



Virginia Board for Barbers and Cosmetology  
 SCHOOL LICENSE APPLICATION

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.

Select the license(s) you are requesting.

License Type	Type	Trans	Fee	X
Barber School	1303	1020	\$ 145.00	<input type="checkbox"/>
Licensed Barber School adding a Barber Instructor Program	1303	9007	\$ 85.00	<input type="checkbox"/>
Cosmetology School	1205	1020	\$ 145.00	<input type="checkbox"/>
Licensed Cosmetology School adding a Nail Technician Program	1205	9007	\$ 85.00	<input type="checkbox"/>
Licensed Cosmetology School adding a Wax Technician Program	1205	9007	\$ 85.00	<input type="checkbox"/>
Licensed Cosmetology School adding an Instructor Program	1205	9007	\$ 85.00	<input type="checkbox"/>
Licensed Cosmetology School adding a Hair Braiding Program	1205	9007	\$ 85.00	<input type="checkbox"/>
Nail Technician School	1209	1020	\$ 145.00	<input type="checkbox"/>
Licensed Nail Technician School adding an Instructor Program	1209	9007	\$ 85.00	<input type="checkbox"/>
Waxing School	1219	1020	\$ 145.00	<input type="checkbox"/>
Licensed Waxing School adding an Instructor Program	1219	9007	\$ 85.00	<input type="checkbox"/>
Hair Braiding School	1224	1020	\$ 145.00	<input type="checkbox"/>
Tattooing School	1251	1020	\$ 145.00	<input type="checkbox"/>
Permanent Cosmetic Tattooing School	1252	1020	\$ 145.00	<input type="checkbox"/>
Esthetics School	1267	1020	\$ 145.00	<input type="checkbox"/>
Licensed Esthetics School adding an Instructor Program	1267	9007	\$ 85.00	<input type="checkbox"/>
<b>Esthetics Schools Only</b> – Is the school awarding credit in accordance with Section 18 VAC 41-70-190 D of the Esthetics Regulations? NO <input type="checkbox"/> YES <input type="checkbox"/> If yes, submit copies of the assessment policy, method of evaluation of transcripts and the examination to be used in making the assessment.				

1. Name of School \_\_\_\_\_

2. Trade Name of School \_\_\_\_\_

3. Type of Business (select only **one**)

- Sole Proprietorship  General Partnership  Corporation    
 Association  Limited Partnership   Limited Liability Company

◆ If your business is a corporation, limited liability company or limited partnership, your business/trade name(s) must be registered with the Virginia State Corporation Commission. For additional information, contact the SCC at (804) 371-9733.

4. Federal Employer Identification Number  -

5. Does the school receive compensation for services provided in its clinic?

No

Yes  If yes, you must have a VA salon, shop, spa or parlor license. Enter the VA license no. \_\_\_\_\_

6. Street Address (PO Box not accepted) \_\_\_\_\_

PHYSICAL ADDRESS REQUIRED

City State Zip Code

7. Mailing Address (PO Box accepted) \_\_\_\_\_

If a mailing address is submitted, the **mailing address** will be printed on the license.

City State Zip Code

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



## 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 NOT 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 applicable regulations (e.g., Board for Barbers and Cosmetology Regulations, Wax Technician Regulations, Hair Braider Regulations, Tattooing Regulations, 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. Should your lesson plan indicate that it was developed for any purpose other than this application, it will be rejected.
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 that will 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 school floor plan**  
The sketch must include the classroom and clinic areas within the school.
8. **Days and hours of operation**
9. **An example of a test you will administer to students**
10. **Esthetics schools that awards credit in accordance with Section 18 VAC 41-70-190 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.**