



COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

Glenn A. Youngkin
Governor

James B. "Jeb" Wilkinson, Jr.
Director

G. Bryan Slater
Secretary of Labor

MEMORANDUM

TO: Licensed Wax Schools

FROM: Kelley Smith
Executive Director

PHONE: 804-367-8590

DATE: October 7, 2025

SUBJECT: Regulatory Changes to Wax Curriculum Requirements

The Board for Barbers and Cosmetology has updated the curriculum and performance requirements for wax tech programs. **These new requirements will go into effect on December 1, 2025.** Wax schools must submit their updated curriculum documents by **March 1, 2026**. Schools that miss this deadline or fail to meet the new requirements will be considered out of compliance and will face administrative termination. Continuing to operate without an approved program may result in disciplinary action.

The following documents must be submitted to and approved by the Board in order to teach the updated curriculum:

1. A syllabus form (provided by the board)
OR
Updated syllabus complete with:
 - Course of study and hours of program
 - Textbooks used
 - Schedule
 - Days and times classes are held
 - Breaks to be given, as breaks longer than 15 minutes cannot be counted towards hours
 - Is the course is full or part time? If one or the other is not offered, this must be specified
 - How long the program will take to complete in weeks
 - Online instruction information, if applicable
 - What topics are taught online — keep in mind only theory is allowed
 - What learning platform will be used (Milady CIMA, Zoom, etc.)
 - How long students will have to complete the online instruction
 - How student identity will be verified
2. Course outline curriculum form (provided by the board)

3. A sample evaluation for the student's completion of practical performances

OR

A performance evaluation template (provided by the board)

The Board has created and included several forms to assist you with providing the necessary information to be approved as quickly as possible. The use of these forms is not mandatory but will assist you with getting approval. If you choose not to use the forms, you must submit the required updated information in your own format. If desired, you can use the Board supplied forms for efficient approval and, at a later date, submit documents that reflect your school branding.

For your reference, the new curriculum requirements and FAQs concerning the updated curriculum are enclosed. The barber curriculum changes will also be uploaded to the DPOR website, the Virginia LIS (legislative information system) website, and the Virginia Townhall website.

At the Board meeting on September 29, 2025, the Board adopted a guidance document regarding the implementation of the curriculum changes. It also includes information pertaining to students who enrolled in an effected program before December 1, 2025.

You may contact the Board office by telephone at (804) 367-8509, or by email at rr-bchopschoolroster@dpwr.virginia.gov, with any questions that you may have pertaining to the information provided in this memo or any of the Board's programs.

18VAC41-20-210. Curriculum requirements.

G. The outline for waxing must include the following:

1. Orientation - minimum of 10 hours of instruction:
 - a. School policies;
 - b. State law, regulations, and professional ethics;
 - c. Personal hygiene
 - d. Salon management; and
 - e. Care of equipment.
2. Skin care theory, structure, composition, and treatment - minimum of 30 hours of instruction:
 - a. Analysis;
 - b. Anatomy and physiology;
 - c. Diseases and disorders of the skin;
 - d. Health sterilization, sanitation, bacteriology, and safety, including infectious disease control measures; and
 - e. Temporary removal of hair.
3. Client consultation - minimum of 10 hours of instruction:
 - a. Health conditions;
 - b. Skin analysis;
 - c. Treatments;
 - d. Client expectations; and
 - e. Health forms and questionnaires.
4. Waxing procedures for brow, lip, facial, legs, arms, underarm, chest, back, and bikini areas - minimum of 35 hours of instruction:
 - a. Fundamentals;
 - b. Safety rules; and
 - c. Procedures.
5. Wax treatments - minimum of 30 hours of instruction:
 - a. Analysis;
 - b. Disorders and diseases;
 - c. Manipulations; and
 - d. Treatments.

18VAC41-20-220. Practical performance requirements.

F. The curriculum requirements for waxing must include the following minimum performances:

Arms	2
Back	1
Bikini area	4
Brows	12
Chest	1
Facial (i.e., face, chin, and cheek and lip)	6
Leg	2
Underarm	2
TOTAL	30



Wax Curriculum Update - Frequently Asked Questions

Q: What is changing in the Wax Curriculum (18VAC41-20-210.A and G)?

