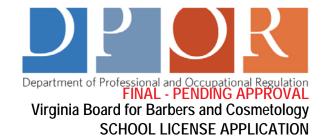
Commonwealth of Virginia Department of Professional and Occupational Regulation 9960 Mayland Drive, Suite 400 Richmond, Virginia 23233-1485 (804) 367-8509 www.dpor.virginia.gov



- School must hold a separate license for each and every location. \triangleright
- Answer all guestions completely and accurately. Failure to answer all guestions, or provide any additional documentation required, \triangleright 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:			Method of Instruction		
Х	License Type	Trans	Fee	Classroom	Online	
	1303 - Barber School	1020	\$140			
	1303 - Licensed Barber School adding a Barber Instructor Program	9007	\$100			
	1205 - Cosmetology School	1020	\$140			
	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	\$140			
	1209 - Licensed Nail Technician School adding an Instructor Program	9007	\$100			
	1219 - Waxing School	1020	\$140			
	1219 - Licensed Waxing School adding an Instructor Program	9007	\$100			
	1251 - Tattooing School	1020	\$140			
	1251 - Licensed Tattooing School adding a Perm.Cosm. tattooing program	9007	No Fee			
	1252 - Permanent Cosmetic Tattooing School	1020	\$140			
	1267 - Esthetics School	1020	\$140			
	1267 - Esthetics School adding a Master Esthetician Program	9007	No Fee			
	1267 - Licensed Esthetics School adding an Instructor Program	9007	No Fee			

Are you currently licensed with the Board for Barbers and Cosmetology and adding a new program to your current 1. school license?

No

2.

Yes If yes, provide your license information:

Virginia License Number						Expiration Date
School/Business or Sole Proprietor Nam	ne					

- ≻ 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.
- Trade, "Doing Business As" (DBA) or Fictitious Name of school 3.
 - 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. Type of business entity (select only one) Α.

Sole Proprietorship	General Partnership	Solely Owned LLC	☐ Corporation
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Limited Liability Company Other, please specify: Limited Partnership

Other:	Association,	Business	Trust,	Government	Agency,	Joint	Venture,	Limited	Liability	Partnership,	Non	Profit,	Professional	Corporation,
Professi	onal Limited I	Liability Col	mpany	or Sole Prop	rietor (No	n-Brol	ker Owne	d)						

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
A450-121	3SCHL-v10				FINAL - PENDING Board for Barbers & Cosmetology	

FINAL - PENDING APPROVAL

	В.	State Corporation	Commission Num	ber:	(If applicable)									
	•	the Virginia State C under the laws of the trade or fictitious na	a corporation, limite corporation Commissi e Commonwealth of mes with the State C litional information, co	on (includi Virginia or orporation	ng all out otherwise Commiss	e of-state authorizision or th	business ed to tran e clerk of	es). Fi sact b court i	irm/Bu ousines in the	sinesses ss in Virg county o	s shall be organized jinia. Firm/Busines r jurisdiction where	d as bus ses mus	iness entities t register any	
5.	Pro	ride <u>one</u> of the fo	llowing identificat	ion numb	ers*:									
] Business Federa	I Employer Identific	ation Nur	nber (FE					,	tification Number (12-)	
	*	-	ery applicant, who is not			olely owne	<i>d LLC,</i> to p	rovide	a feder	al emplo	yer identification num	ber.		
		- ,	/Individual's Social	,		or				-	-			
	⊳		nent of Motor Vehic fication number as used				sos on filo				inia DMV Number (12	23-45-678	39)	
	*	State law requires ev	ery applicant for a lice nwealth to provide a so	nse, certifica	ate, registr	ation or o	ther autho	rizatior	to eng	gage in a	i business, trade, pro	fessional	or occupation	
6.	Mail	ing Address (PO		lidi securily	number of		number is.	sueu D	y ine <u>v</u> i	iiyiiia D		enicies.		
0.	IVIAII	The mailing addre												
		printed on the li		City							State		Zip Code	
7.	Stre	et Address (PO F	Box <u>not</u> accepted	_	Check	here if Str	eet Addres	s is the	e <u>same</u>	as the Ma	ailing Address listed a		-p	
7.	Suc	PHYSICAL ADDR		•)										
				City							State	Z	/ip Code	
8.	Con	tact Numbers												
0.	COII		Primary Te	elephone			Alterna	ate Tele	ephone			Fax		
9.	Ema	il Address												
10.	a lin		esponsible Mana officers/directors	igement	(sole p	roprieto	r, partn	ers o	f a ge	eneral		naging	partner of	
Ir	ndividu	al's Full Legal Nam	ie Tit	е			Addre	SS			Social Security VA DMV Contro		Date of Birth	
		C	State law requires every or occupation issued by of Motor Vehicles.											
11.	Doe	s the school rece	ive compensatior	for serv	ices pro	ovided f	or its cli	nic?						
	Ν	0												
	Y	es 🗌 If yes,	provide the Virgin	ia salon	, shop,	spa or	parlor	licens	se nu	mber a	and expiration da	ate.		
		VA Lice	ense Number							Exp	piration Date			
12.	List	each Instructor	ne school, their professional type and Virginia license number:											
	Full Name					Prof	essional	Туре			Virginia License Number			
											-			
	\vdash													
	\vdash													
	L										NAL - PENDI			
A450-1	213SCH	L-v10									INAL - PENDII or Barbers & Cosmeto			

- 13. Has this Business/Organization or any member of Responsible Management ever been subject to a <u>disciplinary</u> <u>action</u> taken by <u>any</u> (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 <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 🗌
 - 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 <u>felony</u> within the last 20 years? *Any plea of nolo contendere shall be considered a conviction.*

- 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 <u>misdemeanor</u> 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.*

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No 🗌
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- 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.*

FINAL - PENDING APPROVAL

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 <u>NOT</u> 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.