



November 25, 2013

CIRCULAR LETTER #13/07

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

SUBJECT: NEW COMPUTER SYSTEM/NEW APPLICATIONS

A couple of years ago, the Department of Consumer Affairs (DCA) searched for a new regulatory system to replace outdated technologies and become a single centralized source for managing and tracking regulated entities in California. The Board of Barbering and Cosmetology (BBC) is pleased to announce 'BreEZe'. BreEZe will dramatically enhance the DCA's productivity while providing improved services to licensed businesses, licensees, and consumers in a secure and flexible environment. The DCA is rolling out this new system in 3 phases, and the BBC was in phase 1 and began using this new system in October.

As with any new computer system, you have to allow time for the 'bugs' that we may encounter as well as staff becoming proficient in using the system. Therefore, as a result, there may be delays in processing applications, renewals, citations, and other various BBC functions. We are asking for your patience while going through this transition.

Each phase there will be more enhancements to the system. Some of the highlights of this new system include:

- Electronic Payments (including administrative fines)
- Expedited Processing
- Online system is quicker and easy to navigate through
- Faster turnaround in receiving renewed and duplicate licenses
- Quicker processing of applications, certifications, online transactions
- Schools and students will be able to process Pre-Applications online
- Schools and students will be able to check the status of their examination application
- Self-Service and single point of entry

NOTE: Not all of the above services are available yet.

NEW APPLICATIONS

Enclosed please find a copy of the new Application for Examination and Initial License Fee and Request for Pre-Application. Please make copies as needed. You may download the new Application for Examination from our website www.barbercosmo.ca.gov. However, the Request for Pre-Application must be requested if you need a new master as it is not available on our website.

(OVER)

NOTE: The full social security number is now required on the Request for Pre-Application and Pre-Application Verification form.

EXAMINATION REMINDERS

PRE-APPLICATION CANDIDATES

This is just a reminder that when a student applies for pre-application, that the “Anticipated Examination Date” is just a *tentative* date. The student will receive their admission letter which is mailed directly to the student that will have their actual test date. This date may or may not be the same as the ‘Anticipated’ date. We still have students showing up on the tentative date with a copy of the request for pre-application only to find out that they were actually scheduled for another day. The school or student may contact the BBC if the student does not receive an admission letter approximately 1-2 weeks prior to the anticipated date.

STUDENTS NOT GRADUATING IN TIME

It is imperative that if one of your students will not complete their course of training by the anticipated date that you contact the BBC immediately. It is not o.k. to tell your students that they can still take the examination. Until they complete their training, they do not qualify for licensure. You must notify us immediately so the BBC will be able to provide the student with a new anticipated date without penalty. Once the tentative date becomes an actual date, the student will need to submit another fee, re-application and Proof of Training (POT) document in order to be rescheduled for another test date.

EXAMINATION CANDIDATES SCHEDULED FOR WRONG LOCATION

Once in a while a student will be scheduled for the wrong location. It is important that the BBC is contacted immediately if the request for pre-application or admission letter is for the wrong examination site. If the student is scheduled for wrong location and they show up at the right location on the day of the examination, they cannot be admitted into the examination.

We hope you will find BreZE to be a very useful tool in processing applications, renewals, etc., We are excited about the great new things that this new system will allow the BBC, you, and your students to be able to use in a much more efficient and user friendly way.

If you have any questions regarding this letter, please contact the BBC directly at (916) 575-7100.

Sincerely,

Kristy Underwood
Executive Officer