

- b. If a part of the online instruction is **not common** across all professional types and the school would like to offer online instruction, contact the Board to determine eligibility.
For example, tattooing sterilization requirements are specific and unique to that the Tattooing profession, and would not be eligible for online instruction. Tattooing and Esthetician online program are limited to the total hours allowed/ approved.
- c. All examination for Online Instruction must be completed on-site, in a “traditional brick and mortar” classroom. Provide documentation explaining how you will utilize technology and practices that are effective in verifying the identity of distance learning students, both initially in person (via photo ID) and subsequently during the online coursework (via secure login and pass code).
- d. Instructor programs are **not eligible** for Online Instruction.

18. 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 approval including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- 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, Tattooing, and Esthetics Regulations*.

Signatures for all Responsible Management is required:

(sole proprietor, partners of a general partnership, managing partner of a limited partnership, officers/directors of an association, managers/members of a limited liability company, or officers of a corporation)

1. Print Name _____ Title _____
Signature _____ Date _____

2. Print Name _____ Title _____
Signature _____ Date _____

3. Print Name _____ Title _____
Signature _____ Date _____

4. Print Name _____ Title _____
Signature _____ Date _____

5. Print Name _____ Title _____
Signature _____ Date _____

(Photocopy this sheet if additional signatures are needed.)

(Important Curriculum Package Instructions to follow.)

Important Curriculum Package Instructions
(These instructions are located on the board's [School License Application](#).)

These instructions below should be submitted reflecting the ***new sections of the curriculum*** being requested for online instruction. Additional information is available on the board's website located at www.dpor.virginia.gov/Boards/BarberCosmo/. Should you have any questions or require additional clarification, please contact the board staff at (804) 367-8509.

PHOTOCOPIES OF OUTLINES, GLOSSARIES AND OTHER INFORMATION FROM TEXTS AND BOARD REGULATIONS WILL NOT BE ACCEPTED!

1. **Course syllabus**
The course syllabus should contain an outline and brief statement of the main points of the text, lecture and course of study.
2. **Detailed course outline** - *Indicate what items will be taught online.*
The outline shall include, but not be limited to those items set out in the *Board for Barbers and Cosmetology Regulations, Wax Technician Regulations, Tattooing Regulations and Esthetics Regulations.*
3. **Sample of five lesson plans** - *Submit plans for the courses taught online.*
The lesson plans must be *actual* lesson plans that will be used in the instruction of students at the school applying for licensure. Previously approved lesson plans for other schools will not be accepted. You may submit lesson plans developed for your curriculum.
4. **Sample of evaluation methods to be used** - *Provide an example of how you will track grades online.*
Explain and provide examples of how students will be evaluated for grading and progress report purposes. Please include both the written and practical portions of the program.
5. **Breakdown of hours and/or performances for all courses to be taught which lead to licensure** - *Indicate what hours will be taught online.*
This material *may* be included in the detailed course outline (#2).
6. **Example of the method by which performance will be recorded**
7. **Sketch of the school floor plan**
This sketch must include the classroom and clinic areas within the school.
8. **Days and hours of operation**
This must include a list of holidays and other special date that will be closed.
9. **An example of a test you will administer to students**
10. **Esthetics schools must submit a list of the equipment used in training, as required by 18 VAC 41-70-210A-D**
11. **Esthetics schools that award credit in accordance with Section 18VAC41-70-190.D. of the Esthetics Regulations, must submit copies of the assessment policy, method of evaluation of transcripts, and the examination to be used in making the assessment.**