



## **INSTRUCTIONS APPLICATION FOR PUBLIC BARBERING SCHOOL APPROVAL**

The attached application lists the requirements a public school of barbering must meet in order to be approved by the Board of Barbering and Cosmetology (Board). A public school approved by the Board is one which provides a course of instruction approved by the Board. The Board's school applications and forms can be found on the Board's website at [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) by clicking the "SCHOOLS" tab and then clicking on the "School Information/Applications" tab.

Please complete the attached application, and place your initials in the boxes provided if your school has complied with each requirement. The application must be signed by an authorized school representative under penalty of perjury, and returned to the Board along with all the required documents.

The Board will notify you in writing whether your application is complete or deficient. For new schools once you have submitted a completed application with all required documents, a Board Inspector will conduct an on-site inspection of your school. Any violation of the Board's laws or regulations must be corrected prior to Board approval. You will be required to certify under penalty of perjury that the appropriate corrections have been made, and in some cases, a second inspection by a Board Inspector may be required before approval is granted.

Once your school has been approved, the Board will send a letter issuing you Board approval and a School Code. A School Code issued by the Board is approval for a single location to a specific owner or owners, and may not be used for any other school locations. Your School Code will identify your school, and will be used on all Proof of Training Documents to identify students attending your school. **ANY HOURS A STUDENT COMPLETES BEFORE YOUR SCHOOL IS APPROVED AND ISSUED A SCHOOL CODE WILL NOT BE ACCEPTED BY THE BOARD.**



## APPLICATION FOR PUBLIC BARBERING SCHOOL APPROVAL

<b>SECTION A: SCHOOL INFORMATION</b>			
School Name		Department Head	
School Address (include suite number if applicable)	City	<b>CA</b>	Zip Code
Mailing Address (if different from school address)	City	<b>CA</b>	Zip Code
School Telephone Number (    )	School Contact Name and Email Address		Contact Telephone Number (    )
<b>SECTION B: SCHOOL REQUIREMENTS</b> Please initial each requirement, and include all documents requested with this application, or it will be considered deficient.			
(1)	<input type="checkbox"/>	Is a public school in the State of California. School District: _____ EIN #: _____	
(2)	<input type="checkbox"/>	Have met the building code standards established by the Board pursuant to Chapter 10, California Business and Professions Code (B&P) section 7362.2(a) and pursuant to California Building Code section 1252.5. Submit a floor plan demonstrating room for equipment and floor space necessary for comprehensive instruction of 15 barber students or the number of students enrolled in the course, whichever is greater. Must be at least 14 feet wide for one row of barber chairs and at least 20 feet wide for two rows of chairs.	
(3)	<input type="checkbox"/>	Have met the minimum equipment requirements for a school of barbering pursuant to Title 16, California Code of Regulations (CCR) section 940(b).	
(4)	<input type="checkbox"/>	Have at least 15 full time students interested in attending the barbering course at your school pursuant to Chapter 10, B&P section 7362.2(b). Include a list of 15 students interested in attending the barbering course at your school.	
(5)	<input type="checkbox"/>	Attach the curriculum for the full barbering course pursuant to Title 16, CCR section 950.1, which includes a course of practical training and technical instruction.	
<b>SECTION C: CERTIFICATION</b>			
<p><b>I certify under penalty of perjury under the laws of the State of California that the information provided on this application is true and correct to the best of my knowledge and that the school has meet all the requirements set forth in the Barbering and Cosmetology Act &amp; California Code of Regulations.</b></p> <p style="text-align: center;"><b><u>WHO MUST SIGN THIS FORM:</u></b> AUTHORIZED SCHOOL REPRESENTATIVE</p> <p style="margin-top: 20px;">X _____ Signature of Authorized School Representative      Date      Printed Name and Title of School Representative</p>			