A: The biggest change is that schools are no longer able to set their own hours breakdown. Each topic must now be taught for a specific number of hours. The topic of salon management has been merged with orientation. Skin theory, skin structure, and composition has been merged with skin care and treatment. The total number of performances has been slightly reduced.

Q: When do these changes become effective?

A: December 1st, 2025

Q: I already have students enrolled, how will these changes affect them?

A: Students already enrolled in a wax program before December 1, 2025 will have to either:

1. Finish the program they started before February 28, 2026 **OR**
2. Transfer to the new program

Whether transferring will benefit the student or not must be evaluated on a case-by-case basis. For example, if the curriculum you've taught until now dedicated 15 hours to orientation and 15 hours to client consultation, both topics are now 10 hours each so a transfer student would lose the extra (10) hours. But, if your current hours breakdown more closely matches the new requirements a transfer may be beneficial.

Q: Will graduates trained under the requirements effective before December 1, 2025 still be eligible to sit for the state board exams?

A: Yes, as long as their program was board-approved and in effect when they started it.

Q: What happens if a school does not have the new program approved by the effective date?

A: Schools without a new program approved by the board will not be able to enroll new students after the effective date. This is because after the effective date, the old program will not exist.

Q: I am a school, what do I need to do?

A: New documentation will be required. All schools will be receiving an update packet via USPS Certified Mail containing information about the update, as well as a complete list of what to submit and a deadline to submit it by. Find that complete list below:

- A syllabus form (provided by the board)

OR

Updated syllabus complete with:

- Course of study and hours of program
 - Textbooks used
 - Schedule
 - Days and times classes are held
 - Breaks to be given, as they cannot be counted towards the hours
 - If the course is full or part time. If one or the other is not offered, this must be specified
 - How long the program will take to complete in weeks
 - Online instruction information, if applicable
 - What topics are taught online — keep in mind only theory is allowed
 - What learning platform will be used
 - How long students will have to complete the online instruction
 - How student identity will be verified
 - Course outline curriculum form (provided by the board)
 - A sample evaluation for the student's completion of practical performances
- OR
- A performance evaluation template (provided by the board)
- All of the above MUST be submitted in order to be approved by the board

Q: When do I need to submit the new required documentation?

A: New documentation must be submitted to the Board by March 1, 2026

Q: When may I begin teaching the new Wax curriculum?

A: Schools may begin offering the new Wax curriculum once their required documents have been approved by the Board and no earlier than December 1, 2025

Q: Why is the Board taking away schools' ability to set their own hour breakdowns?

A: We understand this may seem like a loss of flexibility for schools. Setting specific hour requirements helps make sure all graduates are prepared to safely and competently serve the public, which is the Board's primary responsibility.

Virginia Board for Barbers and Cosmetology
Department of Professional and Occupational Regulation
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(804) 367-8509

Virginia Board for Barbers and Cosmetology

www.dpor.virginia.gov

barbercosmo@dpor.virginia.gov



School Instructional Hours and Program Length
No Fee Required

This form is not mandatory, however, it will assist the Board in processing your application in a timely manner.

School Instructional Hours and Program Length

Instructional hours for full-time students (if applicable):

Please specify times as A.M. or P.M.

Monday: _____ to _____ – (minus) _____ Break

Total instructional hours per day: _____

Tuesday: _____ to _____ – (minus) _____ Break

Total instructional hours per day: _____

Wednesday: _____ to _____ – (minus) _____ Break

Total instructional hours per day: _____

Thursday: _____ to _____ – (minus) _____ Break

Total instructional hours per day: _____

Friday: _____ to _____ – (minus) _____ Break

Total instructional hours per day: _____

Saturday: _____ to _____ – (minus) _____ Break

Total instructional hours per day: _____

Sunday: _____ to _____ – (minus) _____ Break

Total instructional hours per day: _____

Total instructional hours per week: _____

Total program hours divided by the total instructional hours for the week: _____ (this is the program length)

Approximate Program Length: _____ number of weeks

Instructional hours for part-time students (if applicable):

Please specify times as A.M. or P.M.

