



CIRCULAR LETTER #16/01

DATE: JANUARY 12, 2016

TO: ALL SCHOOLS OF BARBERING, COSMETOLOGY, AND ELECTROLOGY

FROM: CHRISTINE JONES, SCHOOL ANALYST

SUBJECT: IMPORTANT INFORMATION AND REMINDERS

- **Accepting Hours**

When accepting out-of-state hours or hours from another Board approved school, it is up to the school to determine what hours and operations they will accept and what additional hours and operations are required to qualify a student for a California examination. If a student completes any hours at your school to qualify for a California examination and your school provides a Proof of Training Document, it is your responsibility to make sure the student completes all the hours and operations required for the examination they are applying for. Please note these students will also appear on your quarterly examination reports.

To assist you in determining what hours and operations a student may still need to complete to qualify for an examination, the Board has created a form listing the breakdown of hours and operations for each course required in California that you may want to request the out-of-state school or other Board approved school complete. These forms will soon be posted on the Board's website at www.barbercosmo.ca.gov under the "SCHOOLS" tab then click "School Information/Applications" and scroll down to the "Miscellaneous" section and click on appropriate course breakdown (i.e. "Barbering Curriculum Requirement Breakdown").

- **Proof of Training Documents (POT) Submitted Without an Application on File**

The Board is receiving numerous POTs without having processed an application. Please note any POT received without the Board having first processed the application will be destroyed and the school will need to resubmit the POT once the Board has processed the application. Regular applications submitted via regular mail should be submitted with a POT attached. POTs for regular applications submitted online should be emailed or faxed **after** the applicant has created an online application.

- **Requests for Duplicate Copies of Quarterly Examination Reports**

The Board is receiving numerous requests for duplicate copies of quarterly examination reports that have already been mailed and received by the school. Please make sure you are keeping track of the quarterly reports mailed to your school as running individual reports is very time consuming and will be processed in the order received and only when time permits.

- National Interstate Counsel (NIC) Approved References (Textbooks)

The list of references (textbooks) approved by the NIC are listed in the Candidate Information Bulletin (CIB) for each license type. Candidate Information Bulletins can be found on the Board's website at www.barbercosmo.ca.gov by clicking on the "SCHOOLS" tab.

- Examination Language, License Type, and Location Listed on the Admission Letter

Please make sure you and your students double check the language, license type, and location listed on the admission letter to make sure they are correct. If the language preference listed on the admission letter is not correct, please contact PSI at least two full days prior to the examination date at (877) 392-6422 to change to the correct language. If the license type and/or location listed on the admission letter are not correct, please notify the Board immediately via email at barbercosmo@dca.ca.gov . Please do not advise your students to just "show up" at the examination if any of the information listed on the admission is not correct as the student could be turned away from the examination and will then need to submit an Application for Re-Examination and pay the required fee.

- Application Type

The Board is still receiving numerous applications and pre-applications for the wrong license type. Please note there are separate applications for each license type (barbering, cosmetology, esthetician, manicuring, and electrology). Please make sure when submitting an application or pre-application you and your students are using the correct application for the license type they are applying for. If an application is submitted for the wrong license type and the examination has already been scheduled, the applicant will be required to submit a new Application for Examination and Initial License Fee for the correct license type with the required fee.

- Apply Online

Applications for Examination and the Application for Re-Examination can be filled out online through on the Board's website at www.barbercosmo.ca.gov by clicking on the "Breeze" link  or by clicking on the  button after the application type. Applications submitted online will be processed first and will expedite the processing of an application by 2 to 4 weeks.