

Commonwealth of Virginia
Department of Professional and Occupational Regulation
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**Virginia Board for Barbers and Cosmetology
SCHOOL SELF-INSPECTION FORM**

Virginia Board for Barbers and Cosmetology
School Owners

Pursuant to the Board's regulations pertaining to the practices of Barbering, Cosmetology, Nail Technology, Waxing, and Esthetics, each licensed school must complete and maintain a self-inspection form. On an annual basis, you must update the school self-inspection form, and kept the form on the premises of the school for 5 years. The board may request and review this form at its discretion.

The purpose of the form is to allow you the opportunity to share with the board your continued compliance and for you to assess your compliance with local, state, and federal policies, laws, regulations, and standards governing health, sanitation, and safety. The self-inspection form supplements, but does not take the place of, the board's ability to conduct inspections in conjunction with investigations into alleged violations of the Code of Virginia and Regulations.

Should you have any questions pertaining to the information contained in the attached Self-Inspection Form, please email the Board at barbercosmo@dpor.virginia.gov.

We want to thank you for keeping this form up-to-date, and for doing your part to protect the health, safety, and welfare of all the citizens of the Commonwealth.

SINCERELY,

BOARD FOR BARBERS AND COSMETOLOGY

THIS FORM SHALL BE KEPT AND MAINTAINED ON THE PREMISES OF THE SCHOOL.

DO NOT RETURN THIS FORM TO THE BOARD FOR BARBERS AND COSMETOLOGY.

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Compliance with these rules does not confer compliance with other requirements set forth by federal, state, and local laws, codes, ordinances, and regulations as they apply to business operation, physical construction and maintenance, safety, and public health. Licensees shall take sufficient measures to prevent the transmission of communicable and infectious diseases and comply with the sanitation standards identified in this section and shall ensure that all employees likewise comply.

1. SCHOOL Name _____
 - Has the school address changed? No Yes
 - If **yes**, was the address change reported to the Board? No Yes
 - If **no**, complete the [Address Change Form](#) located on the Board website; under [Forms and Applications](#).
2. School License Number

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3. School License Expiration Date _____
4. Where does the school currently post the school's license certificate? (18VAC41-20-260)

5. School owner/ownership name _____
6. Responsible management: (18 VAC 41-20-10): Has the responsible management changed? No Yes
If yes, was this change reported to the Board? No Yes

Please provide the appropriate response for each question listed below.

Education

7. As of today, does this school maintain accreditation by an agency recognized by the U.S. Department of Education?
 Y N
8. As of today, does this school maintain a valid certification to operate from the State Council of Higher Education for Virginia (SCHEV)?
 Y N
9. Is this a place or establishment licensed by the board to:
 - Accept and train students and that offers a barber, master barber, or dual barber/master barber curriculum approved by the board?
 Y N
 - Accept and train students in body-piercing?
 Y N
 - Accept and train students in nail care?
 Y N

Accept and train students and offer a cosmetology curriculum approved by the Board?

Y N

Accept and train students and offer a cosmetology curriculum approved by the Board?

Y N

Accept and train students in tattooing?

Y N

Accept and train students in waxing?

Y N

10. Do all instructors at this school maintain a valid practitioner license?

Y N

11. Do all barber instructors at this school maintain a valid instructor certification issued by the Board?

Y N NA

12. Does the school require all student instructors to maintain a valid student instructor temporary permit issued by the Board?

Y N NA

13. Does this school enroll students who are not taking a course in barbering, nail care, cosmetology, waxing, tattooing, body-piercing, or esthetics?

Y N NA

If yes, please explain: _____

14. Has DPOR ever inspected this school for compliance with the laws and regulations promulgated by the Board?

Y N NA

If yes, please provide the date and reason for the inspection. _____ (Date)

15. Do any of the school's **instructors** who are currently teaching function as an examiner for the board or the designated testing service provider?

Y N NA

16. Do any of the school's **owners or responsible management** function as an examiner for the board or the designated testing service provider?

