

Commonwealth of Virginia
Department of Professional and Occupational Regulation

PROFESSIONAL CREDENTIAL SERVICES, INC.

Virginia Cosmetology Coordinator

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Virginia Board for Barbers and Cosmetology
ESTHETICIAN – ESTHETICS 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:

☒	License Type	Fee
☐	1261 - Practical & Theory Exam	\$155.00
☐	1261 - Practical Exam	\$80.00
☐	1261 - Theory Exam	\$75.00
☐	1262 - 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

Office Use Only	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1020			

7. Email Address

8. Contact Numbers	Primary Telephone	Alternate Telephone	Fax

9. Do you hold a current or expired esthetician or master esthetician license issued by the Virginia Board for Barbers and Cosmetology?

No ☐

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

VA License Number

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 Expiration Date

10. Are you applying to take an Instructor examination?

No ☐

Yes ☐ If yes, provide your license number and skip to question #12.

VA License Number

- ◆ In addition to holding the appropriate Virginia practitioner license, instructor applicants are required to complete an instructor-training course approved by the Virginia Board for Barbers and Cosmetology under the supervision of a licensed esthetics or master esthetics instructor in an esthetics school.

Required Documentation: Attach a completed Training & Experience Verification Form and transcripts and/or diploma

11. Which method are you using to qualify for an esthetician license?

☐ Completion of an approved esthetics training program in a Virginia licensed esthetics school

Required Documentation: Attach a completed Training & Experience Verification Form

☐ Completion of 600 hours of esthetician 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 600 hours of instruction or written verification from the Licensing Board in the state where the 600 hours of training were received.

☐ Completion of substantially equivalent esthetician course (consisting of less than 600 hours of training) and six months of esthetician 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 esthetician course and a completed Training & Experience Verification Form documenting at least six months of esthetician work experience

12. Do you hold a current or expired esthetician or master esthetician license in any state or jurisdiction within the United States or its territories (excluding Virginia) ?

No ☐

Yes ☐ If yes, complete the following table and provide an original Certification of Licensure/Letter of Good Standing dated within the last 60 of days.

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

◆ Certifications of Licensure/Letter of Good Standing, prepared by the state board or regulatory body must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license or renewal fee; 4) *the means of obtaining licensure (i.e. exam, reciprocity, etc.) and the minimum requirements that were met to qualify for licensure;* and 5) *all closed disciplinary actions resulting in a violation or undetermined finding;* and 6) *an original authorized signature and Board/Department seal.*

13. Are you applying for a temporary permit?

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 esthetics for the named applicant, and shall be responsible for his/her esthetics activities during the time the temporary permit is in force.

Signature of Sponsor

Date

Printed Name of Sponsor

Sponsor's Virginia Esthetician/Master Esthetician License No.

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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. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the 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 Esthetics Regulations.

Signature _____

Date _____

18. 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

