## Commonwealth of Virginia

Department of Professional and Occupational Regulation

## PROFESSIONAL CREDENTIAL SERVICES, INC.

Virginia Cosmetology Coordinator

Via USPS Post Office Box 198768 (USPS)

Nashville, TN 37219-8768

Via Courier 150 Fourth Avenue North, Suite 800

Nashville, TN 37219

MASTER ESTHETICIAN - MASTER ESTHETICS INSTRUCTOR **EXAMINATION & LICENSE APPLICATION** (888) 822-3272

Toll Free: Fax: (615) 846-0153 E-Mail: vacos@pcshq.com Website: www.pcshq.com

Instructions: Complete this form and mail this application with a cashier's check, money order, or credit card payment for the full amount

of the examination fee, payable to Professional Credential Services, Inc. at the address listed above.

## APPLICATION FEES ARE NOT REFUNDABLE

Select <u>one</u> examination type you are requesting:

×	License Type	Fee				
	1264 - Practical & Theory Exam	\$155.00				
	1264 - Practical Exam	\$80.00				
	1264 - Theory Exam	\$75.00				
	1265 - Instructor Exam	\$75.00				

1.	Name Last			- First	Middle		Generation
2.	* State law rec	curity Number quires every applica	or	Virginia DMV Contr	ol Number her authorization to engage in a busines: ber issued by the Virginia Department of		or occupation issued
3.	Date of Birth	MM/DD/\	YYYY				
4.	Maiden Name	or Former Sur	name(s)				
5.		ess (PO Box access is submitted, pe printed on the	the mailing				
6.	Street Address PHYSICAL	s (PO Box <u>not</u> . Address rec		<u> </u>	Address is the <u>same</u> as the Mailing Address	State ress listed above.	Zip Code
7.	Email Address		Ci	ity		State	Zip Code
8.	Contact Number	ors —					
υ.	Contact Numb		Primary Telepho	ne	Alternate Telephone	F	ax
OFFICE USE ONLY	DATE	FEE	TRANS CODE 1020	ENTITY #	FILE #/LICENSE #		ISSUE DATE

Department of Professional and Occupational Regulation

Virginia Board for Barbers and Cosmetology

	9.	Do you <u>curre</u> No □	ently hold or have you be	een <i>previously</i>	licens	ed in	Virginia	a as a	a esth	etician	or mast	er est	hetic	ian?	
Are you applying to take an Instructor examination?   No		Yes	If yes, provide your lice	ense number ar	nd expi	iratio	n date k	elow	,						
If yes, provide your license number and skip to question #12.   VA License Number			VA License Number							Expira	ation Da	te			
VA License Number	10.	,	ying to take an Instructor	examination?											
In addition to holding the appropriate Virginia practitioner license, instructor applicants are required to complete are instructor-training course approved by the Virginia Board for Bathers and Cosmetology under the supervision of a licensed eitherfus or master estellectics instructor in an esthetics school.   Required Documentation: Attach a completed Training & Experience Verification Form and transcripts and/or diploma.		Yes •	If yes, provide your lice	ense number ar	nd skip	to qu	uestion	#12.							
instructor-training course approved by the Viriginia Board for Barbers and Cosmetology under the supervision of a licensed esthelics or master esthelics instructor in an esthelics school.  **Required Documentation:** Attach a completed Training & Experience Verification Form and transcripts and/or diploma**  11. Which method are you using to qualify for a master esthelician license?    Completion of an approved master esthelician training program in a Viriginia licensed esthelics school Required Documentation: Attach a completed Training & Experience Verification Form    Completion of 600 hours of master esthelician 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 Learning Board in the state where the 600 hours of instruction and its school and considerable in the 100 hours of instruction or written verification from the Learning Board in the state where the 600 hours in training were received.    Completion of substantially equivalent master esthelician course (consisting of less than 600 hours of instruction or written verification of the states of instruction of the state of 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 master esthelician course and a completed Training & Experience Verification form documenting at less the months of master esthelician income and a completed Training & Experience Verification form documenting at less the months of master esthelician income and a completed Training & Experience Verification or registration in any state or jurisdiction within the United States or its territories (excluding Virginia)?    If yes, your sponsor must complete and sign th			VA License Number												
Completion of an approved master esthetics training program in a Virginia licensed esthetics school  Required Documentation: Attach a completed Training & Experience Verification From  Completion of 600 hours of master 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 transcipil indicating successful completion of 600 hours of instruction or written verification from the Lecensing Board in the state where the 600 hours of training successful completion of 600 hours of instruction or written verification from the Lecensing Board in the state where the 600 hours of 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 master esthetician course and a completion at Training & Experience Verification From the Months of master esthetician course and a completion of Italiana, & Experience Verification From the Months of master esthetician course and a completion of Italiana, & Experience Verification or registration in any state or jurisdiction within the United States or its territories (excluding Virginia)?  No			instructor-training cours esthetics or master est	se approved by the hetics instructor in	e Virgini an esth	a Boa etics :	rd for Ba school.	rbers a	and Co	smetolog	y under th	he supe	ervisio	on of a	
Completion of 600 hours of master 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 writer verification from the Licensing Board in the state where the 600 hours of training were received.    Completion of substantially equivalent master esthetician course (consisting of less than 600 hours of training) and six months of master 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 master esthetician course and a completed Training & Experience Verification. Form documentation verifying successful completion of the master esthetician course and a completed Training & Experience Verification from documentation verifying successful completion of the master esthetician course and a completed Training & Experience Verification from documentation verifying successful completion of the master esthetician course and a completed Training & Experience Verification or registration in any state or jurisdiction within the United States or its territories (excluding Virginia)?  No	11.	Which metho	d are you using to qualify	y for a master e	esthetic	cian I	cense?	)							
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Completion of substantially equivalent master esthetician course (consisting of less than 600 hours of training) and six months of master 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: Altach a certificate, diploma or other documentation verifying successful completion of the master esthetician course and a completed Training & Experience. Verification Four documenting at least six months of master esthetician work experience  12. Do you hold a current or expired esthetician license, certification or registration in any state or jurisdiction within the United States or its territories (excluding Virginia)?  No		Comp	letion of 600 hours of ma obtained outside the Co Required Documentation: Attack	aster estheticia mmonwealth o	n train f Virgir	ing v nia, b	vhich is ut withi eript indic	subs n the	stantia Unite	ed State	s and its	s terri	tories	3	•
12. Do you hold a <u>current</u> or <u>expired</u> esthetician license, certification or registration in any state or jurisdiction within the United States or its territories (excluding Virginia)?  No		and si the Co	x months of master esthormonwealth of Virginia, Required Documentation: Attac	netician work e , but within the th a certificate, diploi	xperier United	nce. I Stat <i>ner doc</i>	Both tra es and umentatio	aining its te <i>n verify</i>	and rritori	experie es ccessful co	nce mu	st be	obta aster e	ined	outside
Yes   If yes, complete the following table.    State/Jurisdiction   License, Certification or Registration Number   Expiration Date	12.	Do you hold United States	a <u>current</u> or <u>expired</u> est	hetician licens										n wi	thin the
State/Jurisdiction License, Certification or Registration Number Expiration Date    State/Jurisdiction   License, Certification or Registration Number   Expiration Date		_	If ves, complete the foll	lowing table.											
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   Da			·		Lice	ense,	Certifica	tion o	r Reg	istration	Number	E	Expira	ation I	Date
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Printed Name of Sponsor			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												
			Signature of Sponsor Date												
			Snonsor's Virginia Mass									$\overline{}$			

