



## MEMORANDUM

DATE: October 24, 2022

TO: Members, Board of Barbering and Cosmetology

FROM: Kristy Underwood, Executive Officer

SUBJECT: Discussion and Possible Action Regarding Rulemaking Proposals:

- a. Discussion and Possible Action to Initiate a Rulemaking to Amend Title 16, California Code of Regulations (CCR) sections 904, 909, 931, 932, 937, and 962, and Repeal sections 928, 934, 950.1, 950.2, 950.3, and 950.4 (SB 803 Clean Up)
- b. Rulemaking Proposal to Amend Title 16, CCR sections 913, 913.1, 914.1, 914.2, 915, 917, 918, 918.1, 919, 919.1, 920, 921, 921.1, 921.2, 922, 924, 924.1, 925, 926, 927 (Apprenticeship)
- c. Discussion and Possible Action to Consider Changes to Previously Proposed Text and Reauthorization of a Regular Rulemaking Proposal to Amend Title 16, CCR section 950.10 (Transfer of Credit)
- d. Rulemaking Proposal to Amend Title 16, CCR section 961 (Instructional Materials)
- e. Rulemaking Proposal to Amend Title 16, CCR sections 962, 962.1 and 962.2 (Externs)
- f. Rulemaking Proposal to Amend Title 16, CCR section 972 (Disciplinary Guidelines)
- g. Rulemaking Proposal to Amend Title 16, CCR section 974.1 (Disciplinary Review Committee)

---

### **SB 803 Cleanup**

The Board previously saw proposed language at the January 24, 2022, board meeting, but was unable to make a motion because the updated forms to be incorporated by reference were not finalized. Proposed language in addition to the Proof of Training, Mobile Unit, and Interpreter forms (which are incorporated by reference in the proposed text and would be made a part of this rulemaking) are included in the meeting materials for your review and possible approval.

### **Action Needed:**

Staff needs the following motion to authorize the initiation of the rulemaking:

Move to direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested. If no adverse comments are received during the 45-day comment period and no hearing is requested, authorize the Executive Officer to take all steps necessary to

complete the rulemaking and adopt the proposed regulations at Sections 904, 909, 931, 932, 937, and 962, and Repeal sections 928, 934, 950.1, 950.2, 950.3, 950.4 as noticed.

### **Transfer of Credit (Title 16, CCR section 950.10)**

The Board originally approved proposed amendments and authorized initiation of a rulemaking to amend Title 16, CCR section 950.10 at its January 24<sup>th</sup>, 2022, meeting. Upon further review of the package, the Board's Regulations Counsel requested additional changes, so the Board rescinded its January 24, 2022, motion on July 25, 2022, and approved the newly amended text. With the recent passage of Assembly Bill 2196, the Board's Regulation Counsel has requested additional changes to ensure that credit for all transfer hours for all the professional license types issued by the Board are addressed in compliance with Business and Professions Code (Code) section 7367 (which requires the Board to grant credit for "training in one course that is identical to training required in another course"). As a result, references to electrologists and electrolysis and hairstyling programs were added.

In addition, this proposal would add a new subsection (h) that covers hours earned by students that are required for licensure but are not part of the prescribed minimum technical curriculum content hours as set forth in Sections 7362.5, 7363, 7364, 7365 and 7366 of the Code. The proposal would require that a student receive credit for those other prior hours earned that are required for licensure as a barber, cosmetologist, hairstylist, esthetician, manicurist or electrologist and are identical as defined subsection (a)(1) (i.e., same duration and covers the same content as that being offered by the new program). This is necessary to ensure that all credit for training received is treated consistently across all educational programs. The language is included in the meeting materials for your review and possible approval.

### **Action Needed:**

Staff needs the following motion to approve the changes and reauthorize the initiation of the rulemaking:

Move to rescind the Board's prior July 25, 2022 motion and approve the proposed regulatory text for Section 950.10 as provided in the meeting materials, direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested. If no adverse comments are received during the 45-day comment period and no hearing is requested, authorize the Executive Officer to take all steps necessary to complete the rulemaking process and adopt the proposed regulations at Section 950.10 as noticed.

### **Instructional Materials (Title 16, CCR Section 961)**

The Board approved proposed amendments and authorized a 15-day comment period at its July 25<sup>th</sup>, 2022, meeting. The 15-day comment period was held August 1-16, 2022. No written comments were received from the public, so the final package was filed with the Office of Administrative Law (OAL). On September 20<sup>th</sup>, 2022, OAL approved the Instructional Materials regulatory package and filed the action with the Secretary of State. This regulatory action will become effective on January 1, 2023. Board staff will send an email blast to notify schools.

**Disciplinary Review Committee (Title 16, CCR Section 974.1)**

The Board approved proposed regulatory language at its June 8, 2020, meeting. If adopted, this package would have allowed non-Board members (one member of the barbering and cosmetology industry and one member who is not associated professionally or financially with the industry) to be appointed to the Disciplinary Review Committee for a two-year term. The language was held because the Board did not have statutory authority to pay non-Board members per diem. This package was primarily created because the Board was having difficulties with scheduling board members for appeal hearings and voting on Administrative Law Judge decisions. Since Senate Bill 803 increased the total number of board members from 9 to 13, there are now enough board members to hear and vote on cases. Staff believes this package is no longer needed, but the Board shall discuss and decide how to proceed.

**The following regulation packages are being updated by staff:**

- Title 16, CCR Sections 913, 913.1, 914.1, 914.2, 915, 917, 918, 918.1, 919, 919.1, 920, 921, 921.1, 921.2, 922, 924, 924.1, 925, 926, 927 (Apprenticeship)
- Title 16, CCR Sections 962, 962.1, and 962.2 (Externs)

**The following regulation packages are under internal review by DCA/Agency:**

- Title 16, CCR Section 972 (Disciplinary Guidelines)

**BOARD OF BARBERING AND COSMETOLOGY**

**Division 9, Title 16, of the California Code of Regulations.**

**SPECIFIC LANGUAGE**

**LEGEND**

<b><u>Underlined</u></b>	<b>Indicates proposed amendments or additions to the existing regulation.</b>
<b><del>Strikeout</del></b>	<b>Indicates proposed deletions to the existing regulation.</b>

**1. Amend Section 904, Title 16, California Code of Regulations as follows:**

**§ 904. Enforcement.**

(a) Article 12 of the Bboard's regulations, within Title 16, Division 9 of the California Code of Regulations, contains the Bboard's "Health and Safety Rules".

(b) The holder or holders of an establishment license or a mobile unit license, and the person in charge of any such establishment or mobile unit, shall implement and maintain the Health and Safety Rules in such establishment or mobile unit individually and jointly with all persons in or employed by or working in or on the premises of such establishment or mobile unit.

(c) All licensed barbers, cosmetologists, hairstylists, estheticians, manicurists, electrologists, instructors, or apprentices shall individually implement and maintain the Health and Safety Rules.

(d) All persons performing acts of a barber, cosmetologist, hairstylist, esthetician, manicurist or electrologist, except students in schools, shall, upon request of an authorized representative of the Bboard, present satisfactory proof of identification. Satisfactory proof shall be in the form of a photographic driver's license or photographic identification card issued by any state, federal, or other recognized government entity.

(e) Failure to present valid proof of identification shall be grounds for disciplinary action.

(f) The executive officer and any authorized representative of the Board shall have access to and inspect all areas within an establishment, mobile unit, or school, including any room, closet, cabinet, drawer, container, or mobile or fixed storage or display unit.

Note: Authority cited: Section 7312, Business and Professions Code. Reference: Sections 7312, 7313, 7316 and 7404, Business and Professions Code.

**2. Amend Section 909, Title 16, California Code of Regulations as follows:**

(a) Every application for examination in which the applicant is using training received in a school in this state approved by the Board in order to qualify for examination must be accompanied by proof of that training.

(b) For the purpose of this section, ~~P~~proof of training shall be a completed document entitled "Proof of Training" (Form #F-BBC-05 New 10/2022), which is hereby incorporated by reference. The Proof of Training document shall be completed prepared by the school where the applicant completed the qualifying training, that includes all of the following:

~~(1) The course title.~~

~~(2) The student's name, address, and date of birth.~~

~~(3) The school's name, address, and school code issued by the board.~~

~~(4) The date training started and the date training was completed at the school completing the training.~~

~~(5) The total number of hours of training the student received.~~

~~(6) If the applicant has done any one of the following, the document shall also include the information as specified for each:~~

~~(A) If the applicant has received any of the training at another school, the document must specify, for each school attended, the school's name and school code, the number of hours of training received, the date training started, and the last date of attendance.~~

~~(B) If the applicant has received credit from a course transfer, the document must specify the course and the number of hours of training received, the date training started and the last date of attendance before transferring, and the number of hours of credit received.~~

~~(C) If the applicant has received credit for holding a manicurist or cosmetician license issued by the board, the document must specify the type of license, the license number, its date of expiration, and the number of hours of credit received.~~

~~(D) If the applicant has received credit for out-of-state training and/or experience, a copy of the letter from the board granting that credit shall be attached to the document.~~

~~(7) A statement confirming that the student has met the course curriculum requirements as specified by regulation.~~

~~(8) A statement, dated and signed under penalty of perjury by the school and the student, that all the information on the document is true and correct. The statement shall be worded as follows:~~

~~“We, the undersigned, certify under penalty of perjury under the laws of the state of California, that all the information contained herein is true and correct.”~~

~~(9) The document must include the name and title of the individual signing for the school clearly printed or typed.~~

~~(c) The information contained in any proof of training document prepared by an approved school in this state must be clearly identified by the number and presented in the order specified in subdivision (b).~~

Note: Authority cited: Section 7312, Business and Professions Code. Reference: Sections 7321, 7321.5, 7322, 7324, 7326, 7330, 7331, 7337, 7362.5, 7363, 7364, 7365, 7367 and 7391, Business and Professions Code.

