



## **CIRCULAR LETTER #13/06**

**DATE: November 5, 2013**

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

**SUBJECT: IMPORTANT NOTICE AND QUARTERLY EXAMINATION REPORTS**

### **IMPORTANT NOTICE**

1. School applications have been updated and can be found on the Board's website at <http://www.barbercosmo.ca.gov/schools/forms.shtml> . Please start using these new applications immediately. As of January 1, 2014, the Board will no longer accept school applications on the old forms.
2. The Application for Examination and Initial License Fee was updated in August 2013, and can be found on the Board's website at [http://www.barbercosmo.ca.gov/forms\\_pubs/examapp.pdf](http://www.barbercosmo.ca.gov/forms_pubs/examapp.pdf). Please start using this new Application immediately.
3. Enclosed please find the most current version of the Proof of Training Document (POT) and Proof of Training Verification Form (if you would like this in a fillable format, please email [barbercosmo.ca.gov](mailto:barbercosmo.ca.gov) and put POT Form-Fillable Format in the subject line). Please start using these forms immediately. As of January 1, 2014, the Board will no longer accept POT's with training dates after January 1, 2014, on old POT forms.
4. If you have not recently done so, please complete a new Signature Card (enclosed) for individuals that are authorized to sign Pre-Applications and POTs for your school.
5. Finally, the Board has implemented a new computer system; therefore, there may be a delay in generating the 4<sup>th</sup> quarter reports. Please do not contact the Board as they will be mailed out as soon as possible.

### **QUARTERLY EXAMINATION REPORTS**

Enclosed are the quarterly reports for the 3rd quarter (July-September) of 2013 (if no quarterly reports are enclosed, none of your students took the exam during the 3<sup>rd</sup> quarter of 2013).

The enclosed reports provide examination results for students who have completed training at your school or through your apprenticeship program and were examined during the 3rd quarter of 2013. The quarterly reports include candidates' file numbers and the total score received for the practical and/or written examination.

Please review the reports for accuracy. If you believe there is an error, please notify the Board by mailing the information, along with any edits, to the address above or fax your information to the attention of Christine Jones at (916) 575-7281. Upon receipt, the information will be reviewed and changes made if warranted.

If you have any questions, please contact Christine Jones at (916) 575-7168.

Enclosures