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 INSTRUCTOR CERTIFICATION APPLICATION

(Only for applicants who are <u>not</u> required to take the Instructor Examination.)

Fee \$115.00

## 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.

Select the certification you are requesting and means of applying for the Instructor Certificate:

ie certification you are requesting and if	160115 01 6	applyilig i	OI LITE IIIS	structor Ce		
CERTIFICATE	BY CC	URSE	BY EXPERIENCE			
	Х	Trans	Х	Trans		
1301 - Barber adding Instructor *		5022				
1301 - Master Barber adding Instructor*		5027				
1204 - Cosmetology Instructor		1022				
1207 - Nail Technician Instructor **		1022				
1215 - Wax Technician Instructor **		1022				
1262 - Esthetician Instructor **		1022	2			
1265 - Master Esthetician Instructor.  ❖		1022				
1239 - Tattooing Instructor				1022		
1250 - Perm. Cosmetic Tattooing Instr.				1022		
Barber Instructor certificate can teach at the same level as their practitioner's license.						
Cosmetology Instructor certificate can teach nail care and waxing without obtaining a separated Contificate						

*	An individual holding a Barber Instructor certificate can teach at the same level as their practitioner's license.														
**	An individual holding a <b>Cosmetology Instructor</b> certificate can teach nail care and waxing without obtaining a separate Nail Technician Instructor or Wax Technician Instructor Certificate.														
* **	An individual holding an <b>Esthetician Instructor or Master Esthetician Instructor</b> certificate can teach waxing without obtaining a separate Wax Technician Instructor Certificate.														
1.	Provide your <u>cur</u>	<u>rrent</u> Virginia	practitioner lic	ense numbe	er and	ехріі	atio	n da	te:						
	Virginia Licens	e Number						] E	xpira	ation	Date				
	➤ If you do <u>no</u>	If you do <u>not</u> hold a <u>current</u> Virginia practitioner license in your respective profession, you <u>do not qualify for a Instructor certificate.</u>													
	•		ermanent Cosmeti ent cosmetic tattoo		uctor c	ertifica	ite, y	ou ma	y holo	d a cu	urrent \	/irginia	perman	ent cos	metic tattooer
2.	Full Legal Name	(As it appea	ars on your gove	rnment issue	d ID or	other	· lega	al do	cume	ntatio	on.)				
	Last (required)		First	required)					/liddle						Generation
3.	Provide at least	one of the fo	llowing identifi	cation numb	ers*:										
•	Social Sec	urity Number	r and/or				] -			-					
	☐ <u><b>Virginia</b></u> DM	//////////////////////////////////////	mber												
	Enter the same	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 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.														
4.	Date of Birth	MM/DD/Y	YYY												
5.	Maiden or Forme	er Name(s)													
OFFIC USE	Ē	FEE	TRANS CODE	ENTITY#					FILE	E #/LICE	ENSE#				ISSUE DATE

6.	Mailing Address (PO Box accepted)  The mailing address will be printed on the license.			-0	7.0.1				
7. Street Address (PO Box <u>not</u> accepted) PHYSICAL ADDRESS REQUIRED		City	ck here if Street Address is the <u>same</u> as the Ma	State ailing Address listed abo	Zip Code ve.				
		City		State	Zip Code				
8.	Contact Numbers Primary Telep	hone	Alternate Telephone		- ax				
9.	Email Address	Alternate releptione Pax							
	Email addres	ss is considered a public record and will be disclosed upon request from a third party.							
10.	Have you been <i>previously</i> licensed in Technician, Esthetician, Master Esthetician No   Yes  If yes, provide your license	an, Tattooe	r, or Permanent Cosmetic Tattooe	•••	echnician, Wax				
	Yes	number ar	·	piration Date					
11.	A course in teachi	g <i>Instructe</i> ng techniq	Cosmetology, Nail Technician, or courses have you successfully ues at post-secondary level ascripts and/or diploma		cian Instructor				
		sion of a c	e approved by the Virginia Board ertified barber, master barber, costively)		•••				
	Required Docume	<b>ntation:</b> Atta	ched a completed <u>Training &amp; Experience</u>	Verification Form.					
	DO NOT SUBMIT <u>Train</u> provided at the top of the		ence Verification form to the exam vendo	or. Mail directly to DP	OR at the address				
12.	•	n of compl	cian Instructor Certification? eting a course in teaching technique and/or diploma showing successful co	•	ondary level.				
13.	Are you applying for <b>Tattooer</b> or <b>Perman</b> No	ent Cosmo	etic Tattooing Instructor Certificat	ion?					
	Yes If yes, complete the <u>Train</u>	<b>ing &amp; Experience Verification Form</b> documenting <i>three years</i> of tattooing previous five years and include with this application (more than one form may hree years of experience).							
>	provided at the top of this application.	ce Verificat	<i>ion</i> form to the exam vendor. <u>Mail</u>	directly to DPOR	at the address				
14.	Have you ever been subject to a <b>disciplin</b> body? This includes but is not limited to license in connection with a disciplinary a No	to any mo	netary penalties, fines, suspension						
	Yes If yes, complete the Discipl	inary Actio	n Reporting Form.						

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 <i>denied</i> by any (including Virginia local, state or national regulatory body?  No  Yes  If yes, complete the Denial of Licensure Reporting Form.
16.	A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the
	United States of any <b>felony</b> 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 noto contendere shall be considered a conviction.  No
	Yes If yes, complete the <u>Criminal Conviction Reporting Form.</u>
17.	By signing this application, I certify the following statements:
	<ul> <li>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.</li> </ul>
	<ul> <li>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).</li> </ul>
	<ul> <li>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 document required or requested by the Department.</li> </ul>
	<ul> <li>I authorize any federal, state or local government agency, current or former employer, or other individual o business to release information which may be required for a background investigation.</li> </ul>
	<ul> <li>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 Cosmetolog Regulations, Tattooing Regulations, or Esthetics Regulations.</li> </ul>
	Signature Date