14.	Have you body?	ou ever been subject to a disciplinary action taken by <u>any</u> (including V	/irginia) local, state or national regulatory
	No		
	Yes	If yes, provide a certified copy of the final order, decree or case with lawful authority to issue such order, decree or case decision	, , , ,
15.	barberi	ou ever had an application for licensure, certification or registration as ng, cosmetology, waxing, nail care, esthetics, body-piercing, or tatto ate or national regulatory body?	•
	Yes	If yes, provide a certified copy of the final order, decree or case with lawful authority to issue such order, decree or case decision	
16.	contend	ou ever been convicted in any jurisdiction of a <i>misdemeanor</i> and/or ere must be disclosed on this application. Do not disclose violations court system.	
	No Yes	If yes, applicants are required to attach an original criminal his police. Applicants with convictions from other jurisdictions, other official criminal history record from each state in which they have request complete criminal records from the Virginia State Policial 804-674-6718.	er than Virginia; must provide an original nave convictions. Virginia residents may
<b>*</b> 17.	agency consider docume I, the u informa subject request	n conviction, please provide a certified copy of the final order, decree, with lawful authority to issue such order, decree, or case decision; and red with this application (e.g., information on the status of incarceration nation of rehabilitation etc.).  Indersigned, certify that the foregoing statements and answers are tion that might affect the decision to approve this application. I certify to any disciplinary action or convicted of a felony or misdemeanor (ed license. I certify that I have read, understood and complied with all 54.1, Chapter 7 of the Code of Virginia and the Virginia Board visions.	d any other information you wish to have on, parole or probation; reference letters; e true, and I have not suppressed any y that I will notify the Department if I am (in any jurisdiction) prior to receiving the the laws of Virginia under the provisions
	Signatu	re	Date
18.		a professional passport compliant 2" x 2" color photo taken within tance. It must meet the following requirements:	he last 6 months to reflect your current
	$\Rightarrow$	sized so that your head is approximately 1 inch from the bottom of the	e chin to the top of the head
	$\Rightarrow$	taken in front of a plain white background	
	$\Rightarrow$	be a full-face view, directly facing the camera with a neutral facial exp	pression
			Attach Photo Here. Photocopy pictures are not permitted.