



**CIRCULAR LETTER #10/06**

**DATE: 9/15/2010**

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

**SUBJECT: DISCLOSURE STATEMENT REGARDING CRIMINAL  
PLEA/CONVICTION**

Effective immediately the Board of Barbering and Cosmetology (BBC) will accept applications from applicants who wish to have their criminal history/convictions reviewed prior to beginning school. Applicants will need to submit the Application for Examination and Initial License Fee with the corresponding \$75 Application/Exam fee. In addition they will also need to attach a Disclosure Statement Regarding Criminal Plea/Conviction form. The \$75 application/exam fee is a non-refundable fee and will be held on file one (1) year from the time received, otherwise the fee is considered abandoned, (see Section 7345, Chapter 10 of Division 3 of the California Business and Professions Code).

The Disclosure Statement Regarding Criminal Plea/Conviction form has additional questions on the applicant background information. Applicants need to include the following:

- All misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under California Penal Code Section 1000 or 1203.4 (Traffic violations of \$500.00 or less need not be reported).
- Copies of records, court documents, fines imposed, verification of restitution received by the court, and verification of successful completion of probation.
- A letter from you describing the underlying circumstances of arrest as well as any rehabilitation efforts or changes in life since that time to prevent future problems. If possible letters of reference from past and/or current employers.

These procedures are being made to expedite the approval process and avoid any delays in obtaining an examination date once the required course is completed. Upon receipt of the criminal conviction documents, the Boards Enforcement Unit will review and determine if the application is approved or denied. Failure to submit all conviction related documents will delay the applicant's pre-approval request.

Upon completion of obtaining the required licensing hours, applicants will submit a second Application for Examination and Initial License Fee with the corresponding license fee amount and their proof of training document. Applicants are not precluded from pre-applying.

If you have questions regarding this process please call 1-800-952-5210 or you may email any questions to [www.barbercosmo@dca.ca.gov](mailto:www.barbercosmo@dca.ca.gov).

Sincerely,

Kristy Underwood, Executive Officer

Enclosure: Disclosure Statement Regarding Criminal Plea/Conviction  
Letter of Approval/Denial (sample)