### **3. Repeal Section 928, Title 16, California Code of Regulations as follows:**

#### **~~§ 928. Preapplication for Examination.~~**

~~(a) A preapplication for examination must be submitted to the board postmarked within 7 calendar days from the day the applicant completed 75 percent of the required course hours and curriculum requirements (60 percent for students of the manicurist course) from an approved barbering, cosmetology or electrology school, or any person licensed as an apprentice in barbering, cosmetology, skin care, or nail care who has completed at least 75 percent of the required apprenticeship training hours.~~

~~(b) A preapplication for examination shall be in writing, on a form prepared by the board (Form PRE1, Request for Pre-Application, Rev. 1/05).~~

~~(c) The preapplication form shall be submitted with the following:~~

~~(1) The required preapplication fee specified in Section 998;~~

~~(2) The application for examination, including the required fee and all proof of qualifications of the applicant for examination, except the proof of training document specified in Section 909 or (for apprentices) the certificate of apprenticeship completion specified in Section 924.~~

~~(3) A stamped envelope, addressed to the school from which the applicant completed training or to the apprentice program sponsor from which the applicant completed training.~~

~~(d) The preapplication form shall include an anticipated date that the student/apprentice shall complete his/her course of study/apprenticeship, and a statement, signed by the student/apprentice and the school/apprentice program sponsor and certified to under penalty of perjury, that the student/apprentice has completed the curriculum requirements and number of clock hours required to submit a preapplication.~~

~~(e) Within 30 calendar days of receipt of the preapplication the board shall notify the applicant in writing, at the school/apprentice program sponsor from which the applicant completed training, that the preapplication is either complete or is deficient and what information or documentation is required to complete the application.~~

~~(1) If the application is complete, the notification (that portion of form PRE1 filled out by the board) shall also contain the applicant's scheduled examination date.~~

~~(2) If a preapplication is deficient, the applicant shall not be scheduled for examination with the pre-application population until the deficiencies are corrected and the application is resubmitted.~~

~~(f) The proof of training document/certificate of apprenticeship completion and the portion of form PRE1 filled out by the board must be mailed to the board, postmarked within three working days after the applicant's anticipated date of course/apprenticeship completion. If this requirement is not met, the applicant will not be permitted to be examined on the scheduled date and the applicant will be scheduled for examination with the general application population.~~

~~(g) Within ten working days of receipt of the proof of training document/certificate of apprenticeship completion, the board shall notify the applicant in writing that it is either complete or is deficient and what information or documentation is required to complete the document.~~

~~(1) If the proof of training document/certificate of apprenticeship completion is complete, the board will mail an examination admission letter to the applicant.~~

~~(2) If the proof of training document/certificate of apprenticeship completion is deficient, the applicant will not be permitted to be examined on the scheduled date and will be rescheduled for examinations at the time of receipt of a complete proof of training document/certificate of apprenticeship completion.~~

~~Note: Authority cited: Sections 7312 and 7337.5, Business and Professions Code.  
Reference: Section 7337.5, Business and Professions Code.~~

**4. Amend Section 931, Title 16, California Code of Regulations as follows:**

**§ 931. Interpreter and Interpreter/Model.**

(a) An applicant for the barber, cosmetologist, hairstylist, esthetician, manicurist, or electrologist examination may use an Interpreter ~~or an Interpreter/Model~~ during examination if the applicant is unable to speak, read, or write in the English, Korean, Spanish, or Vietnamese languages at a 10th grade level and, if the applicant and/or the interpreter complies with the requirements of subsections (c), (d), (f), (h), (i), and (j), as applicable.

(b) To request approval from the Board for an individual designated by the applicant to act as an Interpreter, the applicant shall file with the application for examination, or not later than thirty (30) days prior to the date of the examination, a notice of permission to use an Interpreter or Interpreter/Model on a form prescribed by the board a completed Application to Use an Interpreter (Form #03B-125, Form G, Request for Use of an Interpreter or Interpreter/Model, Rev. #03A-126 New 8/10/942022) and executed by the applicant under penalty of perjury.

~~(c) The person designated by the applicant to act as an Interpreter or an Interpreter/Model shall file with the board, not later than fifteen (15) days prior to the date of the examination and on a form prescribed by the board (Form #03A-126, Form H, Rev 8/94) and executed by the person under oath or penalty of perjury, a request to act as an interpreter or an interpreter/model, along with two 1 1/2 x 1 1/2 inch signed photographs of himself or herself.~~

~~(d) The Interpreter or Interpreter/Model shall be a person who is fluent both in English and in the native language of the applicant and must certify to this fact in writing under penalty of perjury.~~

~~(e) An Interpreter may interpret only for the written portion of the examination.~~



~~(f) An Interpreter/Model may interpret for the written and practical portions of the examination and shall serve as the model for the practical examination.~~

~~(gd)~~ A person shall be allowed to act as an Interpreter or Interpreter/Model only once in two (2) years in any examination.

~~(h) An Interpreter shall not be used in the barber or cosmetology instructor examinations.~~

~~(ie)~~ Disabled persons are entitled to access to examination activities in a manner that is equal to that offered non-disabled persons and reasonable accommodation will be provided all such persons with medically-certified documentation.

~~(jf)~~ The following persons are prohibited from acting as Interpreter or Interpreter/Models:

(1) Persons less than 15 years of age.

(2) Persons who are current or former students in barbering, or any of the branches of cosmetology, hairstyling, electrology, nail care, or skin care.

(3) Persons who are currently or have been formerly licensed as an operator or an instructor by this state or any other state in barbering, or any of the branches of cosmetology, hairstyling, electrology, nail care, or skin care.

(4) Persons who are currently or have been formerly enrolled in a barber, cosmetologist, skin care, nail care, or electrology apprentice training program.

~~(5) Persons who are currently or have been formerly enrolled in a cosmetologist apprentice training program.~~

~~(6) Persons who have been formerly Junior Operators or Junior Electrologists.~~

~~(75)~~ Persons who are currently or have been formerly owners or employees of any school of barbering, cosmetology, or electrology, hairstyling, nail care, or skin care.

~~(kg)~~ For a period of one (1) year from the date that any person served as an Interpreter or Interpreter/Model, that person shall be ineligible to apply to the Board of Barbering and Cosmetology for a license in barbering or any of the branches of cosmetology from which he or she provided Interpreter or Model services.

(h) If the ~~B~~board determines that any of the information furnished pursuant to this section is false in a material respect, it ~~may~~ shall void the applicant's examination, if any.

(i) Persons who are only reading the examination to the applicant, but not interpreting to another language, will not be permitted to accompany the applicant into any examination.

(j) If the ~~B~~board determines that an Interpreter ~~or Interpreter/Model~~ is providing answers during the examination or any other material assistance to the applicant other than translating during the conduct of the examination, it shall disqualify the Interpreter ~~or Interpreter/Model~~ and void the applicant's examination.

Note: Authority cited: Section 7312, Business and Professions Code. Reference: Sections 7338 and 7340, Business and Professions Code.

**5. Amend Section 932, Title 16, California Code of Regulations as follows:**

**§ 932. Passing Grades in Examinations.**

(a) Examinations shall consist of ~~a practical demonstration and~~ a written test.

(b) An applicant must obtain a passing score on ~~both the practical demonstration and~~ the written test. The ~~B~~board will determine the passing scores using a criterion-referenced method and based on the recommendation of subject matter experts under the direction of the Board and the Board's examination contractor.

Note: Authority cited: Sections 7312, 7338 and 7340, Business and Professions Code. Reference: Sections 7338 and 7340, Business and Professions Code.

**6. Repeal Section 934, Title 16, California Code of Regulations as follows:**

**~~§ 934. Examination Appeal.~~**

~~(a) An applicant who has received a fail score on the written or practical examination shall be eligible to appeal to the board for a review of his or her examination results.~~

~~(b) The appeal shall be filed with the board within fifteen (15) days after the date of notification of his or her examination results. The appeal shall be made in writing, and it shall state the reason for appeal. The board shall only consider appeals regarding significant procedural error in or adverse environmental conditions during the test administration.~~

~~(c) The review of the appeal shall be conducted by one or more board members, or the board's designee, to determine if there is clear and convincing evidence to sustain the applicant's appeal. Such findings shall be subject to the approval of the board.~~

~~(d) Within thirty (30) days after the board has approved the determination on appeal, the applicant shall be notified in writing of the results of his or her appeal. In acting on appeals, the board may take such action as it deems appropriate, including the issuance of a license where the board has determined that the applicant has demonstrated the required competence.~~

~~Note: Authority cited: Sections 7312 and 7340, Business and Professions Code.~~

~~Reference: Sections 7340 and 7341, Business and Professions Code.~~

**7. Amend Section 937, Title 16, California Code of Regulations as follows:**

**§ 937. Licensing and Operation.**

(a) An application for a license to operate a mobile unit shall be on a form prescribed and provided by the Board (Form #03A-202, "(1008) Application for Mobile Unit License" to Operate A Mobile Unit, Rev 1/93New 10/2022), which is hereby incorporated by reference, accompanied by the nonrefundable application fee and the initial inspection and license fee specified in section 998, and such evidence, statements, or documents as required by Section 7355(b) of the Business and Professions Code.

~~(b) The geographical boundaries within which the mobile unit is licensed to operate shall include only the cities and counties within which the mobile unit has permits to provide services, and shall extend no further than a 50 mile radius from the permanent base address from which the mobile unit operates.~~

(~~e~~b) All Health and Safety Rules governing barbering and cosmetology establishments (as contained in Article 12 of these regulations) shall apply to mobile units unless otherwise specified.

(~~d~~c) All storage cabinet doors shall have safety catches.

(~~e~~d) All equipment which is not stored in storage cabinets shall be securely anchored to the mobile unit.

(~~f~~e) No services shall be performed while the mobile unit is in motion.

(~~g~~f) A ramp or lift shall be provided for access to the mobile unit if providing services for disabled individuals.

(~~h~~g) The owners of mobile units shall be responsible for adherence to all local, state and federal laws and regulations regarding the operation of vehicles to be used as mobile units.

(~~i~~h) An itinerary showing dates, locations, and times of service shall be made available, upon request, to an authorized representative of the Board.

(~~j~~i) The Board shall inform the applicant in writing that the application is either complete and accepted for filing or that it is deficient and what specific information or documentation is required to complete the application within 10 calendar days of receipt of an application for a license to operate a mobile unit.

(k) The Board shall inform the applicant in writing of its decision regarding an application within 21 calendar days from the date of filing of a completed application. The decision is contingent upon the applicant scheduling an appointment with the Board, or its representative, for an inspection of the mobile unit for final approval, pursuant to section 7355(a) of the Business and Professions Code, within seven calendar days of receipt of the notice of a completed application. If the application is determined to be incomplete and the applicant fails to complete the application within the time specified in Business and Professions Code section 7345, the Board shall return the initial inspection and license fee to the applicant after the time period in Section 7345 expires.

(l) The inspection for final approval shall be conducted to ensure compliance with Sections 7345 and 7357(b) of the Business and Professions Code.

Note: Authority cited: Sections 7312 and 7357, Business and Professions Code.  
Reference: Sections 7345, 7355 and 7357, Business and Professions Code.

## 8. Repeal Section 950.1, Title 16, California Code of Regulations as follows:

### ~~§ 950.1. Curriculum for Barbering Course.~~

~~(a) The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act.~~

~~(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:~~

~~(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing~~

~~The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:~~

~~Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):  
The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.~~

~~Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):~~

~~The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.~~

~~Hair Coloring and Bleaching (60 hours of Technical Instruction and 50 Practical Operations):~~

~~The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.~~

~~Hair Cutting (20 hour of Technical Instruction and 80 Practical Operations):~~

~~The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.~~

~~(2) 200 Hours of Technical Instruction and Practical Training in Shaving~~

~~The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:~~

~~Preparation and Performance (100 hours of Technical Instruction and 40 Practical Operations)~~

~~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.~~

~~(3) 200 Hours of Technical Instruction in Health and Safety~~

~~The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:~~

~~Laws and Regulations (20 hours of Technical Instruction)~~

~~The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.~~

~~Health and Safety Considerations (45 hours of Technical Instruction)~~

~~Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.~~

~~Disinfection and Sanitation (20 hours of Technical Instruction)~~

~~The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.~~

~~Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.~~

~~Anatomy and Physiology (15 hours of Technical Instruction)~~

~~The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.~~

~~(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.~~

~~Note: Authority cited: Sections 7312 and 7362(b), Business and Professions Code.  
Reference: Sections 7316, 7321.5(d)(1), 7362.5(a) and 7389, Business and Professions Code.~~

**9. Repeal Section 950.2, Title 16, California Code of Regulations as follows:**

**~~§ 950.2. Curriculum for Cosmetology Course.~~**

~~(a) The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices~~

constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

~~(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical and practical training shall include the following hours and/or operations:~~

~~(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing~~

~~The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:~~

~~Hairstyling (65 hours of Technical Instruction and 240 Practical Operations)~~

~~The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb-outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.~~

~~Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations)~~

~~The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.~~

~~Hair Coloring and Bleaching (60 hours of Technical Instruction and 50 Practical Operations)~~

~~The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers~~

~~Hair Cutting (20 hours of Technical Instruction and 80 Practical Operations)~~



~~The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.~~

~~(2) 200 Hours of Technical Instruction in Health and Safety~~

~~The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject matter as follows:~~

