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

Fee $100.00

A check or money order payable to the TREASURER OF VIRGINIA, or a completed credit card insert 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:

<table>
<thead>
<tr>
<th>CERTIFICATE</th>
<th>BY COURSE</th>
<th>BY EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
<td>Trans</td>
</tr>
<tr>
<td>1301 - Barber adding Instructor *</td>
<td>☐</td>
<td>5022</td>
</tr>
<tr>
<td>1301 - Master Barber adding Instructor *</td>
<td>☐</td>
<td>5027</td>
</tr>
<tr>
<td>1204 - Cosmetology Instructor</td>
<td>☐</td>
<td>1022</td>
</tr>
<tr>
<td>1207 - Nail Technician Instructor **</td>
<td>☐</td>
<td>1022</td>
</tr>
<tr>
<td>1215 - Wax Technician Instructor **</td>
<td>☐</td>
<td>1022</td>
</tr>
<tr>
<td>1262 - Esthetician Instructor ✴</td>
<td>☐</td>
<td>1022</td>
</tr>
<tr>
<td>1265 - Master Esthetician Instructor ✴</td>
<td>☐</td>
<td>1022</td>
</tr>
<tr>
<td>1239 - Tattooing Instructor</td>
<td>☐</td>
<td>1022</td>
</tr>
<tr>
<td>1250 - Perm. Cosmetic Tattooing Instr.</td>
<td>☐</td>
<td>1022</td>
</tr>
</tbody>
</table>

* An individual holding a Barber Instructor certificate can teach at the same level as their practitioner's license.
** An individual holding a Cosmetology Instructor certificate can teach nail care and waxing without obtaining a separate Nail Technician Instructor or Wax Technician Instructor Certificate.
✴ An individual holding an Esthetician Instructor or Master Esthetician Instructor certificate can teach waxing without obtaining a separate Wax Technician Instructor Certificate.

1. Provide your current Virginia practitioner license number and expiration date:
   - Virginia License Number
   - Expiration Date
   - If you do not hold a current Virginia practitioner license in your respective profession, you do not qualify for a Instructor certificate.
   - If you are applying for a Permanent Cosmetic Tattooer Instructor certificate, you may hold a current Virginia permanent cosmetic tattooer license or master permanent cosmetic tattooer license.

2. Full Legal Name (As it appears on your government issued ID or other legal documentation.)
   - Last (required)
   - Middle
   - First (required)
   - Generation

3. Provide at least one of the following identification numbers *:
   - Social Security Number and/or
   - Virginia 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 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.

4. Date of Birth
   - MM/DD/YYYY

5. Maiden or Former Name(s)
6. Mailing Address (PO Box accepted)  
   The mailing address will be printed on the license.

   City
   State
   Zip Code

7. Street Address (PO Box not accepted)  
   PHYSICAL ADDRESS REQUIRED

   City
   Check here if Street Address is the same as the Mailing Address listed above.
   State
   Zip Code

8. Contact Numbers  
   Primary Telephone
   Alternate Telephone
   Fax

9. Email Address
   Email address is considered a public record and will be disclosed upon request from a third party.

10. Have you been previously licensed in Virginia as a Barber, Master Barber, Cosmetology, Nail Technician, Wax Technician, Esthetician, Master Esthetician, Tattooer, or Permanent Cosmetic Tattooer?
    No
    Yes
    If yes, provide your license number and expiration date below
    VA License Number
    Expiration Date

11. Are you applying for Barber, Master Barber, Cosmetology, Nail Technician, or Wax Technician Instructor Certification?
    No
    Yes
    If yes, which of the following Instructor courses have you successfully completed?
    A course in teaching techniques at post-secondary level
    Required Documentation: Transcripts and/or diploma
    An instructor training course approved by the Virginia Board for Barbers and Cosmetology under the supervision of a certified barber, master barber, cosmetology, nail technician or wax technician instructor (respectively)
    Required Documentation: Transcripts and/or diploma and a written evaluation by the instructor

12. Are you applying for Esthetician or Master Esthetician Instructor Certification?
    No
    Yes
    If yes, attach documentation of completing a course in teaching techniques at a post-secondary level.
    Required Attachment(s): Transcripts and/or diploma showing successful completion.

13. Are you applying for Tattooer or Permanent Cosmetic Tattooing Instructor Certification?
    No
    Yes
    If yes, complete the Training & Experience Verification Form documenting three years of tattooing work experience within the previous five years and include with this application (more than one form may be submitted to document three years of experience).

   DO NOT SUBMIT Training & Experience Verification form to the exam vendor. Mail directly to DPOR at the address provided at the top of this application.

14. Have you ever been subject to a disciplinary action taken by any (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.
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 denied 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 felony 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 ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any misdemeanor 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.

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, Tattooing Regulations, or Esthetics Regulations.

   Signature ___________________________________________ Date ____________

A450-1213INST-vs13  Board for Barbers & Cosmetology/INSTRUCTOR CERT APP
07/27/2020  Page 3 of 3