



April 10, 2014

CIRCULAR LETTER #14/01

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

SUBJECT: NEW COMPUTER SYSTEM (BreEZe)
NEW PROOF OF TRAINING AND PRE-APPLICATION FORMS
NEW PROCEDURES FOR PRE-APPLICANTS AND PROOF OF TRAINING

As you are aware, the Department of Consumer Affairs (DCA) is now using a new computer system known as "BreEZe". We are still working out the 'bugs' and do appreciate your patience during this transition. Along with the new computer system, the Board of Barbering and Cosmetology (Board) has been making changes to examination procedures and forms used for the examination process to expedite the processing of applications.

REVISED PROOF OF TRAINING (POT) FORMS AND APPLICATIONS FOR PRE-APPLICATION

The Board has updated the current "Proof of Training" (POT). The POT is easier to complete and page 2 or the backside of the POT is asking for additional information for students who obtained hours from other schools, has supplemental hours and/or course transfers. The Board also updated the "Request for Pre-Application" forms. The request form has been combined with the application for examination. The form has been simplified and will be easier to read and complete. The new forms will also help to expedite application processing times and minimize errors. Each license type will have its own application. In addition, the schools will no longer need to provide two (2) copies of the "Request for Pre-Application" and send the "Application for Examination and Initial License Fee". The application has been designed so the information that is being provided on the current "Request for Pre-Application" is now included on the (new) application itself. Page three (3), "Information and Return Pre-Application" form will be returned to the school with the location and anticipated examination date. If the location is incorrect, or the anticipated date is before they are scheduled to graduate, the Board must be contacted as soon as possible.

For examination purposes, the file number will be on the admission letter when the student is scheduled for the examination. The file number can then be used for future when contacting the Board or PSI, the Board's computer based-testing vendor.

It is imperative that you read the attached '[New Procedures for Pre-Applications and Proof of Training](#)' process. The Board suggests that you use this attachment as a guide when preparing the applications for your students. These changes will go into effect on June 1st, 2014.

Only the new Proof of Training document is attached. The new pre-applications can be downloaded from our website under the schools tab. All other applications can be downloaded from our website under forms and publications. Having your students use the applications that are on our website will assure they are using the most current application to expedite the examination process.

(OVER)

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. The Board will do its best to schedule the student on their tentative date, but scheduling issues arise on occasion, and the student’s tentative date may be changed. 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.

STUDENTS NOT GRADUATING IN TIME

It is imperative that if one of your students will not complete their course of training by the anticipated or tentative examination date that you contact the Board immediately. Once the tentative date becomes a scheduled date, the student will need to submit another fee, re-application and POT document in order to be rescheduled for another test date after they graduate. If the date is still a *tentative* date, the Board can give a new *anticipated* date without fee and re-application based on the student’s new anticipated date of graduation. The Board schedules exams approximately six (6) weeks prior to the tentative date.

Pre-App- Students will no longer be granted admittance to the exam without having graduated from school and have a proof of training document. Please read the attached [‘New Procedures for Pre-Applications and Proof of Training’](#).

EXAMINATION APPLICATIONS AND FORMS

The Board also revised the “*Application for Examination and Initial License Fee*” for all other exam applicants. Each license type has its own application. Please be sure to download the forms from the website as these will be the most up-to-date forms. Effective June 1st, 2014, the Board may return applications on old forms for you to resubmit on the new forms. This will cause a delay in the processing of their examination.

WHEN TO FOLLOW-UP

For Pre-Applications: If your student has not received their anticipated/tentative examination date six (6) weeks after the examination fee submitted has been cashed; or if they have not received an admission letter three (3) weeks prior to the anticipated/tentative examination date.

Applications and Re-Applications for Examination: If your student has not received their admission letter within twelve (12) weeks after their check has been cashed. Please note applications can take anywhere from three (3) weeks to twelve (12) weeks to process depending on the volume of applications received and the Board staffing levels.

Note: Due to high call volumes and wait times on phones, the Board asks you and your students to contact the Board by email at barbercosmo@dca.ca.gov with any questions regarding the status of an application or examination date, please allow the above processing time before emailing the Board.

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

Sincerely,

Kristy Underwood
Executive Officer

Enclosures