~~Laws and Regulations (20 hours of Technical Instruction)~~

~~The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.~~

~~Health and Safety Considerations (45 hours of Technical Instruction)~~

~~The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.~~

~~Disinfection and Sanitation (20 hours of Technical Instruction)~~

~~The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.~~

~~Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.~~

~~Anatomy and Physiology (15 hours of Technical Instruction)~~

~~The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.~~

~~(3) 200 Hours of Technical Instruction and Practical Training in Esthetics~~

~~The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:~~

~~Manual, Electrical and Chemical Facials (25 hours of Technical Instruction and 40 Practical Operations)~~

~~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.~~

~~Eyebrow Beautification and Make-up (25 hours of Technical Instruction and 30 Practical Operations)~~

~~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.~~

~~The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.~~

~~(4) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring~~

~~The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject-matter as follows:~~

~~Manicuring and Pedicuring (10 hours of Technical Instruction and 25 Practical Operations)~~

~~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.~~

~~Artificial Nails and Wraps (25 hours of Technical Instruction and 120 (nails) Practical Operations)~~

~~Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs~~

~~(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.~~

~~Note: Authority cited: Sections 7312, 7362 and 7362.1(c), Business and Professions Code. Reference: Sections 7316(b), 7321(d)(1), 7362, 7362.5(b) and 7389, Business and Professions Code.~~

**10. Repeal Section 950.3, Title 16, California Code of Regulations as follows:**

**~~§ 950.3. Curriculum for Skin Care Course.~~**

~~(a) The curriculum for students enrolled in a skin care course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.~~

~~(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:~~

~~(1) 350 Hours of Technical Instruction and Practical Training in Facials~~

~~The required subjects of instruction in Facials shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:~~

~~Manual, Electrical and Chemical Facials 70 Hours of Technical Instruction and 140 Practical Operations)~~

~~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.~~

~~Preparation (15 hours of Technical Instruction)~~

~~The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.~~

~~(2) 200 Hours of Technical Instruction in Health and Safety~~

~~The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject matter as follows:~~

~~Laws and Regulations (10 hours of Technical Instruction)~~

~~The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.~~

~~Health and Safety Considerations (40 hours of Technical Instruction)~~

~~The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.~~

~~Disinfection and Sanitation (10 hours of Technical Instruction)~~

~~The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures.~~

~~Disinfection shall be emphasized throughout the entire training period and must be~~

~~performed before use of all instruments and equipment.~~

~~Anatomy and Physiology (15 Hours of Technical Instruction)~~

~~The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.~~

~~(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up~~

~~The required subjects of instruction in Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:~~

~~Eyebrow Beautification (25 hours of Technical Instruction and 50 Practical Operations)~~

~~The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.~~

~~Make-up (20 hours of Technical Instruction and 40 Practical Operations)~~

~~The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.~~

~~(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.~~

~~Note: Authority cited: Sections 7312, 7362 and 7364, Business and Professions Code. Reference: Sections 7316(c)(1), 7324(d)(1), 7362, 7364 and 7389, Business and Professions Code.~~

**11. Repeal Section 950.4, Title 16, California Code of Regulations as follows:**

**~~§ 950.4. Curriculum for Nail Care Course.~~**

~~(a) The curriculum for students enrolled in a nail care course shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.~~

~~(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:~~

~~(1) 300 Hours of Technical Instruction and Practical Training in Nail Care~~

~~The required subjects of instruction in Nail Care shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:~~

~~Manicures and Pedicures (60 hours of Technical Instruction, 60 Practical Operations and 180 nails)~~

~~The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.~~

~~(2) 100 Hours of Technical Instruction and Practical Training in Health and Safety~~

~~The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction and practical operations for each subject matter as follows:~~

~~Laws and Regulations (10 hours of Technical Instruction)~~

~~The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.~~

~~Health and Safety Considerations (25 hours of Technical Instruction)~~

~~The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.~~

~~Disinfection and Sanitation (20 hours of Technical Instruction and 10 Practical Operations)~~

~~The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician.~~

~~The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980.~~

~~Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.~~

~~Bacteriology, Anatomy and Physiology (10 hours of Technical Instruction)~~

~~The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.~~

~~(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers.~~

~~Note: Authority cited: Sections 7312, 7362 and 7365, Business and Professions Code. Reference: Sections 7316(c)(2), 7326(d)(1), 7362, 7365 and 7389, Business and Professions Code.~~

## **12. Amend Section 962, Title 16, California Code of Regulations as follows:**

### **§ 962. Definitions.**

(a) For purposes of Section 7395.1 as specified in subdivision (c)(3) of the Business and Professions Code, the term “good standing” means the following:

(1) The licensee maintains a valid, current barber, cosmetology, electrology, hairstyling, esthetician, or manicurist license issued by the Board of Barbering and Cosmetology.

(2) There is no current or pending discipline against the license pursuant to Article 11 of the Barbering and Cosmetology Act.

(3) The licensee has no unpaid fine issued pursuant to Article 12 of the Barbering and Cosmetology Act.

(b) For purposes of Section 7395.1 as specified in subdivision (g)(3) of the Business and Professions Code and this section, the term “appropriate training” means the student extern has completed ~~60~~25% of the required ~~minimum practical operations and~~ minimum hours of practical and technical instruction set forth in Sections ~~7362.5 950.2-950.4 of this division~~ of the Business and Professions Code.

(c) For purposes of Section 7395.1 as specified in subdivision (g)(3) of the Business and Professions Code, the term “chemical treatment” means any product or procedure, including the preparation and/or application of the product, that alters or changes the molecular structure of the hair, skin or nails through the chemical treatments. These treatments may include, but are not limited to the following:

(1) permanent waving

(2) soft permanent waving

(3) chemical straightening

(4) sodium hydroxide and other base solutions

(5) hair coloring and bleaching (semi-permanent and permanent)

(6) chemical skin peel products

(7) depilatory products

(8) lash and brow tinting products

(d) For purposes of Section 7395.1 subdivision (g)(3) of the Business and Professions Code, the term “direct and immediate supervision” means the student extern may work



on a paying client, only in an assisting capacity, when a designated licensee is present to oversee the work process. The tasks performed by the student extern must be within the scope of practice of the designated licensee who is supervising the student extern.

(e) For purposes of Section 7395.1 subdivision (g)(3) of the Business and Professions Code, the term “directly superviseds” means the student extern may perform those acts considered the practice of cosmetology as listed in Section 7316 of the Business and Professions Code only ~~not use or apply chemical treatments unless if~~ a designated licensee is present to oversee those acts and the extern meets the requirements of this section. An extern shall not use or apply chemical treatments on any client unless the extern has received appropriate training in the application of those treatments from a cosmetology school ~~the work process~~ approved by the Board pursuant to section 941. The tasks performed by the student extern must be within the scope of practice of the designated licensee who is supervising the student extern.

Note: Authority cited: Section 7312, Business and Professions Code. Reference: Section 7316, 7362.5, 7395.1, Business and Professions Code.



## **(1008) APPLICATION FOR MOBILE UNIT LICENSE INSTRUCTIONS (\$50 Nonrefundable Application Fee and \$100 License and Inspection Fee)**

Complete this form in accordance with the instructions below and include additional pages and documents as necessary. The California Board of Barbering and Cosmetology (Board) cannot process the document unless all applicable requested information is provided.

### **EXPEDITED APPLICATION PROCESSING**

1. If you qualify for expedited application processing based on the criteria listed on the application, select the appropriate box. If this section does not apply, leave blank.

### **SECTION A – APPLICANT/OWNERSHIP INFORMATION**

2. NAME: Provide the Last Name, First Name, and Middle Name (if applicable) of the applicant/owner of the mobile unit.
3. ADDRESS: Provide the permanent base address from which the mobile unit will operate.
4. TELEPHONE NUMBER: Provide a current telephone number, including area code.
5. E-MAIL ADDRESS (OPTIONAL): Provide a current e-mail address if you would like to receive correspondence and updates from the Board.
6. CONTACT PERSON: Name of the person to contact with any questions concerning the application.
7. TELEPHONE NUMBER: Provide a current telephone number, including area code, for the contact person.

### **SECTION B – EMPLOYEE/OFFICER RESPONSIBLE FOR DRIVING THE MOBILE UNIT**

8. NAME: Provide the full legal name of the individual who will be operating/driving the mobile unit.
9. DRIVER'S LICENSE: Provide the full California Driver's License Number for the individual who will be operating/driving the mobile unit.

### **SECTION C – CERTIFICATION**

10. NAME: Print the full legal name of the applicant/owner of the mobile unit.
11. SIGNATURE OF APPLICANT/OWNER: The applicant/owner who completed Sections A and B provides their signature and the date they signed the form (Month/Day/Year).

### **SECTION D – FORM OF BUSINESS ORGANIZATION**

12. Select **ONE** ownership option and complete the section which applies
  - a. **SOLE PROPRIETORSHIP/INDIVIDUAL OWNER**
    - i. NAME: Provide your Last Name, First Name, and Middle Name (if applicable).
    - ii. SOCIAL SECURITY NUMBER/INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER: Provide your Social Security Number or Individual Taxpayer Identification Number.
    - iii. DATE OF BIRTH: Provide your date of birth (Month/Day/Year).

b. PARTNERSHIP

- i. FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): Provide the FEIN for the partnership.
- ii. NAME: Provide the Last Name, First Name, and Middle Name (if applicable) of all partners.
- iii. DATE OF BIRTH: Provide the date of birth of all partners (Month/Day/Year).

c. CORPORATION

- i. NAME OF CORPORATION: Provide the full legal name of the corporation.
- ii. SECRETARY OF STATE CORPORATE ENTITY REGISTRATION NUMBER: Provide the full California Corporation Number (7 or 12 digits). Note: Please provide a current and active California Secretary of State corporate entity registration number below. For questions regarding registration requirements, please contact the California Secretary of State; their information is available at [www.sos.ca.gov](http://www.sos.ca.gov).)
- iii. CORP. OFFICER TITLE: Provide the title for each controlling officer of the corporation (e.g., CEO, CFO, etc.). For the purposes of this application, “controlling officer” shall mean the principal individuals who are the officers, directors, managers or officials of the corporation who are responsible for the operations or management of the corporation.
- iv. NAME: Provide the Last Name, First Name, and Middle Name (if applicable) of each controlling officer of the corporation.
- v. CORP. OFFICER SOCIAL SECURITY NUMBER/ITIN: Provide the Social Security Numbers or Taxpayer Identification Number (ITIN) for each controlling officer of the corporation.
- vi. CORP. OFFICER DATE OF BIRTH: Provide the date of birth for each controlling officer of the corporation (Month/Day/Year).

**SECTION E – BACKGROUND INFORMATION**

13. Select “Yes” or “No” in response to the questions listed on the form and provide the information listed in Section E. 1. or 2, as applicable, if you select a “Yes” response.

- a. Question #1 – NOTE: Applicants are not required to disclose any of the following convictions in response to this question:
  - i. Convictions dismissed pursuant to Section 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 of the Penal Code, or a comparable dismissal or expungement.
  - ii. Convictions for which the person has obtained a certificate of rehabilitation under Chapter 3.5 (commencing with Section 4852.01) of Title 6 of Part 3 of the Penal Code;
  - iii. Convictions for which the person has been granted clemency or a pardon by a state or federal executive;
  - iv. An arrest that resulted in a disposition other than a conviction including an infraction or citation
  - v. Convictions that were adjudicated in the juvenile court; or,
  - vi. Convictions under California Health and Safety Code sections 11357(b), (c), (d), (e), or section 11360(b) which are two years or older.