Monday:	_____ to _____ – (minus) _____ Break	Total instructional hours per day: _____
Tuesday:	_____ to _____ – (minus) _____ Break	Total instructional hours per day: _____
Wednesday:	_____ to _____ – (minus) _____ Break	Total instructional hours per day: _____
Thursday:	_____ to _____ – (minus) _____ Break	Total instructional hours per day: _____
Friday:	_____ to _____ – (minus) _____ Break	Total instructional hours per day: _____
Saturday:	_____ to _____ – (minus) _____ Break	Total instructional hours per day: _____
Sunday:	_____ to _____ – (minus) _____ Break	Total instructional hours per day: _____
		Total instructional hours per week: _____

Total program hours divided by the total instructional hours for the week: _____ (this is the program length)

Approximate Program Length: _____ number of weeks

Instructors may only teach one class at a given time. If you only have one instructor, you cannot have concurrent classes on your schedule.

Please list the holidays in which the school is closed

I certify that the information above is true and accurate, and the school will abide by the contents indicated above.

Responsible manager signature: _____ Date: _____

Responsible manager signature: _____ Date: _____

Responsible manager signature: _____ Date: _____

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Virginia Board for Barbers and Cosmetology
Waxing Curriculum
No Fee Required

This form is not mandatory, however, it will assist the Board in processing your application in a timely manner.

Course Syllabus

Description: The Waxing course is _____ *(list the course hours here)* clock hours and meets the requirements of "The Virginia Board for Barbers and Cosmetology."

This program is designed to equip you with the knowledge and skills necessary to become a licensed wax technician in Virginia. Through a combination of theory and hands-on practical, you will gain experience in temporary hair removal services.

Course Objectives:

- Understand the fundamentals of skin care theory. structure, composition, and treatment
- Learn and apply proper sanitation, sterilization, and safety protocols
- Conduct client consultations
- Learn waxing procedures: brows, lips, facial, legs, arms, underarm, chest, back, and bikini
- Demonstrate professionalism through adherence to state laws, ethics, and salon management principles.
- Learn the principles of anatomy, physiology, disorders and diseases and analysis
- Prepare for and successfully pass the state licensing exam

Would your school like to ask for approval to teach certain sections of the course online? Schools may offer non-traditional or 'online' instruction on all theory topics in their approved curriculum.

Circle one: **Yes** **or** **No**

If you answered "Yes," you must adhere to the procedures outlined in the Non-Traditional or Online Instruction Guidance Document. The online platform(s) used will be _____
(names of platforms here)

Please attest to your understanding of teaching theory topics online only, DO NOT SIGN IF YOU ARE NOT DOING ONLINE INSTRUCTION:

Responsible Manager Signature: _____ **Date:** _____

Responsible Manager Signature: _____ **Date:** _____

Responsible Manager Signature: _____ **Date:** _____

Textbooks & Materials:

A required textbook, " (Textbook Title)" will be used throughout the program. A list of additional recommended resources and any required supplies will be provided.

Instructor:

List each **Instructor** who is currently employed by the school, their instructor certificate number, and the school license number. School license numbers are used to identify which instructors are at which locations. Instructors not given below will be removed from the license.

Instructor's Full Legal Name	Instructor Certificate #	School License #	Signature*

*** As part of our commitment to ensuring the health, safety, and welfare of the public, the board may reach out to verify employment. Please advise instructors that they may receive a call/email from the board.**

Grading Policy:

Your grade will be determined by a combination of factors, including:

- Class participation and attendance
- Performance in practical labs
- Written assignments and quizzes
- Final exams

Grading Scale:

A= **to** **(list number grades)**

B= **to** **(list number grades)**

C= **to** **(list number grades)**

D= **to** **(list number grades)**

F= **to** **(list number grades)**

Attendance Policy:

Regular attendance is crucial to your success in the program. A detailed attendance policy will be outlined in the program handbook or contract.

Academic Integrity:

The program upholds a strict policy on academic integrity. Cheating and plagiarism will not be tolerated. More details will be provided by your school.

I certify that the information above is true and accurate, and the school will abide by the contents indicated above. I am aware that submitting false information, omitting pertinent or material information, or failing to update or provide supplemental information as requested in connection with this application will delay processing and may lead to license revocation or denial of license. 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 Regulations.

