

School Application Detailed Instructions

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Submission Requirements

Do You Have To Apply For A License

The Code of Virginia requires that schools offering instruction in the licensed activity and teaching a board approved curriculum must be licensed. If you are offering instruction in the fields of barber, cosmetology, nail technician, wax technician, esthetics, tattooing, or permanent cosmetic tattooing, with the purpose of teaching students the skills necessary to become licensed, you must obtain a school license.

When and Where Should You File

Schools should submit their curriculum at least 60 days prior to their expected start date. The application review process can take up to 60 days. The review process may take longer if the Board determines after initial review that the application is incomplete.

Applications should be submitted to the Board at:

Board for Barbers and Cosmetology
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233

What Documents Must Be Included

In order to have a complete application, you must submit the following items:

- A completed School License Application,
- The appropriate license fee as indicated on the application, and
- Supporting curriculum documentation listed on page 4 of the application. (Detailed instructions are included in the Instruction packet.)

Be sure the application submitted is the current version of the School License Application. The current application can be downloaded from the Board's website at

<http://www.dpor.virginia.gov/Boards/BarberCosmo/>, under Forms and Applications.

Any questions regarding the application or support documentation can be sent to bchoplicensing@dpor.virginia.gov, or speak with a Licensing Specialist at (804) 367-8509.

Instructions for the School Application

License Type

Mark the box of the type of license you are seeking. Schools may select to offer classroom only, or blended online instruction. You can find more information on the **Blended Online Programs** included in this packet.

Question 1 – Are you currently licensed?

Mark “No” If you are opening a new school, or if an existing school is opening another location.

Mark “Yes” If you currently hold a school license and are adding an additional program to an existing license at the same location. Fill in the Virginia License Number for the existing school along with the expiration date.

For example, if you currently hold a license for a Cosmetology school and are adding a Nail Technician Program, you would mark “Yes” and provide your Cosmetology school license number and expiration date.

Question 2 – School Business Entity/Sole Proprietor Name

This question is asking for the name of the legal business entity which will operate the school. This will depend on your legal entity type.

- If you are opening the school under a **Sole Proprietorship**, please fill in your full name (first, middle, and last name).
- If you are opening a school under a **General Partnership**, please fill in the names of the partners.
- If you are opening the school under a **Corporation, Limited Liability Company, or Limited Partnership**, please fill in the name of the Business entity with the appropriate organization (Inc., LLC, LP). This name must be registered with the Virginia State Corporation Commission (SCC).
- If you are opening a different business type than listed, indicate the type of entity registered with the SCC.

Question 3 – Trade, “Doing Business As” (DBA), or Fictitious Name of School

This question is asking for the name you wish to operate under, if different from your legal entity name. DBA (Doing Business As) or fictitious name must identify itself as a teaching institution in its name. For example, a fictitious name could have “School”, “Institute”, “Academy”, etc.

- If opening the school under a **Sole Proprietorship or General Partnership**, you must submit a copy of the Certificate of Fictitious name filed with the Clerk of the Court in the locality where business will be conducted.
- If opening the school under a **Corporation, Limited Liability Company, or Limited Partnership**, your business/trade name must be registered with the Virginia State Corporation Commission (SCC). The State Corporation can be contacted at (804) 371-9733.

Please keep in mind that if you are a **Corporation or Limited Liability Company**, state law requires that your legal name indicate so. If you intend to operate without that designation, you must obtain a fictitious name from the SCC. For example, if a school is registered with the SCC as “Donald’s Barber School, Inc.”, it must obtain a fictitious name from the SCC if it wishes to operate without the “Inc.” in its name. So, in order to operate as “Donald’s Barber School”, Barber School, Inc. must have the fictitious name “Donald’s Barber School” registered with the SCC. Applications that do not meet this requirement will not be processed.

Question 4 – Type of Business Entity

Please select **ONE** type of business entity. If the business is registered with the SCC, please provide the State Corporation Commission Number in Question 4.B. Your business entity selection must match the information you provided in Question 2, and must match the type registered with the clerk of court or SCC.

Question 5 – FEIN, Social Security Number, or DMV Control Number

If the school is opening under a **general partnership, corporation, limited liability company, or limited partnership**, provide a Business Federal Employer Identification Number (FEIN). This number can be obtained from the Internal Revenue Service (IRS), and can be obtained online on the IRS website. A social security number will not be accepted for these types of entities.

If the school is opening under a **Sole Proprietorship**, provide Sole Proprietor’s social security number or Virginia Department of Motor Vehicles Control Number (VA Driver’s License or Identification card number).

Question 6 – Mailing Address

Provide a mailing address. This is where all Board correspondence, including the license, will be mailed. P.O. Boxes are accepted. This address will be the address printed on the license.

