



**Virginia Board for Barbers and Cosmetology  
 INSTRUCTOR CERTIFICATION APPLICATION**  
 Excluding examination applications

**APPLICATION FEES ARE NOT REFUNDABLE**

A check or money order payable to the **TREASURER OF VIRGINIA**, or a completed credit card payment form (available at <http://www.dpor.virginia.gov/dporweb/creditcard.cfm>) must accompany your application package.

*To hold an instructor certificate, applicants are required to hold a current Virginia practitioner license.*

➔ Please select the certificate you are requesting in the chart below specifying current license number and means of applying for Instructor Certification.

CERTIFICATE	Last 6 digits of CURRENT LICENSE NUMBER	BY ENDORSEMENT		BY COURSE		BY EXPERIENCE		FEE
		X	Trans	X	Trans	X	Trans	
Barber Instructor (1302)	1301	<input type="checkbox"/>	1021	<input type="checkbox"/>	1022			\$85.00
Cosmetology Instructor (1204) *	1201	<input type="checkbox"/>	1021	<input type="checkbox"/>	1022			\$85.00
Nail Technician Instructor (1207)	1206	<input type="checkbox"/>	1021	<input type="checkbox"/>	1022			\$85.00
Wax Technician Instructor (1215)	1214	<input type="checkbox"/>	1021	<input type="checkbox"/>	1022			\$85.00
Esthetician Instructor (1262)	1261	<input type="checkbox"/>	1021	<input type="checkbox"/>	1022			\$85.00
Master Esthetician Instructor (1265)	1264	<input type="checkbox"/>	1021	<input type="checkbox"/>	1022			\$85.00
Tattooing Instructor (1239)	1231						<input type="checkbox"/>	1022
Perm. Cosmetic Tattooing Instr. (1250)	1236					<input type="checkbox"/>	1022	\$85.00

\* An individual holding a Cosmetology Instructor Certificate can teach nail care and waxing without obtaining a separate Nail Technician or Wax Technician Instructor Certificate.

1. Name \_\_\_\_\_ n/a  
 Last First Middle Generation

2. Social Security Number or Virginia DMV Control Number \*    -   -      
 \* 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.

3. Date of Birth \_\_\_\_\_

4. Maiden Name or Former Surname(s) \_\_\_\_\_

5. Street Address (PO Box not accepted) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip Code

6. Mailing Address (PO Box accepted) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip Code

7. E-mail Address \_\_\_\_\_

FOR OFFICE USE ONLY	DATE	FEE <b>\$85</b>	TRANS CODE	ENTITY #	APPLICATION #	FILE# / LICENSE #	ISSUE DATE
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8. Contact Numbers      Primary Telephone      \_\_\_\_\_      Ext      \_\_\_\_\_  
                                          Alternate Telephone      \_\_\_\_\_      Ext      \_\_\_\_\_  
                                          Facsimile      \_\_\_\_\_

9. Do you have an expired Virginia Barber, Cosmetology, Nail Technician, Wax Technician, Tattooer, Permanent Cosmetic Tattooer, Master Permanent Cosmetic Tattooer, Esthetician, or Master Esthetician License?

No            Virginia License Number      \_\_\_\_\_      Expiration Date      \_\_\_\_\_  
 Yes            Virginia License Number      \_\_\_\_\_      Expiration Date      \_\_\_\_\_  
                                          Virginia License Number      \_\_\_\_\_      Expiration Date      \_\_\_\_\_

10. Are you applying for Barber, Cosmetology, Nail Technician, or Wax Technician Instructor Certification?

No     

Yes       If yes, which method are you using to apply for your Instructor Certification? Select **one**.

A.       Application by Course

Which of the following Barber, Cosmetology, Nail Technician, or Wax Technician Instructor courses have you successfully completed?

A course in teaching techniques at a post-secondary level

Required Documentation:      Transcripts and/or diploma

An instructor training course approved by the Virginia Board for Barbers and Cosmetology under the supervision of a certified barber, cosmetology, nail technician or wax technician instructor (respectively)

Required Documentation:      Transcripts and/or diploma and a written evaluation by the instructor

B.       Application by Endorsement

Attach an original **Certification of Licensure** (dated within the last 60 days) that must be:

1. prepared by the state board or licensing body in which you are currently licensed to instruct barbering, cosmetology, nail care or waxing; and
2. mailed in an unopened envelope with the seal or signature of the state board overlaying the flap on the back of the envelope and addressed to the Virginia Board for Barbers and Cosmetology.

11. Are you applying for Esthetician or Master Esthetician Instructor Certification?

No     

Yes       If yes, attach documentation of completing a course in teaching techniques at a post-secondary level.

Required Documentation:      Transcripts and/or diploma

12. Are you applying for Tattooer or Permanent Cosmetic Tattooing Instructor Certification?

No     

Yes       If yes, please complete the ***Tattoo Training & Experience Verification Form*** documenting three years of tattooing work experience within the previous five years and attach to this application. *More than one form may be submitted to document three years of work experience.*

**DO NOT SUBMIT *Tattoo Training & Experience Verification Form* TO PCS. Attach to this application, and mail directly to DPOR at the address given on the front page of this applications.**

13. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?

No     

Yes       If yes, please provide a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision.

14. Have you ever been convicted in any jurisdiction of any misdemeanor or felony? *Any guilty plea or plea of nolo contendere must be disclosed on this application.*

No

Yes  If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; **and** any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

*Certified copies of court records* may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

*Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

15. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the decision to approve this application. I certify that I will notify the Department if I am subject to a disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving the requested certification. I certify that I have read, understood and complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 7 of the *Code of Virginia* and the *Virginia Board for Barbers and Cosmetology Regulations or Wax Technician Regulations, Tattooing Regulations, or Esthetics Regulations as applicable.*

Signature \_\_\_\_\_

Date \_\_\_\_\_