Y N NA

Regulatory

17. Does the school license bear the same name and address as the school? (18 VAC 41-20-130)

Y N

18. Does the name of the school indicate that it is an educational institution?

Y N

19. Do all signs or other advertisements, reflect the school name as indicated on the license, and contain language indicating it is an educational institution?
 Y N
20. Does this school maintain a separate license for each and every location that it operates?
 Y N
21. If the school receives compensation for services provided in its clinic, then does this school also hold a facility license?
 Y N NA
22. Does this school only employ a staff of and ensure all training is conducted only by licensed and certified instructors?
 Y N NA
23. When did this school last submit its curricula for board approval? _____
MM/DD/YYYY
24. Has this school submitted all changes to its curricula, including hours of operation and physical location, and has the new curricula been approved by the board?
 Y N NA
25. Is the current curricula based on a minimum of clock hours that were approved by the Board and does it include performances in accordance with the regulations?
 Y N NA
26. Does the school inform the public that all services are performed by students if the school receives compensation for services provided in its clinic by posting a notice in the reception area of the shop or salon in plain view of the public?
 Y N NA
27. Does the school conduct all classroom instruction in an area separate from the clinic area where practical instruction is conducted and where services are provided?
 Y N
If yes, please explain: _____
28. Does the school possess the necessary equipment and implements to teach the respective curriculum?
 Y N
29. Does the school own all necessary equipment or implement?
 Y N **If NO**, then the school must provide a copy of all agreements associated with the use of such property by the school to the board with this form.
30. Does this school maintain on the premises of each school the following records available for inspection by the board or any of its agents for the period of a student's enrollment through five years after the student's completion of the curriculum, termination, or withdrawal.
The enrollment application containing student's signature and a two-inch by two-inch color head and shoulders photograph?
 Y N
The daily record of attendance containing student's signature?
 Y N

The student clock hours containing student's signature and method of calculation?

Y N

The practical performance completion sheets containing student's signature?

Y N

The final transcript?

Y N

All other relevant documents that account for a student's accrued clock hours and practical applications?

Y N

31. Is this school able to produce to the board or any of its agents within 10 days of a request any document, book, or record concerning any student, or for which the licensee is required to maintain records, for inspection and copying by the board or its agents?

Y N NA

If no, please explain: _____

32. Does this school provide documentation of hours and performances completed by the student within 21 days upon receipt of a written request from a student?

Y N NA

If no, please explain: _____

33. Does the school ensure that all current licenses, certificates, or permits issued by the board are displayed in plain view of the public either in the reception area or at individual work stations of the school?

Y N

34. Does this school ensure that no employee, licensee, student, or apprentice performs any service beyond the scope of practice for the applicable license?

Y N

Sanitation and Safety

35. Is this school kept clean and sanitary at all times when providing barber, master barber, cosmetology, nail, or waxing services to the public?

Y N

A wet disinfection unit is a container large enough to hold a disinfectant solution in which the objects to be disinfected are completely immersed. A wet disinfection unit must have a cover to prevent contamination of the solution. The solution must be an Environmental Protection Agency (EPA) registered disinfectant that is bactericidal, virucidal, and fungicidal. Disinfectant solutions shall be used according to manufacturer's directions.

36. How many wet disinfection units does the school have available for student use? _____

37. Disinfection of multi-use items constructed of hard, nonporous materials such as metal, glass, or plastic that the manufacturer designed for use on more than one client, including clippers, scissors, combs, and nippers are to be carried out prior to servicing a client.

Does the school follow the five step process for disinfection of multi-use items found in the regulations?

Y N

38. Does the school prohibit the disinfection and reuse of these items and the use of single-use items on more than one client?
 Y N
39. Does the school require students to disinfect electrical clipper blades before and after each use?
 Y N
40. Does the school require all students to clean and disinfect all wax pots with an EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal?
 Y N
41. Does the school provide a wet disinfection unit at each station?
 Y N
42. Does the school provide all students with instruction on how to maintain, in accordance with manufacturer's recommendations, all sinks, bowls, tubs, whirlpool units, air-jetted basins, pipe-less units, and non-whirlpool basins used in the performance of nail care?
 Y N
43. Are all sinks, bowls, tubs, whirlpool units, air-jetted basins, pipe-less units, and non-whirlpool basins used in the performance of nail care cleaned and disinfected immediately after each client?
 Y N

General sanitation and safety requirements.

