

Virginia Board for Barbers and Cosmetology  
Department of Professional and Occupational  
Regulation  
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**Virginia Board for Barbers and Cosmetology**  
**1000-Hr Cosmetology Curriculum**  
**No Fee Required**

*This form is not mandatory, however, it will assist the Board in processing your application in a timely manner.*

## Course Syllabus

**Description:** The Cosmetology course is \_\_\_\_\_ (list the course hours here) clock hours and meets the requirements of "The Virginia State Board for Barbers and Cosmetology."

This program is designed to equip you with the knowledge and skills necessary to become a licensed cosmetologist in Virginia. Through a combination of theory and hands-on practical, you will gain experience in hair care, skincare, hair removal, and nail care services.

### Course Objectives:

- Master the fundamentals of cosmetology theory and safety protocols.
- Develop practical skills in hair cutting, styling, coloring, perming, and chemical relaxing.
- Learn techniques for skincare and makeup application.
- Gain proficiency in nail care procedures, including manicures, pedicures, and artificial nail applications.
- Develop effective communication and client consultation skills.
- Prepare for and successfully pass the state licensing exam.
- **Would your school like to ask for approval to teach certain sections of the course online, along with the classroom request? Schools may offer non-traditional or 'online' instruction on all theory topics in their approved curriculum. Circle one: Yes or No**

If you answered "Yes," you must adhere to the procedures outlined in the Non-Traditional or Online Instruction Guidance Document.

Please attest to your understanding of teaching theory topics online only:

Responsible Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Textbooks & Materials:

A required textbook, " \_\_\_\_\_ (Textbook Title)" will be used throughout the program. A list of additional recommended resources and any required supplies will be provided.

**Instructor:**

Cosmetology schools must have an instructor trained on straight razor shaving. Could you please confirm if the instructor associated with your school has received this training? **Circle one: Yes or No**

**List cosmetology instructor and license number. Please have the instructor sign and date below:**

<b>Cosmetology Instructor Name</b>	<b>Cosmetology Instructor License Number</b>	<b>Cosmetology instructor Signature</b>	<b>Signature Date</b>

If no, do you have a contract with a certified barber or master barber instructor to train students on straight razor shaving? **Circle one: Yes or No**

**List barber or master barber instructor and license number. Please have the instructor sign and date below:**

<b>Barber/Master barber Instructor Name</b>	<b>Barber/Master barber Instructor License Number</b>	<b>Barber/Master barber Instructor Signature</b>	<b>Signature Date</b>

**\* To verify employment, board staff will contact the instructors who signed this syllabus for confirmation. Please advise the instructors to expect a call/email from the board.**

**\*\*A cosmetology, barber, or master barber instructor trained in straight razor shaving is required in order for the program to be approved.**

**Grading Policy:**

Your grade will be determined by a combination of factors, including:

- Class participation and attendance
- Performance in practical labs
- Written assignments and quizzes
- Final exams

**Grading Scale:**

**A= \_\_\_\_\_ to \_\_\_\_\_ (list number grades)**

**B= \_\_\_\_\_ to \_\_\_\_\_ (list number grades)**

**C= \_\_\_\_\_ to \_\_\_\_\_ (list number grades)**

**D= \_\_\_\_\_ to \_\_\_\_\_ (list number grades)**

**F= \_\_\_\_\_ to \_\_\_\_\_ (list number grades)**

**Attendance Policy:**

Regular attendance is crucial to your success in the program. A detailed attendance policy will be outlined in the program handbook or contract.

**Academic Integrity:**

The program upholds a strict policy on academic integrity. Cheating and plagiarism will not be tolerated. More details will be provided by your school.

*I certify that the information above is true and accurate, and the school will abide by the contents indicated above. I am aware that submitting false information, omitting pertinent or material information, or failing to update or provide supplemental information as requested in connection with this application will delay processing and may lead to license revocation or denial of license. 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.*

**Responsible Manager Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Responsible Manager Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Responsible Manager Signature** \_\_\_\_\_

**Date** \_\_\_\_\_