



**BOARD OF BARBERING AND COSMETOLOGY**  
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## NEW PROCEDURES FOR PRE-APPLICATIONS AND PROOF OF TRAINING

The Board has updated its Proof of Training Form (POT). The form is attached. If your school would like to receive a soft copy via email, please email the Board at [barbercosmo@dca.ca.gov](mailto:barbercosmo@dca.ca.gov) with "Request for POT" on the subject line.

The new pre-applications can be downloaded from our website under the schools tab. All other applications can be downloaded under forms and publications. The Board's website address is: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov). Having your students' use the applications that are on our website will assure they are using the most current application to eliminate the delay in processing their application for examination.

**NOTE:** When sending the self-addressed stamped return envelope with the request for pre-applications, please use a standard size #10 (4 1/8 in. x 9 1/2 in.) envelope or larger. Anything smaller will not be returned to the school.

### NEW REQUIREMENTS FOR ALL POT FORMS

- If a student receives credit from another Board approved school, receives credit due to a course transfer or holds a license for which they are receiving credit, page 2 of the POT must be completed and copies of each POT from each school attended must be attached with the final POT. If the student is receiving credit for a special license, the license information must be completed on page 2.
- Students who are receiving supplemental hours from out-of-state or out-of-country must attach a copy of the letter from the Board regarding additional training (out-of-state applicants can send Form B in lieu of letter) and out-of-country applicants must have an out-of-country evaluation report on file with the Board.

## NEW POT PROCEDURES FOR PRE-APPLICATION APPLICANTS

Effective June 1st, 2014 students whose POT has not been received and updated in the Board's records/files on or before the examination date will not be admitted into the examination.

- The Board is no longer accepting the POT verification form.
- POT's should be sent to the Board within 3 days of the student's graduation date, and at least 10 business days before their exam date.
- POT's can be sent by email to [barbercosmo@dca.ca.gov](mailto:barbercosmo@dca.ca.gov), by fax to (916) 575-7281, or by mail to 2420 Del Paso Road, Suite 100, Sacramento California 95834 (by Fed Ex, UPS or Golden State overnight only with "Attention: Pre-App" on the envelope).
- If sending POT's by United States Postal Service, please allow an additional 10 days for the POT to be entered.
- Students who do not have a POT in the computer system or one attached to their admittance letter will not be admitted to the examination.
- To ensure students will be admitted to take the examination, the Board recommends that all pre-application students bring a copy of their POT with them to the testing site with their admission letter. The POT must be complete and given to the student in a sealed envelope with the school's logo/letterhead. Once sealed, the envelope must then be embossed with school seal or affixed with a seal over the flap of the envelope in order to be accepted. If the envelope is open, seal is broken or appears to be tampered with, the Board will not accept it and the candidate will not be admitted into the examination. An application for re-examination, POT and required exam fees would need to be submitted in order to be rescheduled.
- Students whose pre-app was not entered into the Board's computer system at least 3 business days prior to their examination date may not receive a license if they pass on the day of the exam.
- Please do not pre-app a student unless the student will be able to complete school in time and receive their POT.

- Notify the Board immediately if a student will not graduate in time. If the Board is notified before the applicant is scheduled, 6 weeks prior to the student's exam date, the Board will reschedule the applicant at no charge. If the student has been scheduled they will need to re-apply as a re-exam applicant and pay the required fee.
- POTs will only be collected from those students whose POT has not been updated in the Board's records
- Staff at the examination sites cannot open or verify the POTs that are collected. They cannot answer any questions about POTs.

If there are any questions about POTs or the process, please email the Board at [barbercosmo@dca.ca.gov](mailto:barbercosmo@dca.ca.gov).

ALL CHANGES WILL GO INTO EFFECT ON JUNE 1<sup>ST</sup> 2014

