



State and Consumer Services Agency – Arnold Schwarzenegger, Governor

**BOARD OF BARBERING AND COSMETOLOGY**  
P.O. Box 944226, Sacramento, CA 94244-2260  
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## **CIRCULAR LETTER #10/05**

**DATE: September 14, 2010**

**TO: ALL SCHOOLS OF BARBERING, COSMETOLOGY, AND ELECTROLOGY**

**SUBJECT: UPDATING SCHOOL FILES**

The Board of Barbering and Cosmetology (board) is in the process of updating our school records. Below you will find a list of documents that we are requesting, and ask that they are returned at your earliest convenience. Please submit the following to our office by October 31, 2010:

1. Complete the enclosed **“Signature Card”** (submit original to the board).
2. Complete the enclosed **“Update School Contact Information”**.
3. \*Submit a copy of your most recent **“Approval to Operate”** (from the Bureau for Private Postsecondary Education).
4. \*Submit a copy of your most recent **“Approved Educational Program List”** (from the Bureau for Private Postsecondary).

\*Only applies to private postsecondary institutions.

If you have any questions, please contact Carmela Amaro (916) 575-7168.