44. Does the school require students to clean all service chairs, wash basins, shampoo sinks, workstations and work stands, and back bars?
 Y N
45. Are the school's floor surfaces in all work areas a washable surface other than carpet?
 Y N
46. Does the school keep the floor clean and free of hair, nail clippings, dropped articles, spills, clutter, trash, electrical cords, other waste materials, and any other items that may pose a hazard?
 Y N
47. Are all the school's furniture, fixtures, walls, floors, windows, and ceilings clean and in good repair and free of water seepage and dirt?
 Y N
48. Are all mats secured or do all mats lie flat?
 Y N
49. Does the school maintain a fully functional bathroom in the same building with a working toilet and sink available for clients?
 Y N
50. Does the school keep antibacterial soap and clean single-use towels or a hand air-drying device for the client's use?
 Y N
- Does the school launder bathroom towels?
 Y N

51. Does the school use the bathroom as a work area or does the school use the bathroom for the open storage of chemicals?
 Y N
For facilities newly occupied after January 1, 2017, does the school maintain the bathroom exclusively for client use?
 Y N
52. If the school has general areas for client use, then does the school keep the general area neat and clean with a waste receptacle for common trash?
 Y N
53. Are all electrical cords placed to prevent entanglement by the client or licensee?
 Y N
54. Does the school keep all sharp tools, implements, and heat-producing appliances in safe working order at all times, safely stored, and placed so as to prevent any accidental injury to the student, client or licensee?
 Y N
55. Is the salon area of the school sufficiently ventilated to exhaust hazardous or objectionable airborne chemicals, and to allow the free flow of air?
 Y N
56. Does the school provide adequate lighting?
 Y N

Articles, tools, and products.

57. Does the school provide clean towels, robes, or other linens to be used by each patron?
 Y N
58. Does the school store the clean towels, robes, or other linens in a clean, pre-disinfected, and dry cabinet, drawer, or non-airtight covered container?
 Y N
59. Does the school store all soiled towels, robes, or other linens in a container enclosed on all sides including the top?
 Y N
60. Does the school store all soiled towels, robes, or other linens in a separate laundry room?
 Y N
61. Whenever a haircloth is used, does the school use a clean towel or neck strip placed around the neck of the patron to prevent the haircloth from touching the skin?
 Y N
62. Does the school require soiled implements to be removed from the tops of work stations immediately after use?
 Y N
63. Does the school require all lotions, ointments, creams, and powders to be labeled and kept in closed containers?
 Y N

64. Does the school require a clean spatula, other clean tools, or clean disposable gloves to be used to remove bulk substances such as creams or ointments from jars?
 Y N
65. Does the school require sterile cotton or sponges to be used to apply creams, lotions, and powders?
 Y N
66. After each use, does the school require cosmetic containers to be covered?
 Y N

Chemical storage and emergency information.

67. Does the school have in the immediate working area a binder with all Safety Data Sheets (SDS) provided by manufacturers for any chemical products used?
 Y N
68. Does the school have a blood spill clean-up kit in the work area that contains at minimum latex gloves, two 12-inch by 12-inch towels, one disposable trash bag, bleach, one empty spray bottle, and one mask with face shield or any Occupational Safety and Health Administration (OSHA) approved blood spill clean-up kit?
 Y N
69. Does the school label and store in a nonflammable storage cabinet or a properly ventilated room all flammable chemicals?
 Y N
70. Does the school label and keep in separated storage all chemicals that could interact in a hazardous manner (e.g., oxidizers, catalysts, and solvents)?
 Y N

Client health guidelines

71. Does the school require all employees and students who are providing client services to cleanse their hands with an antibacterial product prior to providing services to each client?
 Y N
72. Does the school allow students to use products in a manner that is disapproved by the FDA?
 Y N
73. When was the last time this school was inspected by the Virginia Department of Health as required by § 54.1-705 of the Code of Virginia?

_____ MM/DD/YYYY

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74. Name of Owner/Instructor/Principal Completing this Form: _____

Signature of Owner/Instructor/Principal Completing this Form: _____

Date Completed: _____
MM/DD/YYYY

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