



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.  
**BOARD OF BARBERING AND COSMETOLOGY**  
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**CIRCULAR LETTER #15/05**

**DATE: April 3, 2015**

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

**SUBJECT: QUARTERLY EXAMINATION REPORTS 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> QUARTERS OF 2014  
and IMPORTANT INFORMATION**

Enclosed please find the quarterly examination reports for the 2<sup>nd</sup> (April - June), 3<sup>rd</sup> (July – September), and 4<sup>th</sup> (October – December) quarters of 2014 (if no quarterly reports are enclosed, none of your students took the exam during the 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> quarters of 2014).

The enclosed reports provides examination results for students who have completed training at your school or through your apprenticeship program, and were examined during the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters of 2014. The quarterly reports include the 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

## **IMPORTANT INFORMATION**

- **8 Hour Remedial Training Course**

If your school is currently offering or would like to offer the 8 hour remedial training course (a course emphasizing the health and safety laws and regulations of the Board with a focus on the disinfection and sanitation of pedicure and manicure equipment), please submit an Application for 8 Hour Remedial Training Course with all requirements to the attention of Lilia Galvez at the Board. The Application for the 8 Hour Remedial Training Course can be found on the Board's website at [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) under the "SCHOOLS" tab under "Miscellaneous", or if you have any questions please email Lilia Galvez at [lilia.galvez@dca.ca.gov](mailto:lilia.galvez@dca.ca.gov).

- **Individual Taxpayer Identification Number (ITIN)**

The California Board of Barbering and Cosmetology is now authorized to accept applications for licenses containing an Individual Taxpayer Identification Number (ITIN) in lieu of a Social Security Number (SSN). For information on obtaining an ITIN contact the IRS at 1-800-829-1040 or visit [http://www.irs.gov/Individuals/Individual-Taxpayer-Identification-Number-\(ITIN\)](http://www.irs.gov/Individuals/Individual-Taxpayer-Identification-Number-(ITIN)). All forms have been updated to include the ITIN information.

- **Updated Pre-Applications, Applications for Examination, and Application for Re-Examination**

All Pre-Applications, Applications for Examination, and the Application for Re-Examination have been updated and can be found on the Board's website at [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) under the "SCHOOLS" tab (for pre-applications) and under the "APPLICANTS" tab (for regular and re-exam applications).

- **Apply Online**

Applications for Examination and the Application for Re-Examination can be filled out online through the Board's "Breeze" link  or you can click on the  button after the application type to apply online. Using the online applications will expedite the processing of an application by 2 to 4 weeks.

- **Government Issued Identification and Candidate's Name on Application**

Please make sure all applications include a copy of the applicants valid government issued identification with their application and that the name on the application and government issued identification are the same. If the names do not match, the candidate may be denied admission to the examination.

- **Updated Proof of Training Document (POT)**

Attached is an updated POT (Revised January 2015), please make sure you are using this updated POT on all future POT's submitted to the Board. If you like to request a fillable POT, please email the Board at [barbercosmo@dca.ca.gov](mailto:barbercosmo@dca.ca.gov). **Please make sure when submitting a POT to the Board that the POT is completed filled out and signed by both the student and authorized school representative after all training has been completed.**

- **Proof of Training Documents (POT) for Pre-Applicants**

Please make sure you are sending your pre-applicants with a completed copy of their POT in a sealed envelope with them to the examination site to make sure they are admitted to the examination. Please note, if the POT was not already entered in the Board's computer system, and the candidate passes the examination, a license will not be issued on the day of the examination, but will be mailed approximately 7 to 10 days after the examination is taken.

- **Candidate Information Bulletins (CIB), Examination Information, and Frequently Asked Questions and Answers**

Please make sure you are regularly checking the Board's website at [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) under the "APPLICANTS" tab under "Examination Information" for the most updated practical and written CIB's, examination frequently asked questions and answers, and the NIC webcasts.