



CIRCULAR LETTER #16/08

DATE: SEPTEMBER 27, 2016

TO: ALL SCHOOLS OF BARBERING, COSMETOLOGY, AND ELECTROLOGY

FROM: CHRISTINE JONES, SCHOOL ANALYST

SUBJECT: IMPORTANT INFORMATION AND REMINDERS

- **Students With Out-Of-State/Out-Of Country Hours Not Eligible To Pre-Apply**
Effective immediately, the Board will no longer accept pre-applications for students with any out-of-state/out-of country hours. These students must submit a regular application, Proof of Training Document(s), and an Out-Of-State Applicant School Training Record - Form B for applicants with out-of-state hours or training documents interpreted by a certified translator for applicants with out-of-county hours.
- **Students Transferring Hours From One Course Of Instruction To Another Not Eligible To Pre-Apply**
As stated in Circular Letter #16/02 dated February 25, 2016, the Board is no longer accepting pre-applications for students transferring hours from one course of instruction to another due to the fact the Board has received several Proof of Training Documents (POT) for pre-applicants after the student has been scheduled to take the examination or that have taken the examination (who brought the POT to the examination site) that did not qualify for the examination based on the hours transferred and additional hours completed (see Transfer of Credits Course Breakdown form attached).
- **Revised Proof Of Training Documents (POT)**
The revised POT is attached, please make sure you are using this revised POT on all future POT's submitted to the Board. This POT clarifies the information required when completing Section E and Section F. **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.**
- **Incorrectly Filled Out Proof Of Training Documents (POT) With "Crossover" Hours.**
The Board has received numerous POTs incorrectly filled out for the barbering and cosmetology "crossover" hours. Please note because the crossover course curriculums California Code of Regulations sections 950.8 and 950.9 were repealed on July 1, 2015, schools now need to verify a student has met the full hour requirements for the examination they are applying for (1500 hours for barbering and 1600 hours for cosmetology).

For example, to qualify for the barbering course, a student must complete a minimum of 1500 hours (1100 hours in hairdressing, 200 hours in health and safety, and 200 hours in preparation and performance "shaving"). Therefore, when filling out a POT for an individual that is applying for the barbering examination and has either completed the full cosmetology course or is a licensed cosmetologist fill out Section B and Section E of the POT as follows:

(over)

Section B – fill out your school information and list the number of hours that were completed at the current school and verify 1500 hours as the total hours completed.

SECTION B: SCHOOL INFORMATION

School Name _____ School Code [][][][][]

Address _____ City _____ Zip Code _____

School Contact Name _____ Telephone Number _____ Email Address _____

Date Training Started at This School: [0][1]-[0][1]-[2][0][1][5] Hours Completed at This School: [0][2][0][0]

Date Training Completed at This School: [0][6]-[0][1]-[2][0][1][5] Total of all Hours Completed: [1][5][0][0]

Did all education for the above named applicant occur at the school listed above? Yes No If no, please complete Section D (hours obtained for the same course), Section E (transfer of credits from one course of instruction to another), and/or Section F (hours obtained out-of-state/out-of country).

SECTION C: CERTIFICATION

We, the undersigned, certify under penalty of perjury under the laws of the State of California that all information

Section E - list the 1600 total hours completed in the cosmetology course, and the 1300 transfer hours accepted (1100 in hairdressing and 200 in health and safety). If not licensed, attach the POT for the cosmetology course, or if licensed just list the license number (see both examples below).

Example if not licensed (must also attach cosmetology course POT).

SECTION E: TRANSFER OF CREDITS FROM ONE COURSE OF INSTRUCTION TO ANOTHER (if not licensed, a Proof of Training Document from each school attended must accompany this document)

Course of Study: BARBER COSMETOLOGIST ESTHETICIAN MANICURIST ELECTROLOGIST

If licensed only fill out hours completed/accepted information and list license number: _____

School Name: **Cosmetology School** School Code: [1][1][1][1][1]

Date Training Started: [0][1]-[0][1]-[2][0][0][0] Date Training Ended: [0][1]-[0][1]-[2][0][0][2] Total Hours Completed: [1][6][0][0]

Total Hours Accepted: [1][3][0][0]

Course of Study: BARBER COSMETOLOGIST ESTHETICIAN MANICURIST ELECTROLOGIST

If licensed only fill out hours completed/accepted information and list license number: _____

School Name _____ School Code [][][][][]

Example if licensed.

SECTION E: TRANSFER OF CREDITS FROM ONE COURSE OF INSTRUCTION TO ANOTHER (if not licensed, a Proof of Training Document from each school attended must accompany this document)

Course of Study: BARBER COSMETOLOGIST ESTHETICIAN MANICURIST ELECTROLOGIST

If licensed only fill out hours completed/accepted information and list license number: **KK123456**

School Name _____ School Code [][][][][]

Date Training Started: [][]-[][]-[][][][] Date Training Ended: [][]-[][]-[][][][] Total Hours Completed: [1][6][0][0]

Total Hours Accepted: [1][3][0][0]

Course of Study: BARBER COSMETOLOGIST ESTHETICIAN MANICURIST ELECTROLOGIST

If licensed only fill out hours completed/accepted information and list license number: _____

School Name _____ School Code [][][][][]

- **Anticipated Exam Date On Notification And Return Pre-Application Form**

Please make sure you and your students are aware that the date listed on the Notification and Return Pre-Application Form is the “**anticipated**” date and could change. The actual examination date will be the date on the Admission Letter.

- **Pre-Applicant Students Bringing Proof Of Training Documents (POT) To Examination Site Only**

Please make sure you email (barbercosmo@dc.ca.gov) or fax (916-575-7281) POTs for pre-applicants to the Board as soon as the student completes the required number of hours, in addition to sending a copy with the student to the exam site. Receiving the POT prior to the examination date will allow the Board the opportunity to evaluate the POT before the applicant takes an examination. Not submitting the POT to the Board prior to the examination date may result in the student not receiving their license on the date of the examination.

- **Obtaining Hours Outside Of The School Location And Extern Program**

The Board has received numerous inquiries from schools inquiring if students can obtain hours/operations for events outside of the school and/or donating services to charitable events. Please note the Board does not have any regulations regarding events outside of the school; however, the Board has taken the stance that students can obtain hours/operations for events outside of the school only if they are accompanied by and under the direct supervision of a school instructor and not receiving any type of compensation for services.

- **Students Working On A Paying Patron**

The Board receives numerous complaints regarding students providing services at the school without receiving the appropriate training and/or students not being properly supervised by an instructor while performing services on a patron. Please see California Code of Regulations section 950.12 below regarding the requirements for students working on a paying patron.

950.12. Work upon Paying Patrons

(a) A student enrolled in a school shall not be permitted to work upon a patron paying for services until he or she has completed the freshman period of training and instruction. The freshman period shall be 10 percent of the total training hours specified for each course.

(b) A student enrolled in a school shall not be permitted to work upon a patron paying for a service until the student has completed technical instruction and practical training in the service for which a patron is paying.

(c) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical training shall mean the actual performance by the student of a complete service on another person or on a mannequin.

- **Requests For Duplicate Copies Of Quarterly Examination Reports**

The Board is still 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.

***Please email the Board at barbercosmo@dca.ca.gov with any questions.**