



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 the examination you are requesting. Select only **one**.

TYPE OF LICENSE		FEE	X
Practical & Theory Exam	1201	\$155.00	<input type="checkbox"/>
Practical Exam	1201	\$80.00	<input type="checkbox"/>
Theory Exam	1201	\$75.00	<input type="checkbox"/>
Instructor Exam	1204	\$75.00	<input type="checkbox"/>

1. Name _____
 Last First Middle Generation

2. 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 _____

4. Maiden Name or Former Surname(s) _____

5. Street Address (PO Box not accepted) _____

PHYSICAL ADDRESS REQUIRED

City State Zip Code

6. Mailing Address (PO Box accepted) _____

If a mailing address is submitted, the mailing address will be printed on the license.

City State Zip Code

7. E-mail Address _____

8. Contact Numbers Primary Telephone _____ Ext _____
 Alternate Telephone _____ Ext _____
 Facsimile _____

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

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

No _____ Month(s)/Year(s) Taken
 Cosmetology _____
 Cosmetology Instructor _____

10. Do you have a current or expired Virginia Barber, Cosmetology or Nail Technician License?

No
 Yes Virginia License Number _____ Expiration Date _____
 Virginia License Number _____ Expiration Date _____

11. Are you applying to take the Instructor Examination?

No
 Yes VA Cosmetology License No. _____ Expiration Date _____

If yes, skip to #13.

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: 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: 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 a 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: 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: 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: A completed *Training & Experience Verification Form*
- Cosmetology training obtained in any Virginia state institution
Required Documentation: A completed *Training & Experience Verification Form*
- Two years of cosmetology experience in the United States armed forces
Required Documentation: A completed *Training & Experience Verification Form*

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

No
 Yes List the licenses, certifications and registrations in the following table.

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, 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.

15. Have you ever been convicted in any jurisdiction of any misdemeanor or felony? *Any guilty plea or plea of nolo contendere must be disclosed on this application.*

No

Yes If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; 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). If additional space is needed, attach a separate sheet of paper.

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

16. 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 _____	

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 a 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 _____

Attach

Recent 2x2
Head & Shoulders
Photo Here

**Photocopy pictures are not
permitted**