

PROFESSIONAL CREDENTIAL SERVICES, INC.

Virginia Cosmetology Coordinator

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Virginia Board for Barbers and Cosmetology
COSMETOLOGY – COSMETOLOGY INSTRUCTOR
EXAMINATION & LICENSE APPLICATION

Instructions: Complete this form and mail it with a cashier's check, money order, or credit card payment for the full amount of the fee, payable to Professional Credential Services, Inc. at the Professional Credential Services address above. Upon passing the exam, Professional Credential Services, Inc. will send you a FEE NOTICE. Submit the **signed** FEE NOTICE and license fee to:

Virginia Board for Barbers and Cosmetology
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, VA 23233

Select one examination type you are requesting:

<input checked="" type="checkbox"/>	License Type	Fee
<input type="checkbox"/>	1201 - Practical & Theory Exam	\$155.00
<input type="checkbox"/>	1201 - Practical Exam	\$80.00
<input type="checkbox"/>	1201 - Theory Exam	\$75.00
<input type="checkbox"/>	1204 - Instructor Exam	\$75.00

1. Name _____
Last First Middle Generation

2. Provide one of the following identification numbers.

☐ 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 _____
MM/DD/YYYY

4. Maiden Name or Former Surname(s) _____

5. Mailing Address (PO Box accepted) _____
If a mailing address is submitted, the mailing address will be printed on the license. _____

City _____ State _____ Zip Code _____

6. Street Address (PO Box not accepted) ☐ Check here if Street Address is the same as the Mailing Address listed above.
PHYSICAL ADDRESS REQUIRED

City _____ State _____ Zip Code _____

7. Email Address _____

8. Contact Numbers _____
Primary Telephone Alternate Telephone Fax

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1020		12	

9. Have you ever taken the Cosmetology or Cosmetology Instructor Examination in Virginia?

No ☐

Yes ☐ If yes, provide the following examination information

☐ Cosmetology Exam Month taken: _____

Year taken: _____

☐ Cosmetology Instructor Exam Month taken: _____

Year taken: _____

10. Do you hold a current or expired Virginia Barber, Cosmetology, or Nail Technician license, certification or registration?

No ☐

Yes ☐ If yes, provide your license number and expiration date below

VA License Number

Expiration Date _____

11. Are you applying to take the Instructor Examination?

No ☐

Yes ☐ If yes, provide the following information and skip to question #13.

VA License Number

Expiration Date _____

12. Which method are you using to qualify for the examination? Select only **ONE**.

☐ Completion of an approved cosmetology training program in a Virginia licensed cosmetology school or a Virginia public school cosmetology program approved by the Virginia Department of Education

Required Documentation: Attach a completed Training & Experience Verification Form

☐ Completion of 1500 hours of cosmetology training which is substantially equivalent to the Virginia program that is obtained outside the Commonwealth of Virginia, but within the United States and its territories

Required Documentation: Attach a diploma or official school transcript indicating successful completion of 1500 hours of instruction or written verification from the Licensing Board in the state where the 1500 hours of training were received.

☐ Completion of substantially equivalent cosmetology course (consisting of less than 1500 hours of training) and six months of cosmetology work experience. Both training and experience must be obtained outside the Commonwealth of Virginia, but within the United States and its territories

Required Documentation: Attach a certificate, diploma or other documentation verifying successful completion of the cosmetology course and a completed Training & Experience Verification Form documenting at least six months of cosmetology work experience

☐ Completion of the Virginia apprenticeship program in cosmetology

Required Documentation: A completed Department of Labor and Industry form available from your apprenticeship representative

☐ Virginia licensed barber with two years of work experience

Required Documentation: Attach a completed Training & Experience Verification Form

☐ Virginia licensed barber with less than two years of work experience or Virginia barber student enrolled in a Virginia cosmetology training school and seeking credit for performances completed at a barber school

Required Documentation: Attach a completed Training & Experience Verification Form

☐ Cosmetology training obtained in any Virginia state institution

Required Documentation: Attach a completed Training & Experience Verification Form

☐ Two years of cosmetology experience in the United States armed forces

Required Documentation: Attach a completed Training & Experience Verification Form

13. Do you hold a current or expired Barber, Cosmetology, or Nail Technician license, certification or registration in any state or jurisdiction within the United States or its territories (excluding Virginia) ?

No ☐

Yes ☐ If yes, complete the following table.

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

14. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?
- No ☐
- Yes ☐ If yes, 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.
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 **denied** by any (including Virginia) local, state or national regulatory body?
- No ☐
- Yes ☐ If yes, 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.
16. Have you ever been convicted in any jurisdiction of a ***misdemeanor and/or felony***? Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.
- No ☐
- Yes ☐ If yes, applicants are required to attach an *original criminal history record*★ issued by the Virginia State police. Applicants with convictions from other jurisdictions, other than Virginia; must provide an original official criminal history record from each state in which they have convictions. Virginia residents may request complete criminal records from the Virginia State Police at www.vsp.state.va.us or by phone at 804-374-6718.

★ For each conviction, 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; 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 etc.).

17. Are you applying for a temporary permit? **DOES NOT APPLY TO STUDENT INSTRUCTOR TEMPORARY PERMITS.**
- No ☐
- Yes ☐ If yes, your sponsor must complete and sign the following sponsorship statement:
- I, the undersigned, agree to supervise all activities related to the practice of cosmetology for the named applicant, and shall be responsible for his/her cosmetology activities during the time the temporary permit is in force.**

Printed Name of Sponsor

Signature of Sponsor

Sponsor's Virginia Cosmetology License Number

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18. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that I will notify the Department if I am subject to any disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving the requested license. 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*.

Signature

Date

19. Attach a professional passport compliant 2" x 2" color photo taken within the last 6 months to reflect your current appearance. It must meet the following requirements:
- ⇒ sized so that your head is approximately 1 inch from the bottom of the chin to the top of the head
 - ⇒ taken in front of a plain white background
 - ⇒ be a full-face view, directly facing the camera with a neutral facial expression

