Commonwealth of Virginia Department of Professional and Occupational Regulation 9960 Mayland Drive, Suite 400 Richmond, Virginia 23233-1485 (804) 367-8509



www.dpor.virginia.gov

Virginia Board for Barbers and Cosmetology LICENSE BY ENDORSEMENT APPLICATION

A check or money order payable to the <u>TREASURER OF VIRGINIA</u>, or a completed <u>credit card insert</u> must be mailed with your application package. APPLICATION FEES ARE NOT REFUNDABLE.

- > You must hold a **CURRENT** license or certificate listed in the following table to apply through endorsement.
- > If you do not hold a current license/certificate in another state or jurisdiction, this application cannot be processed.
- > For Barbers, if your training was less than 880 hours, you are not eligible for license by endorsement.
- For Master Barber and Cosmetologist, if your training was less than 1200 hours, you are not eligible for license by endorsement.
- A Certification of Licensure (dated within the last 60 days) is required to obtain licensure.

Select one license type you are requesting:

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		Practitioner License Type			Instructor Type
Х	Trans	Fee \$95.00	Х	Trans	Fee \$115.00
	1021	1301- Barber License		5021	1301- Barber adding Instructor Certificate
	1026	1301- Master Barber License		5026	1301- Master Barber adding Instructor Certificate
	1021	1201- Cosmetology License		1021	1204- Cosmetology Instructor Certificate *
	1021	1206- Nail Technician License		1021	1207- Nail Technician Instructor Certificate
	1021	1214- Wax Technician License		1021	1215- Wax Technician Instructor Certificate
	1021	1231- Tattooer License			
	1021	1236- Permanent Cosmetic Tattooer Lic.			
	1021	1237- Master Perm. Cosmetic Tattooer Lic.			
	1021	1241- Body Piercer License			
	1021	1261- Esthetician License			
	1021	1264- Master Esthetician License			

- * An individual holding a **Cosmetology Instructor Certificate** may teach a <u>nail technician</u> and <u>wax technician</u> program without obtaining a separate Nail Technician Instructor or Wax Technician Instructor Certificate.
- Are you applying for an <u>Instructor</u> certificate or have you been <u>previously</u> licensed in Virginia as a barber, master barber, cosmetologist, nail technician, wax technician, body piercer, esthetician, master esthetician, tattooer, permanent cosmetic tattooer, or master permanent cosmetic tattooer?

No [
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Yes If yes, provide your Virginia license number and expiration date:

VA License Number						Expiration Date	
	 	 4 :	D	- 44		 antation)	

2. Full Legal Name (As it appears on your government issued ID or other legal documentation.)

	Last (required)	First (required)				— _	Middle						Generation
3.	Provide at least one of the following	identification numbe	ers*:										
	Social Security Number and/or] -					
	<u>Virginia</u> DMV Control Number												
> Enter the same identification number as used on examination, previous applications or licenses on file with the department.													
	* State law requires every applicant for a lice	nse, certificate, registration	or othe	r auth	orizat	ion to	enaaae	e in a	busine	ss. trad	e. profe	ession or or	ccupation issued

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 <u>Virginia</u> Department of Motor Vehicles.

OFFICE USE ONLY	DATE	FEE	trans code	ENTITY #	FILE #/LICENSE #	ISSUE DATE

4.	Date of Birth	MM/DD/YYYY				
5.	Maiden or Former Na	me(s)				
6.	Mailing Address (PO The mailing addres printed on the lid	ss will be				
7.	Street Address (PO B PHYSICAL ADDR	ox <u>not</u> accepted)	City	Check here if Street Address is the <u>same</u> as the Mailir	State ng Address listed abo	Zip Code ove.
			City		State	Zip Code
8.	Contact Numbers	Primary Telep	hone	Alternate Telephone		Fax
9.	Email Address					
		Email addres	s is consi	dered a public record and will be disclosed upon	request from a thi	rd party.
10.	master esthetician, ta or registration issued	ttooer, permanent of by any state or te	cosmetic rritory o	smetologist, nail technician, wax technic tattooer, or master permanent cosmet of the United States (excluding Virginia	ic tattooer licen	

- No If no, this application <u>cannot</u> be processed. Complete the <u>Exam & License application</u>.
- Yes If yes, complete the following questions:
 - A. List the following state/jurisdiction where a license, certification or registration has been issued: (List all current and expired professional types listed above.)

Professional Type	State/Jurisdiction	License, Certification or Registration Number	Expiration Date

- B. Are you in good standing as a licensed, certified, or registered professional for the states/jurisdictions listed in question 10.A?
 - Yes 🗌

No

- ☐ If <u>no</u>, provide an original Certification of Licensure[◆](dated within the last 60 days) from each state/jurisdiction where you are <u>not</u> in good standing.
- C. Have you successfully completed a training program in any state or jurisdiction of the United States?
 - No If no, you <u>do not qualify</u> by Endorsement. Complete the <u>Exam and License Application</u>.
 - Yes If yes, provide a <u>Certification of Licensure/Letter of Good Standing</u>⁺(dated within the last 60 days) prepared by the state board or regulatory body. Provide the following:
 - □ Training + : (Total hours completed**)

Check here if you completed high school training.

(Total hours completed)

- + For **Master Barbers** and **Cosmetologist**, if your training was less than 1200 hours, you are <u>not</u> eligible for a license by endorsement. For **Barbers**, if training is less than 880 hours, you are <u>not</u> eligible for a license by endorsement.
- ** If the state/jurisdiction **does not verify total hours** for training, the Board will require a transcript from the training provider/training program.

- D. Have you successfully completed an *examination* to become a licensed, certified or registered professional for the states/jurisdictions listed in question 10.A?
 - No If no, you <u>do not qualify</u> by Endorsement. Complete the <u>Exam and License Application</u>.

Yes 🛛

☐ If yes, provide a Certification of Licensure/Letter of Good Standing[◆] (dated within the last

60 days) prepared by the state board or regulatory body.

Certifications of Licensure/Letter of Good Standing; prepared by the state board or regulatory body must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license 4) the means of obtaining licensure (i.e. exam, reciprocity, etc.) and the minimum requirement that were met to qualify for licensure; and 5) all closed disciplinary actions resulting in a violation or undetermined finding. Certification must be mailed directly to:

Board for Barbers and Cosmetology, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485

11. Have you ever been subject to a <u>disciplinary action</u> taken by <u>any</u> (including Virginia) local, state or national regulatory body? This includes but is not limited to any monetary penalties, fines, suspensions, revocations, surrender of a license in connection with a disciplinary action or voluntary termination of a license.

No	

- Yes If yes, complete the Disciplinary Action Reporting Form.
- 12. 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 <u>denied</u> by any (including Virginia) local, state or national regulatory body?
 - No 🗌
 - Yes If yes, complete the Denial of Licensure Reporting Form.
- 13. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any <u>felony</u> within the last 20 years? *Any plea of nolo contendere shall be considered a conviction.*
 - No 🗌
 - Yes If yes, complete the Criminal Conviction Reporting Form.
 - B. Have you been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any <u>misdemeanor</u> involving moral turpitude, sexual offense, drug distribution or physical injury within the last two (2) years? Any plea of nolo contendere shall be considered a conviction.
 - No
 - Yes If yes, complete the Criminal Conviction Reporting Form.

- 14. 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, Tattooing Regulations, Body Piercing Regulations and Esthetics Regulations as applicable.

Signature	1	Date	