



Virginia Board for Barbers and Cosmetology

MASTER ESTHETICIAN – MASTER 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:

<input checked="" type="checkbox"/>	License Type	Fee
<input type="checkbox"/>	1264 - Practical & Theory Exam	\$155.00
<input type="checkbox"/>	1264 - Practical Exam	\$80.00
<input type="checkbox"/>	1264 - Theory Exam	\$75.00
<input type="checkbox"/>	1265 - 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

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 a master esthetician license?

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

**Required Documentation:** Attach a completed Training & Experience Verification Form

☐ 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 written 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 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 ☐

Yes ☐ If yes, complete the following table.

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

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.

--	--	--	--	--	--	--	--	--	--

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](http://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

