor Program	9007	\$100
	1219 - Waxing School	1020	\$220
	1219 - Licensed Waxing School adding an Instructor Program	9007	\$100
	1251 - Tattooing School	1020	\$220
	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	\$220
	1252 - Licensed PCT school adding a Master Perm. Cosm. tattooing program	9007	No Fee
	1267 - Esthetics School	1020	\$220
	1267 - Esthetics School adding a Master Esthetician Program	9007	No Fee
	1267 - Licensed Esthetics School adding an Instructor Program	9007	No Fee

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

3.	3. Trade, "Doing Business As" (DBA) or Fictitious Name of school							
	A	If a Trade or Fictitious Nar §59.1-69 of the Code of Vi			filed with the Virginia State Co	rporation Commission (S	SCC) pursuant to	
4.	A.	Type of business enti	ty (select only <u>one</u>)					
		☐ Sole Proprietorship☐ Limited Partnership	•		☐ Solely Owned LLC Other, please specify	Corporation •		
			ess Trust, Government Ag		ure, Limited Liability Partnershi		al Corporation, or	
	В.	State Corporation Co	mmission Number:		(If app	licable)		
	•	Virginia State Corporation under the laws of the Com	Commission (including a monwealth of Virginia or or ith the State Corporation	all out-of-state of the state o	imited partnership, your bus businesses). Firm/Businesses zed to transact business in Vir or additional information, cont	iness name must be re shall be organized as ginia. Firm/Businesses i	business entities must register any	
5.	Prov	vide one of the followin	g identification numbe	ers*:				
		Business Federal Empl	oyer Identification Num	ber (FEIN)	Federal Employer Ide	ntification Number (12-3456	5789)	
		Sole Proprietor's/Individ	•		- [ginia DMV Number (123-45		
	>	Enter the same identification	number as used on previous	applications or lic	enses on file with the department.	5	,	
	*	. , , , , ,		,	ned LLC, to provide a federal emp mber or a control number issued b	•	, ,	
6.	Mai	ling Address (PO Box a	accepted)					
		The mailing address will be						
		printed on the license.	City			State	Zip Code	
7.	Stre	et Address (PO Box n	ot accepted)	Check here if S	reet Address is the same as the N	Mailing Address listed above).	
		PHYSICAL ADDRESS R	EQUIRED					
			-				7.0.1	
			City			State	Zip Code	
8.	Con	tact Numbers						
			Primary Telephone		Alternate Telephone			
9.	Ema	ail Address			1 1 201 12 1			
10.	Liet	all mambar of Deeper		-	record and will be disclosed u or, partners of a general			
10.	a lir	-	ers/directors of an as		inagers/members of a lin		• .	
Ir	ndividu	al's Full Legal Name	Title		Address	Social Security No.		
1								

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 course online along with the classroot 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		E	Expiration Date			
13.	List each Instructor who will be employed by the school, their professional type and Virginia license number: Note: Cosmetology schools must have at least one instructor who is certified to teach straight razor shaving. This instructor can be a certified cosmetology instructor (trained in straight razor shaving), barber instructor, or master barber instructor.						
	Full Name	Professional Type	Virginia License Number	Signature*			
	* The Board will independently contact y	your instructor to verify	employment.				
14.	Has this Business/Organization or a <u>action</u> taken by <u>any</u> (including Virgini monetary penalties, fines, suspension voluntary termination of a license. No Yes If yes, complete the <u>Dis</u>	a) local, state or nations, revocations, surre	onal regulatory body? Thender of a license in conr	is includes but is not limited to any			
15.	Has this Business/Organization or any member of Responsible Management ever been refused or <u>denied</u> 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 If yes, complete the <u>Denial of Licensure Reporting Form</u> .						
16.	guilty, regardless of the manner last 20 years? <i>Any plea of nolo</i>	of adjudication, in a	ny jurisdiction of the Unit considered a conviction.	nent ever been convicted or found ted States of any <u>felony</u> within the			

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 misdemeano involving moral turpitude, sexual offense, non-marijuana drug distribution or physical injury within the last two (2) years? <i>Any plea of nolo contendere shall be considered a conviction.</i> No Yes If yes, complete the Criminal Conviction Reporting Form.						
I am aware that submitting false information or o	mitting pertinent or material infor					
I will notify the Board of any changes to the in	nformation provided in this appl	ication prior to receiving the				
	horize any federal, state or local government agency, current or former employer, or other individual or ness 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						
Print Name	Title					
Signature		Date				
Signature		Date				
Print Name	Title					
Circa et una		Dete				
0'		D-4-				
		5 /				
Signature		Date				
	guilty, regardless of the manner of adjudication, involving moral turpitude, sexual offense, non-two (2) years? Any plea of nolo contendere shall be No Yes If yes, complete the Criminal Convictioning this application, I certify the following statemed I am aware that submitting false information or of application will delay processing and may lead to I will notify the Board of any changes to the infequested license, certification, or registration income a felony or misdemeanor (in any jurisdiction). I authorize the Department to verify information person, or any source the department may confrequired or requested by the Department. I authorize any federal, state or local government business to release information which may be received and Esthetics Regulations. Signatures for all Responsible Management is (sole proprietor, partners of a general partnership, association, managers/members of a limited liability confrint Name Signature Print Name	guilty, regardless of the manner of adjudication, in any jurisdiction of the United involving moral turpitude, sexual offense, non-marijuana drug distribution or proved (2) years? Any plea of nolo contendere shall be considered a conviction. No				

17.