- b. Question #2 – NOTE: For the purposes of this application, “disciplined” shall mean suspended, revoked, placed on probation, public reproof, reprimand or any other form of restriction placed upon any other license, registration, certification or permit that the applicant held or currently holds. An applicant shall not be required to disclose any discipline that was based upon a conviction that has been dismissed pursuant to section 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 of the Penal Code or a comparable dismissal or expungement.
- c. Question # 5 – NOTE: “Evidence” shall include:
  - i. Form I-94, arrival/departure record, with an admission class code such as “re” (refugee) or “ay” (asylee) or other information designating the person as a refugee or asylee.
  - ii. Special Immigrant Visa that includes the “si” or “sq”.
  - iii. Permanent resident card (Form I-551), commonly known as a “green card”, with a category designation indicating that the person was admitted as a refugee or asylee.
  - iv. An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurances to the Board that the applicant qualifies for expedited licensure per Business and Professions Code section 135.4.

**SECTION F – FINAL CERTIFICATION**

**14. WHO MUST SIGN THE FORM (AS APPLICABLE):**

- a. Sole Proprietor/Individual Owner
- b. If Partnership
  - i. ALL Partners
- c. If Corporation
  - i. Authorized Representative(s). This is the person or persons who have been authorized to complete the application on behalf of the corporation.

**Notice to Applicants**

The nonrefundable application fee of \$50 must accompany this application. In addition, the Board requires the initial inspection and license fee of \$100 to be submitted with this application or the application will be deemed incomplete. If the application is determined to be incomplete and the applicant fails to complete the application within one year after it has been filed, the Board shall return the initial inspection and license fee to the applicant after that one-year period expires.

**APPLICATION FOR MOBILE UNIT SCHEDULE OF FEES**

FEE TYPE	FEE AMOUNT
<b>Application Fee (Nonrefundable)</b>	<b>\$50</b>
<b>Initial Inspection &amp; License Fee</b>	<b>\$100</b>
<b>Renewal Fee</b>	<b>\$40</b>
<b>Delinquency Fee</b>	<b>\$20</b>

## INFORMATION COLLECTION, ACCESS, AND DISCLOSURE

**\*This statement is for your information.** The Information Practices Act, Section 1798.17 of the Civil Code, requires the following information to be provided when collecting information from individuals.

**AGENCY NAME:** Board of Barbering and Cosmetology

**TITLE OF OFFICIAL RESPONSIBLE FOR INFORMATION MAINTENANCE:** Executive Officer

**ADDRESS:** 2420 Del Paso Road, Suite 100, Sacramento, CA 95834

**INTERNET ADDRESS:** [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

**TELEPHONE AND FAX NUMBERS:** Phone: (916) 574-7570 Fax: (916) 575-7281

**AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION:** BPC Sections 30, 31, 494.5, 7355, 7357, and 7358 and CCR section 937.

**CONSEQUENCES OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION:** It is mandatory that you provide all information requested. Omission of any item of requested information will result in the application being rejected as incomplete.

**PRINCIPAL PURPOSE(S) FOR WHICH THE INFORMATION IS TO BE USED:** The information requested will be used to determine qualifications for licensure and to establish positive identification. Each individual has the right to review their files or records maintained on them by this agency, unless the records are exempted by section 1798.40 of the California Civil Code.

**ANY KNOWN OR FORESEEABLE DISCLOSURES WHICH MAY BE MADE OF THE INFORMATION:** Your completed application becomes the property of the Board and will be used by authorized personnel to determine your eligibility for a license. Information on your application may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Gov Code Section 6250 et seq.) and the information Practices Act (Civ. Code Section 1798.61), if the application is approved and the license granted, the personal or business name of the applicant and the address information entered on the attached form(s) will become public information subject to disclosure. However, in addition to the name and address, except for the SSN, ITIN or FEIN, other information provided on this form may be disclosed to a member of the public, upon request, under the California Public Records Act or pursuant to a court order or subpoena.

**SOCIAL SECURITY OR TAXPAYER IDENTIFICATION NUMBER (SSN/ITIN):** Disclosure of your social security number or taxpayer identification number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorize collection of your social security number or taxpayer identification number. Your social security number or taxpayer identification number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

**TAX OBLIGATION DISCLOSURE NOTICE:** Under BPC sections 31 and 494.5, the California Department of Tax and Fee Administration (CDTFA) and the Franchise Tax Board (FTB) may share taxpayer information with the Board. You are required to pay your state tax obligation. This application may be denied or your license may be suspended if you have a state tax obligation and the state tax obligation is not paid and your name appears on either the CDTFA or FTB certified list of top 500 tax delinquencies.



**(1008) APPLICATION FOR MOBILE UNIT LICENSE**  
**(\$50 Nonrefundable Application Fee and \$100 License and Inspection Fee)**

<b>Cashiering (1020) Use Only:</b>	<b>Entity #:</b>	<b>Receipt #:</b>	<b>Amount: \$</b>
------------------------------------	------------------	-------------------	-------------------

**I qualify for expedited application processing based on one of the below criteria:**

- Honorably Discharged Veteran of the United States Armed Forces or National Guard
- Admitted to the United States as a Refugee, Granted Asylum, or Have a Special Immigrant Visa Status

**SECTION A: APPLICANT/OWNERSHIP INFORMATION**

**Full Legal Name of Applicant/Owner of Mobile Unit**

Last Name <i>(please print clearly)</i>		First Name	Middle Name	
Permanent Base Address from which Mobile Unit Will Operate	Apt./Suite	City	State	Zip Code
Telephone Number ( <input type="text"/> <input type="text"/> <input type="text"/> ) <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Email Address (optional)		
Name of Contact Person for this Application:		Telephone Number ( <input type="text"/> <input type="text"/> <input type="text"/> ) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

**SECTION B: EMPLOYEE/OFFICER RESPONSIBLE FOR DRIVING THE MOBILE UNIT**

Operator/Driver Full Name	California Driver's License Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
---------------------------	---

**SECTION C: CERTIFICATION**

*We, the undersigned, certify under penalty of perjury under the laws of the State of California that all information contained on this document and on any attachments is true and correct.*

Printed Name of Applicant/Owner	
Signature of Applicant/Owner	Date (Month/Day/Year)

**SECTION D: FORM OF BUSINESS ORGANIZATION – Select ONE ownership option below and complete that section.**

- SOLE PROPRIETORSHIP/INDIVIDUAL OWNER**       **PARTNERSHIP**       **CORPORATION**

**SOLE PROPRIETORSHIP/INDIVIDUAL OWNER**

Last Name

First Name

Middle Name

Social Security Number/Individual Taxpayer Identification Number

   -   -    

Date of Birth

  -   -    
  
 Month Day Year
**PARTNERSHIP**

Federal Employer Identification Number

   -   -    

Last Name

First Name

Middle Name

Date of Birth

  -   -    
  
 Month Day Year

Last Name

First Name

Middle Name

Date of Birth

  -   -    
  
 Month Day Year
**CORPORATION**

Name of Corporation

Secretary of State Corporate Entity Registration Number

           

Corp. Officer Title

Last Name

First Name

Middle Name

Corp. Officer Social Security Number/ITIN

   -   -    

Corp. Officer Date of Birth

  -   -    
  
 Month Day Year

Corp. Officer Title

Last Name

First Name

Middle Name

Corp. Officer Social Security Number/ITIN

   -   -    

Corp. Officer Date of Birth

  -   -    
  
 Month Day Year

Corp. Officer Title

Last Name

First Name

Middle Name

Corp. Officer Social Security Number/ITIN

   -   -    

Corp. Officer Date of Birth

  -   -    
  
 Month Day Year

**SECTION E: BACKGROUND INFORMATION – Check YES or NO for each of the questions below.**

1. Has the applicant, any partner, or controlling officer of the partnership or corporation ever been convicted of any crime or offense for which a license may be denied pursuant to BPC section 480, including:
- a. A criminal conviction for a serious felony under Penal Code section 1192.7;
  - b. A criminal conviction that qualifies as a registerable offense under Penal Code section 290(d)(2) or (d)(3);
  - c. A criminal conviction that occurred within the last seven (7) years preceding the application date;
  - d. A criminal conviction for which the applicant or controlling officer is presently incarcerated; or,
  - e. Any conviction for which the applicant or controlling officer was released from incarceration within the preceding seven (7) years?

Yes  No

*\*If YES, the applicant shall attach documents or a written statement on a separate sheet(s) of paper that contains the following information, as applicable:*

- (A) plea/conviction date,
- (B) incarceration date,
- (C) incarceration release date,
- (D) probation/parole release date,
- (E) arresting agency,
- (F) court name/location,
- (G) name of the case and case/docket number,
- (H) list of codes or laws violated,
- (I) explanation of the offense(s)/details of the crime(s), and,
- (J) a statement of any rehabilitation efforts or mitigating information that the applicant would like to submit.

2. Within the preceding seven (7) years from the date of the application, has the applicant, or any partner officer or controlling officer of the business had a license, permit, registration, or certification (“license”) that was formally disciplined by a licensing board in or outside of California?

Yes  No

*\*If YES, the applicant shall attach copies of the disciplinary decision taken by the licensing board, agency, or other governmental organization (“board”) that contains the following information:*

- (A) the type of disciplinary action taken (e.g., revocation, suspension, probation),
- (B) the effective date of the disciplinary action,
- (C) the license type,
- (C) the license number,
- (D) the name and location of the licensing board, and
- (E) an explanation of the violations found by the licensing board.

*In addition, the applicant may submit a statement or documents showing the applicant’s rehabilitation efforts or any mitigating information that the applicant would like the Board to consider.*

3. Does the applicant hold any professional or vocational license(s) with a California Board?

Yes  No

*\*If YES, list License Number(s), License Type, and Name of the Issuing California Board here:*



<p>4. Are you serving in, or have you previously served in, the United States military? (BPC section 114.5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>5. If you answered "Yes" to Question No. 4 above, are you requesting expediting of this application for honorably discharged members of the U.S. Armed Forces? (BPC section 115.4)</p> <p><i>*If YES, attach a copy of your previous military service (DD214 – Certificate of Release or Discharge from Active Duty, or current military orders) for expedited review of your application.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>6. Do any of the following statements apply to you:</p> <ul style="list-style-type: none"> <li>a. You were admitted to the United States as a refugee pursuant to section 1157 of Title 8 of the United States Code,</li> <li>b. You were granted asylum by the Secretary of Homeland Security or the Attorney General of the United States pursuant to section 1158 of Title 8 of the United States Code; or,</li> <li>c. You have a special immigrant visa and were granted a status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602 (b) of Title VI of Division F of Public Law 111-8 [relating to Iraqi and Afghan translators/interpreters of those who worked for or on behalf of the United States Government].</li> </ul> <p><i>*If YES, you must attach evidence of your status as a refugee, asylee, or special immigrant visa holder as provided in the instructions page above. Failure to do so may result in application processing delays.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>7. Are you providing a detailed floor plan with this application showing the layout and dimensions of the mobile unit and the location of doors, windows, restrooms, sinks, lift or ramps, ventilation, and other necessary equipment in compliance with the Board's health and safety regulations in Article 12 of Division 9 of the CCR (commencing with Section 977)?</p> <p><i>*If YES, please submit a copy of the floor plan with this application.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>8. Does the mobile unit have the required equipment in compliance with the Board's mobile unit regulations in Article 5 of Division 9 of the CCR (commencing with Section 937(c))?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>9. Are you providing proof of purchase (cancelled check or transaction receipt showing mobile unit purchase by the applicant or authorized representative) or lease (copy of lease agreement between the applicant and the mobile unit owner) of the mobile unit with this application?</p> <p><i>*If YES, please submit a copy of the proof of purchase or lease, as applicable, with this application.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>10. Does the mobile unit have a self-contained potable water supply (if shampooing services are offered)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>11. Does the mobile unit have continuous, on-demand hot water tanks which shall not be less than six-gallon capacity?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

12. Does the mobile unit have adequate ventilation?

Yes  No

**SECTION F: FINAL CERTIFICATION**

*I declare under penalty of perjury under the laws of the State of California that I am authorized to sign this application on behalf of the applicant, that I have read this application and the information provided herein along with any accompanying documents, and that the foregoing and all attachments are true and correct.*

*In signing this application, I further acknowledge receiving notice of the following:*

*BPC section 7359 states:*

*“It is unlawful for any person, firm or corporation to hire, employ, allow to be employed, or permit to work, in or about a mobile unit, any person who performs or practices any occupation regulated under this chapter who is not duly licensed by the board. Any person violating this section is guilty of a misdemeanor.”*

**Who must sign this form:** Individual owner, or if Partnership – all partners, or if Corporation – authorized representative(s).

