



CIRCULAR LETTER #10/03

DATE: 7/10/2014

**TO: BARBERING, COSMETOLOGY, MANICURING, ELECTROLOGY
SCHOOLS, AND APPRENTICESHIP PROGRAM SPONSORS**

**SUBJECT: REVISED PROOF OF TRAINING (POT) VERIFICATION FORM
REVISED APPLICATION FOR EXAMINATION and INITIAL LICENSE**

The Proof of Training (POT) Verification Form is being revised for security purposes. You will now be required to submit the student's file number or the last four digits of the student's social security number.

In addition, the Application for Examination and Initial License has been revised to include additional questions on the applicant background information. This revision is being made to expedite the approval process.

Effective immediately, the enclosed POT verification form and Application for Examination and Initial License should be used for all pre-application students. The POT verification form can be faxed to (916) 575-7281. Failure to use this form will delay the processing of the pre-application. Upon graduation, students should be provided with an original POT Training Document for their records.

To request an electronic copy of this form, in a fillable format, please send your request to the Board's email address at barbercosmo@dca.ca.gov, and reference POT list in the subject line. If you have additional questions please contact the Board at (800) 952-5210 or email the Board's Licensing Manager, Kari Frank at Kari_Frank@dca.ca.gov

Sincerely,

Kristy Underwood, Executive Officer

Enclosure: Proof Of Training Verification Form
Application For Examination and Initial License Fee