

BOARD OF BARBERING AND COSMETOLOGY

IMPORTANT UPDATES AND INFORMATION

UPDATED APPLICATIONS AND PROOF OF TRAINING DOCUMENT

The Pre-Application for Examination, Application for Examination and Initial License Fee, Application for Re-Examination, and Proof of Training Document (POT) all have been updated. Please note the pre-application and application for examination are now by license type (barber, cosmetologist, esthetician, manicurist, and electrologist). Please start using these new forms immediately as they will help expedite application processing times and minimize errors. Pre-applications and POTs on the old forms will not be accepted after June 1, 2014, and will be returned to the school and will need to be resubmitted on the new forms which will delay the processing of the application and scheduling of the examination.

***Please note the Board will no longer accept Proof of Training Verification Forms after June 1, 2014. Schools must submit a POT for each individual student upon **completion** of the required hours. Proof of Training Verification Forms received after June 1, 2014, will be returned to the school and a POT will be required.

NEW PRE-APPLICATION PROCEDURES

The new pre-application has been combined with the application for examination and is now entitled Pre-Application for Examination and Initial License; therefore, a separate application for examination is no longer required, and only one copy of the complete application is needed with a standard size #10 (4 1/8 in. x 9 1/2 in.) stamped envelope addressed to the school to be notified of an anticipated examination date.

Please note pre-applicants cannot take the exam before they have completed the required hours for the examination and receive a POT, so please make sure the anticipated graduation date on the pre-application can be achieved (include at least 10 business days to process the POT at the Board). Please email the Board immediately at barbercosmo@dca.ca.gov if a student will not complete the required hours in time to take their exam on their anticipated date, and include the new anticipated date of completion. If the Board is notified **before** the student is scheduled for the exam (6 weeks prior to their exam date), the Board will change the anticipated date. If the Board is notified **after** the applicant has been scheduled, the applicant will need to submit an Application for Re-Examination and pay all required fees after they have completed the required hours.

PRE-APPLICANTS AND ADMITTANCE TO THE EXAMINATION

Pre-application students will no longer be admitted to the exam without having a POT on file with the Board; therefore, the Board recommends that you send your students with a copy of their POT in a sealed school envelope attached to their admission letter to assure admission to the exam.

POT's should be sent to the Board at least 10 business days prior to the student's scheduled exam date by email to barbercosmo@dca.ca.gov, by fax to (916) 575-7281, or by mail to 2420 Del Paso Road, Suite 100, Sacramento California 95834 (by **Fed Ex, UPS or Golden State overnight only** with "Attention: Pre-App" on the envelope) for the information to be entered into the computer system and for the exam site to have the required information to release the license. If sending a POT by the U.S. Postal Service, please allow an additional 10 days for the POT to be entered.

SAME DAY LICENSING

Students whose POT was received by the Board at least 10 business days prior to the exam date and entered in the system will receive their license on the day they take their exam. If the POT was not received at least 10 business days prior to the exam and the student brings a copy of the POT with them to the exam, the student should receive a license within 10 business days after the exam.

TIMEFRAMES AND FOLLOW UP

It is the Board's priority to process all applications as quickly as possible. Below please find appropriate times to follow up on the status of an application:

- Pre-Applications: If your student has not received their anticipated exam date 6 weeks after the check has been cashed, or if they have not received an admission letter 3 weeks prior to the anticipated exam date.
- Applications for Examination and Re-Examinations: If you have not received your examination letter within 12 weeks after the check has been cashed.

Due to high call volumes, the Board asks you and your students to contact the Board with any questions or concerns regarding the status of an application or examination dates by email at barbercosmo@dca.ca.gov.

Schools Only - To receive soft copies of the new Pre-Application and/or POT via email, please email the Board at barbercosmo@dca.ca.gov with "Request for Pre-App and POT" in the subject line.