If street address is the same as the mailing address, check box next to “Check here if Street Address is the same as the Mailing Address listed above.” Do **not** check this box if you provided a P.O. Box.

Question 7 – Street Address

If street address is different from mailing address, provide a street address. You must provide the actual physical location of the school for this question. If a P.O. Box was provided as the mailing address, a physical (street) address must be provided.

Question 8 – Contact Numbers

Provide a primary telephone number that you can be reached. You may also provide an alternate telephone number and fax number if you wish to do so.

Question 9 – Email Address

Provide a valid email address that can be used for contact purposes and could become available to third parties if requested.

Question 10 – Responsible Management

Provide Name (first, middle, last), Title, Address, Birthdate, and Social Security Number or VA DMV Control Number information for each member of Responsible Management. Responsible Management are the individuals who are responsible for the operations of your school. The regulations identify Responsible Management for different types of entities:

1. The sole proprietor of a sole proprietorship;
2. The partners of a general partnership;
3. The managing partners of a limited partnership;
4. The officers of a corporation;
5. The managers of a limited liability company;
6. The officers or directors of an association or both; and
7. Individuals in other business entities recognized under the laws of the Commonwealth as having a fiduciary responsibility to the firm.

Question 11 – Does the School Receive Compensation from the Public

If your school will be providing services to the public for compensation, mark “Yes” and provide the Virginia salon, shop, spa, or parlor license number and expiration date. Compensation includes payments, tips, gratuities, or any in-kind value in exchange for services provided at the school or by its students.

If you plan on providing services to the public for compensation, but you do not have a salon, shop, spa, or parlor license, you must apply for a license with the Board. You can find the application on the Board’s website, www.dpor.virginia.gov/boards/barbercosmo. It may take several weeks for salon, shop, spa, or parlor license to be issue. Be sure to indicate on the application that you have an “application pending” instead of providing the license number.

Question 12 – Instructor Information

List each instructor that will be employed by the school. Include their full name (as it appears on his or her license), license type, and Virginia DPOR License Number. Your school must have licensed instructors in the profession that it will be teaching, as indicated below.

- Barber Schools must have licensed Barber Teachers.
- Cosmetology Schools must have licensed Cosmetology Instructors.
- Nail Technician Schools must have licensed Nail Technician Instructors or Cosmetology Instructors.
- Wax Technician schools must have licensed Wax Technician Instructors or Cosmetology Instructors.
- Esthetics Schools must have licensed Esthetician Instructors or Master Esthetics Instructors.
- Master Esthetics Schools must have licensed Master Esthetics Instructors.
- Permanent Cosmetic Tattooing Schools must have certified Permanent Cosmetic Tattooing Instructors.
- Tattooing Schools must have certified Tattooing Instructors.

Question 13 – Disclose Prior Disciplinary Action

Indicate if disciplinary action has ever been taken against the school or any responsible management in any local, state, or national regulatory board (including Virginia.) This would include any disciplinary action taken against a professional license by any regulatory board or agency. Completed the Disciplinary Action Reporting form and provide a certified copy of the final order, decree or case decision by a court or regulatory agency who issued the order, decree, or case decision.

Question 14 – Disclose Prior License Denial

If the school and any responsible management **have had** an application, certification, or registration as a practitioner or instructor in the fields of barbering, cosmetology, waxing, nail care, esthetics, body-piercing, or tattooing denied by **ANY** local, state, or national regulatory board, check yes and provide that required documentation. Complete the Denial of Licensure Reporting Form and provide a certified copy of the final order, decree or case decision by a court or regulatory agency who issued the order, decree, or case decision.

Question 15 – Disclose Felony and Misdemeanor Convictions

Mark “No” if the salon, shop, spa or parlor and any responsible management **have not** been convicted of a felony within the last 20 years, or a misdemeanor conviction in the last two years.

If the salon, shop, spa or parlor or any responsible management **have ever been** convicted of a felony within the last 20 years, or a misdemeanor conviction in the last two years, or have pleaded guilty or nolo contendere, mark “Yes”, complete the Criminal Conviction Reporting form and attach an original State Police criminal history record from the state(s) where convicted. You must provide an original official criminal history record from each state in which there are convictions.

A conviction is not an automatic bar to licensure. Certain convictions may require Board review through the Informal Fact-Finding process. You can find out more about this process on the Board’s website at www.dpor.virginia.gov.

Question 16 – Certifying Statements and Signature

Each member of responsible management must sign attesting to the certifying statements. Every member of responsible management listed on Question 10 must sign in this section.