Signature	Printed Name	Title	Date (Month/Day/Year)
Signature	Printed Name	Title	Date (Month/Day/Year)
Signature	Printed Name	Title	Date (Month/Day/Year)



# BOARD OF BARBERING AND COSMETOLOGY

P.O. BOX 944226  
SACRAMENTO, CA 94244-2260  
INFORMATION: (916) 445-7061 (916) 445-7008



## Application for License to Operate a Mobile Unit

Please print in ink or type)

1. Name of Applicant(s) (If individual, name of owner; if copartnership, names of all partners; if corporation, name and/or corporation: of corporation and all corporate officers.)

Name (First, Middle, Last) (see instructions above)	Title (owner, officer, partner)	License No. (If licensed by board; if not write "none".	Social Security No.* (If corp., tax I.D. No.)

2. Permanent base address (Number and Street, City, State, Zip Code) Telephone Number

3. Name of person responsible for driving mobile unit (First, Middle, Last): California Driver's License Number:

4. Have you, any partner, or corporate officer been convicted of a criminal offense, felony, or misdemeanor (or entered a plea of nolo contendere) other than a minor traffic violation?  Yes  No  
If answer is "Yes", please list actual conviction, date of crime, place committed and sentence received for each:

(Attach sheet if additional space is required)

5. Prior to final inspection, will the mobile unit meet all requirements set forth on the reverse side of this application?  Yes  No  
If answer is "No", give full particulars:

(Attach sheet if additional space is required)

6. The following must accompany this application:

- Detailed floor plan showing the location of doors, windows, restrooms, facilities, sinks, lift or ramps, ventilation, equipment, and dimension of the mobile unit in compliance with this article.
- Proof of purchase of the mobile unit and shop equipment.
- Copies of applicable county and city licenses or permits to provide the mobile cosmetological services in each county and city of operation and the locations therein where the services will be offered.
- Proof of compliance with applicable city, county and state plumbing, electrical, and fire laws.

(See disclosure information on reverse)

I/We 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/our knowledge."

If individual, the owner; if partnership, all partners; if corporation, president or secretary)

Signature	Date	Signature	Date
Signature	Date	Signature	Date

Alternate mailing if different than permanent base address of mobile unit (Number & Street, City, Zip Code)

To answer "yes" to #5 on the reverse side, the mobile unit must meet all of the following requirements:

- The mobile unit must be a self-contained, self-supporting, enclosed mobile unit which is at least 24 feet in length. (Business & Professions Code Section 7354)

Equipment requirements (Business & Professions Code Section 7357):

- a self-contained, potable water supply. The potable water tanks shall be not less than 100 gallons, and the holding tanks shall be of adequate capacity.
- continuous, on-demand hot water tanks which shall be not less than six-gallon capacity.
- a self-contained, recirculating, flush chemical toilet with holding tank.
- covered containers for purposes of depositing hair clippings, refuse, and other waste materials.
- a split lead generator with a remote starter, muffler, and a vent to the outside.
- a sealed combustible heater with an outside vent.

- Pursuant to Business & Professions Code Section 7355(c), after you receive initial approval of the application and floor plan from the board, you must schedule an appointment to show the mobile unit to the board, or representative of the board, for final approval. The inspection for final approval shall be made to ensure compliance with Sections 7354 and 7357 of the Business & Professions Code.

- Enclosed are copies of the Health and Safety Rules of the Board and excerpts from the Barbering and Cosmetology Act (Business & Professions Code) which relate to mobile units. Become familiar with them -- you are responsible for compliance with all applicable laws and regulations.

\*Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Pub.L. 94-455 (42 USCA 405(c)(2)(C)) authorizes collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes and for purposes of compliance with any judgement or order for family support in accordance with Section 11350.6 of the Welfare and Institutions Code. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you. disclosure of the corporate tax identification number is voluntary.



## **APPLICATION TO USE AN INTERPRETER INSTRUCTIONS**

Complete this form in accordance with the instructions below and include additional pages and documents as necessary. The California Board of Barbering and Cosmetology (Board) cannot process the document unless all applicable requested information is provided. To request a designated interpreter's approval, this form must be completed in its entirety and submitted to the Board with the applicant's application for examination. Applicants shall complete **Section A** of this form first, and then the person designated by the applicant to act as an interpreter shall complete the rest of this form beginning at **Section B**.

### **APPLICATION TO USE AN INTERPRETER**

#### **SECTION A – APPLICANT INFORMATION (TO BE COMPLETED BY APPLICANT ONLY)**

1. LICENSE TYPE: Check the box next to the type of license you are applying for.
2. SOCIAL SECURITY NUMBER/INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER: Provide the last four (4) digits of your Social Security Number or Individual Taxpayer Identification Number.
3. DATE OF BIRTH: Provide your full date of birth (Month/Day/Year).
4. NAME: Provide your Last Name, First Name, and Middle Name (if applicable).
5. ADDRESS: Provide a mailing address where you would like to receive documents from the Board.
6. NATIVE LANGUAGE: Provide your native speaking language.
7. TELEPHONE NUMBER: Provide a current telephone number, including area code.

#### **SECTION B – INTERPRETER INFORMATION (TO BE COMPLETED BY PROPOSED INTERPRETER ONLY)**

8. NAME: Provide your Last Name, First Name, and Middle Name (if applicable).
9. ADDRESS: Provide a mailing address where you would like to receive documents from the Board.
10. DATE OF BIRTH: Provide your full date of birth (Month/Day/Year).
11. TELEPHONE NUMBER: Provide a current telephone number, including area code.

#### **SECTION C – QUALIFYING CRITERIA (TO BE COMPLETED BY PROPOSED INTERPRETER ONLY)**

12. QUALIFYING CRITERIA QUESTIONS: Check the box next to “Yes” or “No” in response to each of the questions listed in **Section C** to determine if you meet the Board's requirements to act as an interpreter for the applicant listed in **Section A**.
13. SIGNATURE OF PROPOSED INTERPRETER: The proposed interpreter who completed **Section B** and **Section C** provides their signature and the date they signed the form (Month/Day/Year).

# Notice to Applicants

## WHO CAN REQUEST AN INTERPRETER?

If an applicant has qualified for the barber, cosmetologist, manicurist, esthetician, or electrologist examination and cannot read, speak, or write in the English language at a 10th grade-level, the applicant may request authorization from the Board of Barbering and Cosmetology (Board) to use an interpreter for most languages except those languages in which the Board makes the written examination available (please see below section on “Korean, Spanish, Vietnamese, or Simplified Chinese Speaking Applicants”). An interpreter may be requested for the barber, cosmetologist, hairstylist, esthetician, electrologist and manicurist exams. The Board does NOT provide interpreters.

## KOREAN, SPANISH, VIETNAMESE, OR SIMPLIFIED CHINESE SPEAKING APPLICANTS:

The examination for barbering, cosmetology, electrology, esthetician, and manicurist is available in English, Spanish, Korean, Vietnamese, and Simplified Chinese. An interpreter may not be used if the examination is available in the applicant’s native language.

## THE FOLLOWING PERSONS ARE PROHIBITED FROM ACTING AS AN INTERPRETER:

- Persons less than 15 years of age.
- Persons who are current or former students in barbering, cosmetology, hairstyling, electrology, nail care, or skin care.
- Persons who are currently or have been formerly licensed as an operator or an instructor by this state or any other state in barbering, cosmetology, hairstyling, electrology, nail care, or skin care.
- Persons who are currently or have been formerly enrolled in a barber, cosmetologist, skin care, nail care, or electrology apprentice training program.
- Persons who are currently or have been formerly owners or employees of any school of barbering, cosmetology, electrology, hairstyling, nail care, or skin care.
- Persons who have acted as an interpreter within the past two years, regardless of the examination type.

## WHAT FORMS MUST BE COMPLETED TO USE AN INTERPRETER?

The Board Application to use an Interpreter Form must be completed and sent to the Board with the application for examination. An applicant CANNOT use an interpreter if ANY of the following requirements are not met:

### Applicant Requirements:

- Must fully complete **Section A** and submit to the Board with the application for examination.

### Interpreter Requirements:

- Must fully complete **Section B**, fully complete and sign **Section C**, and return it to the applicant. By completing and signing this form, the interpreter is certifying under penalty of perjury under the laws of the State of California that he/she is fluent in both English and the native language of the applicant.

Upon the Board's evaluation and authorization of the request to use an interpreter, the Board will mail the applicant an admission letter that includes exam scheduling information that describes how the applicant may sign up for and schedule the licensing examination through the Board's examination administrator and return the last page of this form to the applicant who must present the form at the exam facility on the day of examination.

### **ON THE DAY OF THE EXAMINATION**

At the examination facility, the applicant, and the interpreter MUST:

- The applicant and the interpreter shall each present one form of a current, government issued photographic identification.
  - Acceptable forms of identification include:
    - Unexpired State Driver's License or Identification Card – any state
    - U.S. Military Identification Card, including:
      - Active Duty, Retiree, Reservist military ID card (DD Form 2 or 2 A)
      - Military Dependent ID Card
    - Unexpired Passport – any country
    - United States Citizenship and Immigration Services (USCIS) Issued Identification Card, including:
      - Employment Authorization Document (Form I-766)
      - Permanent Resident Card (Form I-551)
    - Certificate of United States Citizenship, including:
      - Form N-550, Certificate of Naturalization
      - Form N-560, Certificate of Citizenship

*Applicants will not be able to take the exam without a current and unexpired ID's for both the applicant and the interpreter.*

### **IMPORTANT NOTES**

- Interpreters are not permitted to read the examination to the applicant in English. The interpreter must interpret the examination in the applicant's native language.
- Interpreters may provide translation services ONLY. They may not help the applicant by providing "material assistance" including explaining, coaching, demonstrating, or giving answers. If it is determined that an interpreter is providing answers during the examination or any other material assistance to the applicant other than translating, the Board shall disqualify the interpreter and void the applicant's examination.
- For a period of one (1) year from the date that any person served as an Interpreter, that person shall be ineligible to apply to the Board of Barbering and Cosmetology for a license in barbering or any of the branches of cosmetology from which he or she provided Interpreter services.

## **INFORMATION COLLECTION, ACCESS, AND DISCLOSURE**

**\*This statement is for your information.** The Information Practices Act, Section 1798.17 of the Civil Code, requires the following information to be provided when collecting information from individuals.