Responsible Manager Signature _____

Date _____

Responsible Manager Signature _____

Date _____

Responsible Manager Signature _____

Date _____

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**Virginia Board for Barbers and Cosmetology
Waxing Curriculum Form
No Fee Required**

This form is not mandatory, however, it will assist the Board in processing your application in a timely manner.

Detailed Course Outline

According to Section 18VAC41-20-210 of the Board of Barbers and Cosmetology Regulations, the curriculum of a licensed waxing school must cover the minimum required topics and hours of instruction. 18VAC41-20-220 outlines the minimum performance requirements for the waxing curriculum. Schools that provide additional hours of instruction and performances must specify the extra hours and topics for each section in the blank spaces provided below.

Curriculum Requirements

1. Orientation - minimum of 10 hours of instruction:
- a. School policies;
 - b. State law, regulations, and professional ethics;
 - c. Personal hygiene
 - d. Salon management; and
 - e. Care of equipment.

If you are adding additional topics, list them below:

☐ Check this box if you are **ONLY** offering the minimum 10 hours of instruction.

☐ Check this box if you are offering **MORE** than the minimum hours of instruction. *List the number of hours here _____.*

2. Skin care theory, structure, composition, and treatment - minimum of 30 hours of instruction:
- a. Analysis;
 - b. Anatomy and physiology;
 - c. Diseases and disorders of the skin;
 - d. Health sterilization, sanitation, bacteriology, and safety, including infectious disease control measures; and
 - e. Temporary removal of hair.

If you are adding additional topics, list them below:

☐ Check this box if you are **ONLY** offering the minimum 30 hours of instruction.

☐ Check this box if you are offering **MORE** than the minimum hours of instruction. *List the number of hours here _____.*

3. Client consultation - minimum of 10 hours of instruction:

- a. Health conditions;
- b. Skin analysis;
- c. Treatments;
- d. Client expectations; and
- e. Health forms and questionnaires

If you are adding additional topics, list them below:

☐ Check this box if you are ONLY offering the minimum 10 hours of instruction.

☐ Check this box if you are offering MORE than the minimum hours of instruction. List the number of hours here_____.

4. Waxing procedures for brow, lip, facial, legs, arms, underarm, chest, back, and bikini areas - minimum of 35 hours of instruction

- a. Fundamentals;
- b. Safety rules; and
- c. Procedures.

If you are adding additional topics, list them below:

☐ Check this box if you are ONLY offering the minimum 35 hours of instruction.

☐ Check this box if you are offering MORE than the minimum hours of instruction. List the number of hours here _____.

5. Wax treatments - minimum of 30 hours of instruction:

- a. Analysis;
- b. Disorders and diseases;
- c. Manipulations; and
- d. Treatments.

If you are adding additional topics, list them below:

☐ Check this box if you are ONLY offering the minimum 30 hours of instruction.

☐ Check this box if you are offering MORE than the minimum hours of instruction. List the number of hours here _____.

Performance Requirements

The performances listed below represent the minimum number of performances a student must complete in the waxing curriculum. Schools adding performances or increasing the number of performances must update the performances in the blank spaces below.

Arms	2
Back	1
Bikini area	4
Brows	12
Chest	1
Facial (i.e., face, chin, and cheek and lip)	6
Leg	2
Underarm	2
TOTAL	30

Schools requiring more than the minimum required performances must update the number of performances in the blank spaces below.

	Number of performances
_____	_____ performances
_____	_____ performances
_____	_____ performances
_____	_____ performances
_____	_____ performances
_____	_____ performances
_____	_____ performances
_____	_____ performances
_____	_____ performances
_____	_____ performances
_____	_____ performances
_____	_____ performances
_____	_____ performances

Schools must adhere to the above curriculum and performance standards. Failure to comply with the information provided on this form may result in license revocation or suspension, denial of application, or imposition of a monetary penalty.

I certify that the information above is true and accurate, and the school's detailed course outline contains the information indicated above. 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 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 Regulations.

Responsible Manager Signature _____ Date _____

Responsible Manager Signature _____ Date _____

Responsible Manager Signature _____ Date _____

School Name _____

School License Number(s): _____

Use additional spaces if you have more than one waxing school license.



Add school name here: _____

[illegible]

Student signature: _____ Date: _____

Instructor signature: _____ Date: _____