

PROFESSIONAL CREDENTIAL SERVICES, INC.

Virginia Cosmetology Coordinator

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

Instructions: Complete this form and mail it with a check or money order, 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 CARD. Submit the signed FEE CARD and license application fee to the Virginia Board for Barbers and Cosmetology at the Department of Professional and Occupational Regulation.

Select the examination you are requesting. Select only one.

TYPE OF LICENSE		FEE	✕
Practical & Theory Exam	1264	\$155.00	<input type="checkbox"/>
Practical Exam	1264	\$80.00	<input type="checkbox"/>
Theory Exam	1264	\$75.00	<input type="checkbox"/>
Instructor Exam	1265	\$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

Alternate Telephone

Facsimile

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

No ☐

Yes ☐ Virginia License Number _____ Expiration Date _____

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

10. Are you applying to take an Instructor examination?

☐ No

☐ Yes ♦

VA License No. 1264

Expiration Date _____

If Yes, skip to questions #12.

- ♦ 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: 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: 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: 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 a 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: 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 have 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, list the licenses, certifications and registrations in 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 esthetic activities during the time the temporary permit is in force.

Printed Name of Sponsor

Signature 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, 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. 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 Esthetics Regulations*.

Signature _____ Date _____

Attach

Recent 2x2
Head & Shoulders
Photo Here

**Photocopy pictures
are not permitted.**