**AGENCY NAME:** Board of Barbering and Cosmetology

**TITLE OF OFFICIAL RESPONSIBLE FOR INFORMATION MAINTENANCE:** Executive Officer

**ADDRESS:** 2420 Del Paso Road, Suite 100, Sacramento, CA 95834

**INTERNET ADDRESS:** [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

**TELEPHONE AND FAX NUMBERS:** Phone: (916) 574-7570 Fax: (916) 575-7281

**AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION:** Business and Professions Code sections 7338 and 7340, and Title 16, California Code of Regulations section 931.

**CONSEQUENCES OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION:** It is mandatory that you provide all information requested. Omission of any item of requested information will result in the application being rejected as incomplete.

**PRINCIPAL PURPOSE(S) FOR WHICH THE INFORMATION IS TO BE USED:** The information requested will be used to determine qualifications for use of an interpreter during a Board licensing examination and to establish positive identification. Each individual has the right to review their files or records maintained on them by this agency, unless the records are exempted by section 1798.40 of the California Civil Code.

**ANY KNOWN OR FORESEEABLE DISCLOSURES WHICH MAY BE MADE OF THE INFORMATION:** Your completed application becomes the property of the Board and will be used by authorized personnel to determine your eligibility for the use of an interpreter during the written licensing examination. Information on your application may be transferred to other governmental or law enforcement agencies.

**SOCIAL SECURITY NUMBER (SSN):** Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.





# APPLICATION TO USE AN INTERPRETER

Entity/File# (Board Use Only)

## SECTION A: APPLICANT INFORMATION

(This section is to be completed by the applicant only.)

CHECK THE BOX FOR THE LICENSE TYPE YOU ARE APPLYING FOR:

BARBER  COSMETOLOGIST  HAIRSTYLIST  ESTHETICIAN  ELECTROLOGIST  MANICURIST

Last 4 Digits of Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)

Date of Birth

-   -

Month Day Year

Last Name

First Name

Middle Name

Street Address

City

State

Zip Code

My Native Language:

Telephone Number

()  -

*I hereby certify under penalty of perjury under the laws of the State of California that all statements in Section A of this application are true and correct.*

Signature of Applicant

Date (Month/Day/Year)

## SECTION B: INTERPRETER INFORMATION

(This section is to be completed by the proposed interpreter only. The applicant shall provide the interpreter this form with Section A already completed.)

Last Name

First Name

Middle Name

Street Address

City

State

Zip Code

Date of Birth

-   -

Month Date Year

Telephone Number

()  -

**SECTION C: QUALIFYING CRITERIA - Please check the box “Yes” or “No” in response to the following questions to determine whether you meet the Board’s requirements to act as an interpreter for the applicant listed in Section A above.**

Are you fluent in the native language of the applicant (as listed in <b>Section A</b> of this application) and in the English language?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you acted as an interpreter for a Board examination within the last two years preceding the date of your signature on this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least 15 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a current or former student in barbering, cosmetology, hairstyling, electrology, nail care or skin care?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently or have you been formerly licensed as an operator or instructor by this state or any other state in barbering, cosmetology, hairstyling, electrology, nail care, or skin care?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently or have you been formerly enrolled in a barber, cosmetologist, skin care, nail care or electrology apprentice training program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently or have you been formerly an owner or employee of any school of barbering, cosmetology, nail care, skin care, hairstyling, or electrology?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I agree that the Board may tape record the interpreting of the written examination and my conversation with the applicant listed in <b>Section A</b> (“applicant”) during the examination?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**By signing this form, I acknowledge receiving notice of the following:**

If the Board determines that any information provided on this form is false in a material respect the Board shall void the applicant’s examination, if any. Persons who are only reading the examination to the applicant, but not interpreting to another language, will not be permitted. If the Board determines that I am providing the applicant with answers during the examination or any other material assistance other than translating during the conduct of the examination, the Board will disqualify me and void the applicant’s examination.

*I hereby certify under penalty of perjury under the laws of the State of California that all statements in Section B of this application are true and correct.*

Signature of Proposed Interpreter	Date (Month/Day/Year)
-----------------------------------	-----------------------

**\*\*\*\*\*THIS SECTION IS FOR BOARD USE ONLY\*\*\*\*\***  
**(DO NOT FILL OUT PRIOR TO YOUR EXAMINATION)**

**AUTHORIZATION TO USE AN INTERPRETER**

**INTERPRETER INFORMATION**

Last Name		First Name	Middle Name
Type of ID		ID Number	
Date of Birth* <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month      Date              Year			

**APPLICANT INFORMATION**

Last Name		First Name	Middle Name
Type of ID		ID Number	
Date of Birth* <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month      Date              Year		Application Number	
Exam Date		Exam Location	

**IMPORTANT NOTICE**

This authorization must be presented along with the admission letter at the time of the examination. The services of an interpreter will not be allowed without this authorization and a current and unexpired government issued photographic identification.

Acceptable forms of identification include: (1) Current and unexpired State Driver's License or Identification Card – any state; (2) U.S. Military Identification Card, including: (A) Active Duty, Retiree, Reservist military identification card (DD Form 2 or 2 A), or (B) Military Dependent identification Card; (3) Current and unexpired Passport – any country; (4) United States Citizenship and Immigration Services (USCIS) Issued Identification Card, including: (A) Employment Authorization Document (Form I-766) or (B) Permanent Resident Card (Form I-551); or, (5) Certificate of United States Citizenship, including: (A) Form N-550, Certificate of Naturalization or (B) Form N-560, Certificate of Citizenship. **NOTE\***: Birth date is only used to distinguish applicants or interpreters.



## BOARD OF BARBERING AND COSMETOLOGY

P.O. BOX 944226  
SACRAMENTO, CA 94244-2260  
INFORMATION: (916) 445-7061 (916) 445-7008



This information is required by provisions of the Barbering and Cosmetology Act and Rules and Regulations of the Board of Barbering and Cosmetology. All items are mandatory. Failure to provide any of the requested information may result in the application being rejected as incomplete. This information is used to determine qualifications for use of an interpreter or interpreter/model. The official responsible for information maintenance is the Executive Officer of the Board of Barbering and Cosmetology. This information may be transferred to another governmental agency, such as a law enforcement agency, if necessary for it to perform its duties. Each individual has the right to review the files or records maintained on him or her by this agency, unless the records are exempted by Section 1798.40 of the California Civil Code.

## REQUEST FOR USE OF AN INTERPRETER OR INTERPRETER/MODEL

(Pursuant to Section 931 of the Board's Rules and Regulations, Title 16, California Code of Regulations)

## FORM G

THIS FORM **MUST** BE COMPLETED BY THE APPLICANT ONLY

(Cosmetologist written examinations are given in English and Spanish)

(Please type or print in ink, legibly)

1. Applicant's Name (First, Middle, Last)		2. Phone Number	
MY NATIVE LANGUAGE IS:			
3. Residence Address Number and Street		City	State Zip Code
4. I will be taking the following parts of the examination: Check One <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Written <input type="checkbox"/> Both <input type="checkbox"/>			
5. Applicant's * Birth Date (Month/Day/Year)		6. Social Security Number (Optional)	
7. I hereby state that I:			
<input type="checkbox"/> Am unable to speak, read or write the English language (or Spanish, if applicable) at a 10th grade level. <input type="checkbox"/> Understand it is my own responsibility to obtain the interpreter or interpreter/model. <input type="checkbox"/> Understand I can use an interpreter only in the written part of the exam. An interpreter/Model may be used in both the practical and written portions of the examination. <input type="checkbox"/> Understand I cannot use a particular interpreter or interpreter/model if they have acted in either of these capacities within the past TWO years. <input type="checkbox"/> Understand that I cannot use an interpreter or interpreter/model if they are under 15 years of age or if they are currently or have been formerly any of the following: Students in any branch of Barbering, Cosmetology, or Electrology in this state or any other state, apprentices, or owners or employees of any school of Barbering, Cosmetology or Electrology. <input type="checkbox"/> Understand the interpreter or interpreter/model <b>MUST BE FLUENT IN ENGLISH AND MY NATIVE LANGUAGE.</b> <input type="checkbox"/> May not be coached by the interpreter or interpreter/model during any part of the examination. <input type="checkbox"/> Understand that the Board may tape record the interpreting of the written part of the examination.			
8. Interpreter's Name (First, Middle, Last)		Check One <input checked="" type="checkbox"/> Interpreter <input type="checkbox"/> Interpreter/Model <input type="checkbox"/>	
9. Interpreter's * Birth Date (Mo/Day/Year)		10. Social Security Number (Optional)	11. Interpreter's Phone Number
12. Signature of the Applicant			13. Date
14. NOTE: * Birth Date is used only to distinguish the candidates.			
Attach the following items to the "Application for Examination" FORM G <input type="checkbox"/> FORM H <input type="checkbox"/> TWO IDENTICAL PHOTOS <input type="checkbox"/>			
FOR OFFICE USE ONLY			
Application Number _____		Examination Date _____ Examination Location _____	

**THIS FORM IS TO BE COMPLETED BY THE INTERPRETER OR INTERPRETER/MODEL** FORM H  
 (THIS FORM MUST BE ACCOMPANIED BY TWO IDENTICAL FRONT VIEW PHOTOS OF THE INTERPRETER OR INTERPRETER/MODEL,  
 THE SIZE OF THE PHOTO SHOULD BE 1 1/2" x 1 1/2", AND SIGNED BY THE INTERPRETER OR INTERPRETER/MODEL)  
 (TYPE OR PRINT IN INK, LEGIBLY)

1. Interpreter's Name (First, Middle, Last)	2. Birth Date* (Mo/Day/Yr)	3. Check One/ <input type="checkbox"/> Interpreter <input type="checkbox"/> Interpreter/Model
4. Interpreter's Address Number and Street City State	Zip Code	5. Check One/ <input type="checkbox"/> Male <input type="checkbox"/> Female
"I declare under penalty of perjury under the laws of the State of California that the following is true and correct." <input type="checkbox"/> I have not acted as an interpreter or interpreter/model in any examination given by the Board of Barbering and Cosmetology within the 2 years preceding the date of signature. <input type="checkbox"/> I am at least 15 years of age. <input type="checkbox"/> I am not or never have been any of the following: a student in any school of barbering, cosmetology, or electrology. a licensed apprentice, barber, cosmetologist, electrologist, cosmetology or barber instructor, junior operator, junior electrologist, electrology instructor, esthetician, or manicurist. an owner or employee of any school of barbering, cosmetology or electrology. <input type="checkbox"/> I will not coach the applicant during any part of the examination. <input checked="" type="checkbox"/> <b>I AM FLUENT IN ENGLISH AND THE NATIVE LANGUAGE OF THE APPLICANT</b> <input type="checkbox"/> Understand that the Board may tape-record the interpreting of the written part of the examination.		
6. Signature of the interpreter or interpreter/model		Date (Mo/Day/Year)
7. This form was completed and signed at the following address: (Number, Street, City, State)		

03A-126 (Rev. 8/94)

Side No. 1

**AUTHORIZATION TO USE AN INTERPRETER OR INTERPRETER/MODEL**  
 ♦♦♦ FOR BOARD USE ONLY ♦♦♦  
 (DO NOT FILL OUT PRIOR TO YOUR EXAMINATION)

Name of Interpreter Interpreter/Model: _____	App. No. _____	
Applicant Name _____	Exam Date _____	
Records Check _____	Exam Location _____	
Type of I.D. _____		<b>TEST SCORES</b>
Number I.D. _____	WRITTEN _____	
Birth Date _____	PRACTICAL _____	
	TOTAL _____	

**IMPORTANT NOTICE:**

This authorization must be presented along with the admission letter at the time of the examination. The services of an Interpreter or Interpreter/Model WILL NOT be allowed without this authorization AND valid government issued photographic I.D. The following will be accepted: (1) a photographic driver's license (California or out-of-state), (2) passport, (3) CURRENT photographic alien registration, or (4) California photographic I.D. card available from the Department of Motor Vehicles.