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 considered incomplete and may take significantly more time to process. Should you have any questions or require additional clarification, 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 main points of the text, lecture, and course of study. Include the name of the textbook, online instruction (if provided), and the length of the program. Length of program may be split into Full Time and Part Time schedules. Course syllabus should also include your school policies, including graduation requirements, course length, grading scale, etc.

2. Detailed Course Outline

The outline shall include, but not limited to those items set out in the *Board for Barbers and Cosmetology Regulations, Tattooing Regulations and Esthetics Regulations*. Be sure that all required courses from the regulations are listed along with their required hours (if noted in regulations.) Course listings must be the same in every part of the packet where they are listed, such as lesson plans and outlines.

3. Sample five lesson plans

The lesson plans must be actual lessons that will be used in the instruction of students at the school applying for licensure. Previously approved plans from other schools will not be accepted. You must submit lesson plans developed for your curriculum. Pre-developed lesson plans provided with the textbook are acceptable.

- Lesson plans should be for specific profession related courses, not general courses.

General courses are as follows:

- 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
- Care of Equipment

- Class materials must be identified and reasonable for type of course. Examples would be pencil, paper, computers, combs, nail file, etc.
- The lesson plan should indicate how course will be taught and detail what information will be included in actual lesson.
- Indicate what instructional tools will be utilized such as PowerPoint presentations, videos, handouts, etc.
- The lesson plans should also indicate the duration of the lesson.

4. Sample evaluation methods to be used

Explain and provide examples of how students will be evaluated for grading and progress report purposes. In addition, include sample evaluations for recording both the written and practical portions of the program. Examples of this may include gradebooks, performance logs, or other tracking method of actual student grades.

5. Breakdown of hours and/or performances for all courses to be taught which lead to licensure

Provide the specific hours allotted to each course in your detailed course outline, as well as the required performances. This information *may* be included in the detailed course outline (#2). Please refer to Board regulations for required hours and performances.

6. Example of the method by which performance will be recorded

Board regulations require that your curriculum contain a certain number of performances that each student must complete. For example, the cosmetology regulations require 10 hair and scalp treatments, 320 Hair Styling, etc. Your school must have a way to track each student's completion of these required performances, in order to ensure they perform the required amount. Provide an example of how you intend to record the performances in such a way as to ensure each student completes the required amount.

7. Sketch of the school floor plan

Provide a sketch of the floor plan of your physical location. This sketch must include the classroom and clinic areas within the school. The classroom and clinic areas in the school must be separated by a wall.

If you have not yet leased or purchased a facility, you may submit the floor plans from your prospective location. However, if you change your location you must notify the Board and receive approval from the Board. Your notice should include a change of address form and a new sketch of the school floor plan. This is also the case after you receive the license.

8. Days and hours of operation

This must include a list of holidays and other special dates that the school will be closed. List each individually (New Year's Day, Fourth of July, Winter Break, etc.) Be aware that hours of

operation must be enough to complete the program in the length of time that is outlined in the syllabus.

9. An example of a test you will administer to students

The test must consist of a minimum of 25 questions. The test can be in whatever format you choose (multiple choice, written response, true or false, etc.) The test questions must match the program of study, and the test topic must also be indicated in the course outline. Submit an answer key with the test.

10. **Esthetics schools** must also provide a list of equipment as required by 18 VAC 41-70-210. There are separate equipment lists for esthetics and master esthetics programs. Esthetics schools that award credit in accordance with Section 18VAC41-70-190.D of the Esthetics Regulations, must submit copies of assessment policy, method of evaluation of transcripts, and the examination to be used in making the assessment. This examination must be at least 100 questions and include an answer key.

Blended Online Instruction

For schools wishing to offer online instruction, items 1-10 noted above must be submitted in addition to the following requirements:

1. Only general portions of the curriculum which are common across all professions regulated by the Board may be offered online. Those courses include:
 - a. Orientation,
 - b. School Policies,
 - c. State laws and regulations,
 - d. Health and safety,
 - e. Personal hygiene,
 - f. Sanitation and sterilization,
 - g. Ethics,
 - h. Salon/shop/parlor management,
 - i. Analyzing skin or scalp conditions,
 - j. Anatomy,
 - k. Client consultation, and
 - l. Care of equipment.

Your detailed course outline should indicate how many hours of instruction will fall under both online and in class instruction. Your total hours must equal those required by the regulations.

Please note that only a small portion of the tattooing, permanent cosmetic tattooing, and master esthetics programs is eligible for online instruction. Consult the Board with questions about which courses are eligible.

2. All examinations must be completed on-site, in “traditional brick and mortar” classroom. Examinations cannot be administered online and must be completed in person.
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. All instructor curriculums must be taught in a “brick and mortar” classroom.