Commonwealth of Virginia

Department of Professional and Occupational Regulation

PSI Services LLC - Virginia Barber Cosmetology Program

P.O. Box 887 Wheat Ridge, CO 80034

Telephone No.: 1-855-229-9302

Email: vacos@psionline.com
Website: www.psionline.com



Virginia Board for Barbers and Cosmetology COSMETOLOGY - COSMETOLOGY INSTRUCTOR EXAMINATION & LICENSE APPLICATION

Instructions: Applicants are encouraged to apply online at www.vacos.useclarus.com.

- > If you are unable to apply online, 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 **PSI Services LLC** at the address listed above.
- Any applicant who does not pass a reexamination within one year of the initial examination date shall be required to submit a **new application** and **new examination fee**.

Select one examination type you are requesting:

×	Examination Type	Fee		
	1201 - Practical & Theory Exam	\$172.00		
	1201 - Practical Exam	\$86.00		
	1201 - Theory Exam	\$86.00		
	1204 - Instructor Exam	\$86.00		

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			1204	- Instructor Exam		\$86.00				
4	Full Lawal Na	/A '/								
1.	Full Legal Name	(As it appears of	on your gov	ernment issued ID	or other leg	gal docume	ntation.)			
				(- Modelle				
	Last (required)			(required)		Middle			Generation	
2.	Provide at least on	ne of the follov	ving identi	fication numbers^:						
	Social Secui	rity Number an	nd/or		-	.	-			
	<u> Virginia</u> DM\	/ Control Number	er							
	➤ Enter the same io	lentification number	as used on e	xamination, previous app	lications or li	censes on file	with the depar	tment.		
				rtificate, registration or ot number or a control numl					or occupation issued	
3.	Date of Birth _	MM/DD/YYYY								
1	Maldan an Fannan									
4.	Maiden or Former	Name(s)								
5.	Mailing Address (I									
	The mailing a									
	printed on t	ne license.		City				State	Zip Code	
6.	Street Address (P	O Box not ac	cepted)	Check here if S	Street Address	s is the same	as the Mailing	Address listed abov	/e.	
•	•	DRESS REQUIF	. ,							
		•								
				City				State	Zip Code	
7	0 ((N)			J.,				Otato	p	
7.	Contact Numbers		rimary Teleph	one	Alternate Telephone			F	Fax	
8.	Email Address	, ,	illiary rolopii	0110	7 1101110	ito i olopiiolio				
0.	Liliali Addiess	F	mail address	is considered a public	record and	l will he discl	osed unon re	ouest from a thir	d narty	
		Li	nan adarosc	is considered a public	, rooora arre	Will be also	osca apon re	quost nom a tim	a party.	
	DATE	FEE	TRANS CODE	ENTITY#		FIL	E #/LICENSE #		ISSUE DATE	
OFFICE USE			1020		12					
ONLY			1020		IZ					
				-						

9.	Have No	you ever taken the Cosmetology or Cosmetology Instructor examination in Virginia?
	Yes	If yes, provide the following examination information Cosmetology Exam Practical Exam Theory Exam
		(Month/Year taken) (Month/Year taken)
		Cosmetology Instructor Exam Month/Year taken:
10.	Cosm No	you been <i>previously</i> licensed in Virginia as a practitioner or instructor in the fields of Barber, Master Barber, etology, Nail Technician , or Wax Technician ?
	Yes	If yes, provide your license number and expiration date below
		VA License Number Expiration Date
11.	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: Attach 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: Attach 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 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:* Attach 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 master barber with two years of work experience
		VA License Number Expiration Date
		Required Documentation: Attach a completed <u>Training & Experience Verification Form</u>
		Virginia licensed master barber with less than two years of work experience or Virginia master barber student enrolled in a Virginia cosmetology training school and seeking credit for performances completed at a barber school
		VA License Number Expiration Date
		Required Documentation: Attach a completed <u>Training & Experience Verification Form</u>
		Cosmetology training obtained in any Virginia state institution *Required Documentation: Attach a completed Training & Experience Verification Form
		Two years of cosmetology experience in the United States armed forces *Required Documentation: Attach a completed *Training & Experience Verification Form*
		Applying to take the Cosmetology <u>Instructor</u> examination
		VA License Number Expiration Date
		Previously licensed in Virginia by examination and past the reinstatement period.
		Required Documentation: Verification from the Virginia Board for Barbers and Cosmetology.
		Endorsement applicant required to complete Virginia examination.
		Required Documentation: Verification from the Virginia Board for Barbers and Cosmetology.

12.	•		•		Master Barber, Cosmetology, ny state or territory of the United S	
	No			. region and riceasa by a	ny state or territory or and erinted of	riates (exercially virginia).
	Yes	s 🗌 If yes, o	complete the	following questions.		
		A.	List the follow	wing state/jurisdiction wh	ere a license, certification or regis	tration has been issued:
				State/Jurisdiction	License, Certification or Registration Number	Expiration Date
			•	good standing as a lice	ensed, certified, or registered pr	rofessional for the states/
			No 🗌		nal Certification of Licensure (date tion where you are <i>not</i> in good st	
dat <i>tha</i>	e of licer	nsure; 3) the expira	ation date of the	license 4) the means of obta	must include: 1) the license/certification/re ining licensure (i.e. exam, reciprocity, etc s resulting in a violation or undetermine	c.) and the minimum requirement
		-	for Barbers and	l Cosmetology, 9960 Mayland	Drive, Suite 400, Richmond, VA 23233-1	485
13.	body? licens No	This includes e in connection	but is not li with a discipl	mited to any monetary inary action or voluntary		
	Yes	s 🗌 If yes, o	complete the	Disciplinary Action Repo	orting Form.	
14.	barbe local,	•	gy, waxing,	nail care, esthetics, boo	n or registration as a practitioner of ly-piercing, or tattooing <u>denied</u> b	
	No Yes	☐ If yes, o	complete the	Denial of Licensure Rep	orting Form.	
15.	l	United States of conviction. No □	of any <u>felon</u> y		lless of the manner of adjudication ars? Any plea of nolo contended are Reporting Form.	
	l	Jnited States of njury within the No □	any <u>misder</u> last two (2)	neanor involving moral	es of the manner of adjudication, turpitude, sexual offense, drug contendere shall be considered a n Reporting Form.	distribution or physical

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 Sponsor's Virginia Cosmetology License Number						
47							
17.	 By signing this application, I certify the following statements: I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license. 						
	• I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).						
	• I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.						
	 I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation. I have read, understand and complied with all the laws of Virginia related to this profession 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						
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						
	Attach Photo Here. Photocopy pictures are not permitted.						