NOTE: \* Birth Date is used only to distinguish interpreters or interpreter/model

Side No. 2



## PROOF OF TRAINING DOCUMENT INSTRUCTIONS

Complete this form in accordance with the instructions below and include additional pages and documents as necessary. The California Board of Barbering and Cosmetology (Board) cannot process the document unless all applicable requested information is provided.

### **PROGRAM TITLE (TO BE COMPLETED BY STUDENT)**

1. Choose **ONE** program title which applies and check the appropriate box.

### **SECTION A – STUDENT INFORMATION (TO BE COMPLETED BY STUDENT)**

2. SOCIAL SECURITY NUMBER/INDIVIDUAL TAXPAYER IDENTIFICATION: Provide your Social Security Number or Individual Taxpayer Identification Number.
3. DATE OF BIRTH: Provide your date of birth (Month/Day/Year) – **YOU MUST BE AT LEAST 17 YEARS OLD.**
4. NAME: Provide your Last Name, First Name, and Middle Name (if applicable). Your name must completely match your name on the application for examination.
5. ADDRESS: Provide a mailing address where you can receive documents from the Board. Note that government mail is NOT forwarded by the Post Office.
6. TELEPHONE NUMBER: Provide a current telephone number, including area code.
7. E-MAIL ADDRESS (**OPTIONAL**): Provide a current e-mail address if you would like to receive correspondence and updates from the Board.

### **SECTION B – SCHOOL INFORMATION (TO BE COMPLETED BY SCHOOL)**

8. SCHOOL NAME: Provide the full name of the Board approved school.
9. SCHOOL CODE: Provide the school code issued by the Board.
10. ADDRESS: Provide the full physical address of the school including city and zip code.
11. AUTHORIZED SCHOOL REPRESENTATIVE: Provide the full name of the school representative authorized to be contacted regarding the Proof of Training Document.
12. SCHOOL REPRESENTATIVE'S TELEPHONE NUMBER: Provide the full telephone number, including area code (and extension if applicable) for the school representative.
13. SCHOOL REPRESENTATIVE'S E-MAIL ADDRESS: Provide the official e-mail address for school representative.
14. DATE TRAINING STARTED: Provide the month, day, and year the student's training began at this school.
15. HOURS COMPLETED AT THIS SCHOOL: Provide the number of hours the student completed at this school.
16. DATE TRAINING COMPLETED: Provide the month, day, and year the student's training was completed at this school.
17. TOTAL OF ALL TRAINING HOURS COMPLETED: Provide the number of hours the student completed. This includes the total hours from all schools attended.

**SECTION C – CERTIFICATION (TO BE COMPLETED BY STUDENT AND SCHOOL)**

18. SIGNATURE OF STUDENT AND DATE: The student provides their signature and the date they signed the form (Month/Day/Year).
19. PRINTED NAME AND TITLE OF AUTHORIZED SCHOOL REPRESENTATIVE: Provide the printed full name of the authorized school representative who completed Section B of the form.
20. SIGNATURE OF AUTHORIZED SCHOOL REPRESENTATIVE AND DATE: The authorized school representative who completed Section B of the form, provides their signature and the date they signed the form (Month/Day/Year).

**SECTION D – TRAINING RECEIVED AT ANOTHER BOARD APPROVED SCHOOL (TO BE COMPLETED BY SCHOOL LISTED IN SECTION B) – (For a student that transferred from one Board-approved school and program to another.)**

21. PROGRAM TITLE: Choose **ONE** program title which applies and check the appropriate box.
22. SCHOOL'S NAME (SCHOOL NO. 1): Provide the name of the school where the student previously attended.
23. SCHOOL CODE: Provide the school code issued by the Board where the student previously attended.
24. DATE TRAINING STARTED: Provide the date the student started training at the previously attended school (Month/Day/Year).
25. LAST DATE OF ATTENDANCE: Provide the last date the student attended the previous school (Month/Day/Year).
26. TOTAL HOURS OF TRAINING ACCEPTED: Provide the total number of hours being accepted by your school from the student's previous school.
27. SCHOOL'S NAME (SCHOOL NO. 2): Provide the name of the second school where the student previously attended.
28. SCHOOL CODE: Provide the school code issued by the Board where the student previously attended.
29. DATE TRAINING STARTED: Provide the date the student started training at the second previously attended school (Month/Day/Year).
30. LAST DATE OF ATTENDANCE: Provide the last date the student attended the second previous school (Month/Day/Year).
31. TOTAL HOURS OF TRAINING ACCEPTED: Provide the total number of hours being accepted by your school from the student's second previous school.

**SECTION E – CREDITS FROM PROGRAM TRANSFER (TO BE COMPLETED BY SCHOOL LISTED IN SECTION B) – (For a student who transferred credit from a different field of study from another school.)**

32. PROGRAM TITLE FOR SCHOOL NO. 1 IN SECTION D: Choose **ONE** program title which applies from School No.1 in Section D and check the appropriate box.
  - a. If the student listed is licensed by the Board, list their license number in the space provided, and only include the total hours of credit accepted by your school.
  - b. If the student is NOT licensed by the Board, provide BOTH total hours of training received by School No. 1 in Section D and the total hours of credit accepted by your school.
33. TOTAL HOURS OF TRAINING RECEIVED: Provide the total number of hours of training student received from School No. 1 in Section D.

34. TOTAL HOURS OF CREDIT ACCEPTED BY YOUR SCHOOL: Provide the total number of credit hours your school is accepting from School No. 1.
35. DATE TRAINING STARTED: Provide the date the student started training at the previously attended School No. 1 (Month/Day/Year).
36. LAST DATE OF ATTENDANCE: Provide the last date the student attended the previous School No. 1 (Month/Day/Year).
37. PROGRAM TITLE FOR SCHOOL NO. 2 IN SECTION D: Choose **ONE** program title which applies from School No. 2 in Section D and check the appropriate box.
38. TOTAL HOURS OF TRAINING RECEIVED: Provide the total number of hours of training student received from School No. 2 in Section D.
39. TOTAL HOURS OF CREDIT ACCEPTED BY YOUR SCHOOL: Provide the total number of credit hours your school is accepting from School No. 2.
40. DATE TRAINING STARTED: Provide the date the student started training at the previously attended School No. 2 (Month/Day/Year).
41. LAST DATE OF ATTENDANCE: Provide the last date the student attended the previous School No. 2 (Month/Day/Year).

**SECTION F – OUT OF STATE TRAINING/EXPERIENCE (TO BE COMPLETED BY SCHOOL LISTED IN SECTION B)**

42. STATE OR COUNTRY WHERE HOURS WERE RECEIVED: Provide the State or Country where the student listed in Section A received any out of state training.
43. TOTAL HOURS OF CREDIT ACCEPTED BY YOUR SCHOOL: Provide the total number of hours your school is accepting from the student's out of state training.

**Notice to Applicants and Schools**

**For Applicants:** This completed form must be submitted to the Board of Barbering and Cosmetology (Board) with your application for examination (application) as a barber, cosmetologist, esthetician, electrologist, hairstylist or manicurist as required by Title 16, California Code of Regulations (CCR) section 909 or your application will be rejected as incomplete (Business and Professions Code (BPC) section 7345). The information requested on this form is mandatory pursuant to BPC sections 30, 31, 7321, 7321.5, 7322, 7324, 7326, and 7330 and Title 16 CCR section 909. The information provided will be used to determine qualifications for licensure, for identification purposes, and for compliance with tax and family support obligations. The information may be provided to other governmental agencies, or in response to a court order, subpoena, or public records request. You have a right of access to records containing personal information unless the records are exempted from disclosure. Individuals may obtain information regarding the location of their records by contacting the Board's Executive Officer at 2420 Del Paso Rd., Suite 100, Sacramento, CA 95834, or by telephone at (916) 574-7570.

**For Schools:** The student identified in Section A below is applying for examination to become licensed as a barber, cosmetologist, esthetician, electrologist, hairstylist or manicurist in California. To qualify for examination, the applicant is required to provide proof of completion of training at a Board-approved school. Please check the appropriate boxes below relating to the training the applicant completed at your school. Please review the information provided in the paragraph above under "Notice to Applicants and Schools" regarding the requirements for collecting this information, the circumstances under which the information may be disclosed or withheld from disclosure, and where the personal information collected on this form is maintained.





## PROOF OF TRAINING DOCUMENT

### PROGRAM TITLE (Choose One)

BARBER  
  COSMETOLOGIST  
  HAIRSTYLIST  
  ESTHETICIAN  
  ELECTROLOGIST  
  MANICURIST

### SECTION A: STUDENT INFORMATION

Social Security Number or Individual Taxpayer Identification Number <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date of Birth (must be at least 17 years old) <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Month</span> <span>Day</span> <span>Year</span> </div>
---	--

Last Name <i>(please print clearly)</i>	First Name	Middle Name
---	------------	-------------

Address	City	State	Zip Code
---------	------	-------	----------

Telephone Number ( <input type="text"/> <input type="text"/> <input type="text"/> ) <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Email Address (not required)
---	------------------------------

### SECTION B: SCHOOL INFORMATION - Please provide the information requested below regarding the training provided by your school for the student listed in Section A.

School Name	School Code Issued by the Board <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
-------------	---

Address	City	Zip Code
---------	------	----------

Authorized School Representative	School Representative's Telephone Number Ext:	School Representative's Email
----------------------------------	--	-------------------------------

Date Training <b>Started</b> at This School	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Month</span> <span>Day</span> <span>Year</span> </div>	Hours Completed at This School <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
---	---	---

Date Training <b>Completed</b> at This School	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Month</span> <span>Day</span> <span>Year</span> </div>	Total of all Training Hours Completed <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
---	---	--

### SECTION C: CERTIFICATION

***We, the undersigned, certify under penalty of perjury under the laws of the State of California that all information contained on this document and on any attachments is true and correct.***

Signature of Student	Date
----------------------	------

Printed Name and Title of Authorized School Representative
--

Signature of Authorized School Representative	Date
---	------

**SECTION D: TRAINING RECEIVED AT ANOTHER BOARD APPROVED SCHOOL - If any part of this section is not applicable, leave blank.**

**PROGRAM TITLE**

BARBER  COSMETOLOGIST  HAIRSTYLIST  ESTHETICIAN  ELECTROLOGIST  MANICURIST

School's Name (School No. 1)

School Code Issued by the Board

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------

Date Training Started

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month		Day		Year					

Last Date of Attendance

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month		Day		Year					

Total Hours of Training Accepted

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

School's Name (School No. 2)

School Code Issued by the Board

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------

Date Training Started

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month		Day		Year					

Last Date of Attendance

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month		Day		Year					

Total Hours of Training Accepted

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

**SECTION E: CREDITS FROM PROGRAM TRANSFER - If any part of this section is not applicable, leave blank.**

Program title for School No. 1 in **Section D**:

BARBER  COSMETOLOGIST  HAIRSTYLIST  ESTHETICIAN  ELECTROLOGIST  MANICURIST

If licensed, only fill out hours completed/accepted information and list license number here: \_\_\_\_\_

Total Hours of Training Received at School No. 1

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Total Hours of Credit Accepted by Your School

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Date Training Started

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month		Day		Year					

Last Date of Attendance

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month		Day		Year					

Program title for School No. 2 in **Section D**:

BARBER  COSMETOLOGIST  HAIRSTYLIST  ESTHETICIAN  ELECTROLOGIST  MANICURIST

Total Hours of Training Received at School No. 2

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Total Hours of Credit Accepted by Your School

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Date Training Started

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month		Day		Year					

Last Date of Attendance

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month		Day		Year					

**SECTION F: OUT OF STATE TRAINING/EXPERIENCE - If this section is not applicable, leave blank.**

State or Country Where Hours Were Received

Total Hours of Credit Accepted by Your School

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------



BOARD OF BARBERING AND COSMETOLOGY
P.O. Box 944226, Sacramento, CA 94244-2260
Phone: (916) 574-7574 Email: barbercosmo@dca.ca.gov
Website: www.barbercosmo.ca.gov



PROOF OF TRAINING DOCUMENT

The California Board of Barbering and Cosmetology requires verification of a student's completion of hours in a California Board approved School of Barbering, Cosmetology, or Electrology.

