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



INSTRUCTOR CERTIFICATION APPLICATION

(Only for applicants who are <u>not</u> required to take the Instructor Examination.)

Fee \$100.00

## 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 REFLINDABLE

			ION FEES A					0 115 1	
	Select the certification	uesting and	ting and means of					): 1	
	CERTIFI	BY CO	BY COURSE		BY EXPERIENCE		RSEMENT		
		X	Trans	Х	Trans	X	Trans	-	
	1302 - Barber Instru		1022				1021		
	1204 - Cosmetology Instructor 1207 - Nail Technician Instructor*			1022				1021	
				1022				1021	
	1215 - Wax Technici		1022				1021		
	1262 - Esthetician In		1022						
	1265 - Master Esthe		1022						
	1239 - Tattooing Inst	tructor				1022			
	1250 - Perm. Cosme	etic Tattooing Ins	tr.			1022			
*	An individual holding a Cosmetology Instructor Certificate can teach nail care and waxing without obtaining a separate Nail Technician Instructor or Wax Technician Instructor Certificate.								
1.	Provide your <i>current</i> Virginia	practitioner lice	ense numb	er and e	xpiration	date:			
	Virginia License Number					Expiration	n Date		
	If you do <u>not</u> hold a <u>current</u>	Virginia practition	er license in y	our respe	ctive profe	ssion, you <u>do</u>	not qualif	y for a Insti	uctor certificate.
	If you are applying for a Pe			ructor cert	tificate, you	ı may hold a	current Virg	jinia permar	ent cosmetic tattooer
	license or master permane	nt cosmetic tattooe	er license.						
2. Full Legal Name (As it appears on your government issued ID or other legal documentation					tion.)				
	Last (required)	First (r	equired)			Middle			Generation
3.	Provide at least <u>one</u> of the following identification numbers*:								
	Social Security Number	and/or			_				
	Virginia DMV Control Nu	mher							
	<ul> <li>Enter the same identification num</li> </ul>		mination previo	us annlicati	ions or licen	ses on file with	the denartm	nent	
	State law requires every applicar by the Commonwealth to provide	nt for a license, certif	icate, registratio	on or other a	authorization	n to engage in	a business, t	rade, professi	
4.	Date of Birth								
	MM/DD/Y	YYY							
_									
5.	Maiden or Former Name(s)								
	Mailing Address (PO Box acc	epted)							
	Mailing Address (PO Box acc The mailing address will be	epted) _							
	Mailing Address (PO Box acc	-	City					State	Zip Code
	Mailing Address (PO Box acc The mailing address will be printed on the license.	· · · -							NG APPROVAL
5. 6.	Mailing Address (PO Box acc The mailing address will be	-	City ENTITY#			FILE #/L	FINAL		•

## **FINAL - PENDING APPROVAL**

7.	Street Address (PO Box <u>not</u> accepted)  Check here if Street Address is the <u>same</u> as the Mailing Address listed above.  PHYSICAL ADDRESS REQUIRED					re.		
			City				State	Zip Code
8.	Contact Numb	oers						
			elephone	Alterna	ate Telephone		F	ах
9.	Email Address	S						
		Email ad	dress is consider	red a public record and	d will be disclo	sed upon re	quest from a thir	d party.
10.	Esthetician, M	een <i>previously</i> license laster Esthetician, Tattoo	per, or Permai	nent Cosmetic Tat	tooer?	ı, Nail Te	echnician, Wa	ах Technician,
	Yes	If yes, provide your lice	nse number a	nd expiration date	below			
		VA License Number				Expirati	on Date	
11.	No 🗌	ing for Barber, Cosmet  If yes, which method ar	0.5					n?
		courses hav A c R An Cos tecl	e following Base you successourse in teach equired Documer instructor transmetology unantician or wax	arber, Cosmetolog sfully completed? ning techniques at entation: Transcripts nining course app nder the supervise technician instructentation: Transcripts	post-second and/or diploma proved by sion of a ctor (respect	dary level a the Virgin certified tively)	nia Board for barber, cosi	r Barbers and metology, nail
		B. Application b	y Endorseme	nt:				
		<ol> <li>Pre inst</li> <li>Ma ove</li> </ol>	pared by the s ruct barbering led in an un	cation of Licensustate board or licensus, cosmetology, na opened envelope p on the back of tocometology.	nsing body i il care or wa with the s	in which y axing; and seal or si	ou are <u>currer</u> I ignature of th	ntly licensed to ne state board
lic <i>re</i>	ensure; 3) the e quirement that we ertification must b	ensure/Letter of Good Sta expiration date of the licen- ere met to qualify for licen- te mailed directly to: Board for Barbers and Cos	nse 4) <i>the me</i> sure; and 5) <i>all</i>	eans of obtaining lic closed disciplinary	ensure (i.e. ) actions resul	exam, reciting in a vi	iprocity, etc.) a colation or under	nd the minimum
12.	Are you apply	ing for <b>Esthetician</b> or M If yes, attach document <i>Required Attachment</i>	aster Estheti ation of comp	cian Instructor Ce	ertification? teaching tec	chniques a	at a post-seco	ndary level.

13.	Are you applying for <b>Tattooer</b> or <b>Permanent Cosmetic Tattooing</b> Instructor Certification?  No
	Yes If yes, complete the <i>Training &amp; Experience Verification Form</i> documenting <i>three years</i> 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 experience.)
	DO NOT SUBMIT <u>Training &amp; Experience Verification</u> form to the exam vendor. <u>Mail directly to DPOR at the address provided at the top of this application.</u>
14.	Have you ever been subject to a <u>disciplinary 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 <u>Disciplinary Action Reporting Form</u> .
15.	Have you ever had an application for licensure, certification or registration as a practitioner or instructor in the fields of barbering, cosmetology, waxing, nail care, esthetics, body-piercing, or tattooing <i>denied</i> by any (including Virginia) local, state or national regulatory body?  No
	Yes If yes, complete the <u>Denial of Licensure Reporting Form</u> .
16.	<ul> <li>A. Have you 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? <i>Any plea of nolo contendere shall be considered a conviction</i>.</li> <li>No</li></ul>
	B. Have you 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.
17.	By signing this application, I certify the following statements:
17.	<ul> <li>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.</li> </ul>
	<ul> <li>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).</li> </ul>
	<ul> <li>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.</li> </ul>
	<ul> <li>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.</li> </ul>
	• 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 <i>Code of Virginia</i> and the <i>Virginia Board for Barbers and Cosmetology Regulations, Tattooing Regulations,</i> or <i>Esthetics Regulations.</i>
	Signature Date