



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.
BOARD OF BARBERING AND COSMETOLOGY
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CIRCULAR LETTER #15/09

DATE: JULY 27, 2015

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

FROM: CHRISTINE JONES, SCHOOL ANALYST

SUBJECT: QUARTERLY EXAMINATION REPORTS 1st and 2nd QUARTERS OF 2015, IMPORTANT INFORMATION, and EXPLANATION OF CROSSOVER COURSES

Enclosed please find the quarterly examination reports for the 1st (January - March) and 2nd (April - June) quarters of 2015 (if no quarterly reports are enclosed, none of your students took the exam during the 1st and 2nd quarters of 2015), Important Information, and Explanation of Crossover Courses.

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 1st and 2nd quarters of 2015. 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

- Spanish Speaking Students
The Board is continuing to see very low pass rates for students taking the cosmetology examination in Spanish. The Board would like all schools to remind their students that examinations are translated into the most universal or neutral version of the specified language. If a student has been taught the curriculum in English, they may be more successful if they take the examination in English.
- Individual Taxpayer Identification Number (ITIN)
The California Board of Barbering and Cosmetology (Board) is now authorized to accept applications 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)).
- Updated Applications
Please make sure to regularly check the Board's website for the most updated versions of all applications. Applications for Examination and the Application for Re-Examination can be found on the Board's website at www.barbercosmo.ca.gov under the "APPLICANTS" tab, and all Pre-Applications for Examination, Applications for School Approval, and the Application to Add Course to Approved School can be found on the Board's website under the "SCHOOLS" tab under "School Information/Applications".
- Apply Online (using the online applications will expedite the processing of an application by 2 to 4 weeks)
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.
- 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.
- Revised Proof of Training Document (POT)
The POT was revised in January of 2015, and copies were sent to all schools. Please make sure you are using the revised POT on all POT's submitted to the Board. If you like to request a fillable POT, please email the Board at barbercosmo@dca.ca.gov. **Please make sure when submitting a POT to the Board that the POT is completely 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 under the "APPLICANTS" tab under "Examination Information" for the most updated practical and written CIB's, Frequently Asked Questions and Answers, and the NIC Webcasts.
- Reminder - Examination Changes Effective May 1, 2015
All services for the barber examination will be performed on a mannequin head, and all barber and cosmetology candidates are required to bring a 'tripod' to support the mannequin head (table clamps cannot be used for any examination). All skin care and facial services will be performed with the doll head or mannequin placed on the manicure table during the examination.

EXPLANATION OF CROSSOVER COURSES

Because the crossover course curriculums California Code of Regulations sections 950.8 and 950.9 were repealed on July 1, 2015, the crossover course curriculums no longer require Board approval. The school will be responsible for making sure the students are getting the required hours and operations to qualify for an examination. Please note a school can always require over and above the Board's minimum requirements.

The following is a sample of what would qualify a student for an examination under the new regulations:

To qualify for the barber examination a cosmetologist or an individual that has completed the cosmetology course would need to complete 200 hours as followings:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
200 Hours of Technical Instruction and Practical Training in Shaving		
Shaving Preparation and Performance: The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100	40

To qualify for the cosmetology examination a barber or an individual that has completed the barbering course would need to complete 300 hours as follows:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
200 Hours of Technical Instruction and Practical Training in Esthetics		
Manual, Electrical and Chemical Facials: The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	25	40

(OVER)

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<p>Eyebrow Beautification and Make-up: The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.</p> <p>The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.</p>	25	30
100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring		
<p>Manicuring and Pedicuring: The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.</p>	10	25
<p>Artificial Nails and Wraps: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.</p>	25	120 Nails