COURSE OF STUDY (Choose One)

BARBER COSMETOLOGIST ESTHETICIAN MANICURIST ELECTROLOGIST

SECTION A: STUDENT INFORMATION

Social Security Number or Individual Taxpayer Identification Number Date of Birth (must be at least 17 years old)

Last Name First Name Middle Name

Address City State Zip Code

Telephone Number Email Address (not required)

SECTION B: SCHOOL INFORMATION

School Name School Code

Address City Zip Code

School Contact Name Telephone Number Ext: Email Address

Date Training Started at This School Hours Completed at This School

Date Training Completed at This School Total of all Hours Completed

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 (California Code of Regulations (CCR) sections 909(7) & 909(8))

We, the undersigned, certify under penalty of perjury under the laws of the State of California that all information contained herein is true and correct, and that the student listed above has met the course curriculum requirements.

Signature of Student Date

Printed Name of Authorized School Representative School Seal Here

Signature of Authorized School Representative Date

**SECTION D: HOURS OBTAINED AT ANOTHER BOARD APPROVED SCHOOL FOR THE SAME COURSE**

School Name			School Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
Date Training Started <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Day Year		Date Training Ended <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Day Year			Total Hours Completed <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
					Total Hours Accepted <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

School Name			School Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
Date Training Started <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Day Year		Date Training Ended <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Day Year			Total Hours Completed <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
					Total Hours Accepted <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

**SECTION E: TRANSFER OF CREDITS FROM ONE COURSE OF INSTRUCTION TO ANOTHER**

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 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
Date Training Started <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Day Year		Date Training Ended <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Day Year			Total Hours Completed <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
					Total Hours Accepted <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

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 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
Date Training Started <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Day Year		Date Training Ended <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Day Year			Total Hours Completed <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
					Total Hours Accepted <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

**SECTION F: OUT-OF-STATE/OUT-OF-COUNTRY HOURS** (for out-of-country hours, attach the letter from the Board regarding hours accepted and/or additional hours required)

State or Country Where Hours Were Obtained	Total Hours Approved by Board <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Total Hours Accepted <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
State or Country Where Hours Were Obtained	Total Hours Approved by Board <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Total Hours Accepted <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**BOARD OF BARBERING AND COSMETOLOGY**

*Division 9, Title 16, of the California Code of Regulations.*

**SPECIFIC LANGUAGE**

**LEGEND**

<b><u>Underlined</u></b>	<b>Indicates proposed amendments or additions to the existing regulation.</b>
<b><del>Strikeout</del></b>	<b>Indicates proposed deletions to the existing regulation.</b>

- **Repeal Section 950.10, Title 16, California Code of Regulations, as follows:**

**~~§ 950.10. Credit for Special License and Transfer of Training.~~**

~~(a) A student transferring from one course of study to another, or a holder of a special license (e.g., manicurist or esthetician) who enrolls in a general course of study (e.g., cosmetologist), shall receive credit for total clock hours completed and credit for and a balance of the minimum hours of technical instruction and the minimum practical operations required in each applicable subject as follows:~~

~~(1) Total Clock Hours Credit.~~

~~(A) Cosmetologist course to esthetician course. A student transferring from the cosmetologist course to the esthetician course shall receive a credit of 35 percent of the total clock hours earned while enrolled in the cosmetologist course.~~

~~(B) Cosmetologist course to manicurist course. A student transferring from the cosmetologist course to the manicurist course shall receive a credit of 20 percent of the total clock hours earned while enrolled in the cosmetologist course.~~

~~(C) Esthetician course to cosmetologist course. A student transferring from the esthetician course to the cosmetologist course shall receive a credit of 65 percent of the total clock hours earned while enrolled in the esthetician course. A holder of a esthetician license enrolling in the cosmetologist course shall receive a credit of 65 percent of the total clock hours required for the esthetician course.~~

~~(D) Manicurist course to cosmetologist course. A student transferring from the manicurist course to the cosmetologist course shall receive a credit of 70 percent of the total clock hours earned while enrolled in the manicurist course. A holder of a manicurist license enrolling in the cosmetologist course shall receive a credit of 70 percent of the total clock hours required for the manicurist course.~~

~~(2) Credit and balance for the minimum hours of technical instruction and minimum practical operations required. A student transferring from one course of study to another, or a holder of a special license who enrolls in a general course of study, shall receive a credit and balance for the minimum hours of technical instruction and~~

~~minimum practical operations required by subtracting the number of hours and operations earned by the student or licensee while enrolled in the prior course from the minimum hours of technical instruction and minimum practical operations required for the new course in each applicable subject. If the student has earned more hours or operations in the prior course than are required in a specific subject of the new course, then that student's balance of hours and operations required in that subject shall be zero.~~

~~(b) Credit for a special course shall not be given to a student in the cosmetologist course until completion of the number of hours of instruction and training in a school of cosmetology which, when added to the number of hours for which the student is entitled to credit for the special course, will equal the minimum number of hours required for completion of the cosmetologist course.~~

~~(c) Effective until January 1, 2009, training received as an apprentice may be credited toward a course of training in a school. The maximum amount of hours that can be transferred from an apprenticeship program to a course of training in school shall not exceed 800 hours as reasonably determined by the school to which the apprentice is transferring and shall not exceed 50% credit for each hour earned as an apprentice. After January 1, 2009, training received as an apprentice shall not be credited toward a course of training in a school.~~

~~(d) Training received in a school shall not be credited toward training in an apprenticeship program.~~

~~Note: Authority cited: Section 7312, Business and Professions Code. Reference: Section 7367, Business and Professions Code.~~

- **Adopt Section 950.10, Title 16, California Code of Regulations and title, as follows:**

**§ 950.10. Transfer of Credit**

(a) A student changing from one program of instruction to another shall receive credit for prior hours of technical and practical instruction earned in another program ("instruction hours") on an hour-for-hour basis if the following requirements are met:

(1) The prior instruction hours earned by the student are identical, which means instruction is of the same duration and covers the same content as that being offered by the new program; and,

(2) Credit for the instruction hours of the prior program is granted in accordance with the requirements of this section.

(b) Credit shall be granted to a student who is a cosmetologist licensee or who earned instruction hours as part of a cosmetology program of instruction as follows:

(1) For enrollment in a new barbering program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7362.5(b)(1) of the Business and Professions Code (“Code”);

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7362.5(b)(2) of the Code;

(C) 200 instruction hours in chemical hair services course content as defined in section 7362.5(b)(3) of the Code; and

(D) 200 instruction hours in hairstyling services course content as defined in section 7362.5(b)(4) of the Code.

(2) For enrollment in a new skin care program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7364(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7364(b)(2) of the Code.

(C) 150 instruction hours in skin care services course content as defined in section 7362.5(c)(5) of the Code.

(D) 50 instruction hours in hair removal and lash and brow beautification course content as defined in section 7362.5(c)(6) of the Code.

(3) For enrollment in a new nail care program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7365(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7365(b)(2) of the Code.

(C) 100 instruction hours in manicure and pedicure course content as defined in section 7362.5(c)(7) of the Code.

(4) For enrollment in a new hairstyling program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7363(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7363(b)(2) of the Code.

(C) 200 instruction hours in hair styling course content as defined in section 7363(b)(3) of the Code.

(5) For enrollment in a new electrolysis program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7366(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7366(b)(2) of the Code.

(c) Credit shall be granted to a student who is a barber licensee or who earned instruction hours as part of a barbering program of instruction as follows:

(1) For enrollment in a new cosmetology program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7362.5(c)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7362.5(c)(2) of the Code.

(C) 200 instruction hours in chemical hair services course content as defined in section 7362.5(c)(3) of the Code.

(D) 200 instruction hours in hairstyling services course content as defined in section 7362.5(c)(4) of the Code.

(2) For enrollment in a new skin care program, up to:

(A) 100 instruction hours in health and safety course content as defined in section and 7364(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7364(b)(2) of the Code.

(3) For enrollment in a new nail care program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7365(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7365(b)(2) of the Code.

(4) For enrollment in a new hairstyling program, up to:



(A) 100 instruction hours in health and safety course content as defined in section 7363(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7363(b)(2) of the Code.

(C) 200 instruction hours in hair styling course content as defined in section 7363(b)(3) of the Code.

(5) For enrollment in a new electrolysis program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7366(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7366(b)(2) of the Code.

(d) Credit shall be granted to a student who is an esthetician licensee or who earned instruction hours as part of a skin care program of instruction as follows:

(1) For enrollment in a new cosmetology program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7362.5(c)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in sections 7362.5(c)(2) of the Code.

(C) 150 instruction hours in skin care services course content as defined in section 7362.5(c)(5) of the Code.

(D) 50 hours in hair removal and lash and brow beautification course content as defined in section 7362.5(c)(6) of the Code.

(2) For enrollment in a new barbering program, up to:

(A) 100 instruction hours in health and safety course content as defined in sections 7362.5(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7362.5(b)(2) of the Code.

(3) For enrollment in a new nail care program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7365(b)(1).

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7365(b)(2).

(4) For enrollment in a new hairstyling program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7363(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7363(b)(2) of the Code.

(5) For enrollment in a new electrolysis program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7366(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7366(b)(2) of the Code.

(e) Credit shall be granted to a student who is a manicurist licensee or who earned instruction hours as part of a nail care program of instruction as follows:

(1) For enrollment in a new cosmetology program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7362.5(c)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7362.5(c)(2) of the Code.

(C) 100 instruction hours in manicure and pedicure course content as defined in section 7362.5(c)(7) of the Code.

(2) For enrollment in a new barbering program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7362.5(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7362.5(b)(2) of the Code.

(3) For enrollment in a new skin care program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7364(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7364(b)(2) of the Code.

(4) For enrollment in a new hairstyling program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7363(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7363(b)(2) of the Code.

(5) For enrollment in a new electrolysis program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7366(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7366(b)(2) of the Code.

(f) Credit shall be granted to a student who is a hairstyling licensee or who earned instruction hours as part of a hairstyling program of instruction as follows:

(1) For enrollment in a new cosmetology program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7362.5(c)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in sections 7362.5(c)(2) of the Code.

(C) 200 instruction hours in hairstyling services course content as defined in section 7362.5(c)(4) of the Code.

(2) For enrollment in a new barbering program, up to:

(A) 100 instruction hours in health and safety course content as defined in sections 7362.5(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7362.5(b)(2) of the Code.

(C) 200 instruction hours in hairstyling services course content as defined in section 7362.5(b)(4) of the Code.

(3) For enrollment in a new nail care program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7365(b)(1).

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7365(b)(2).

(4) For enrollment in a new skin care program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7364(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7364(b)(2) of the Code.

(5) For enrollment in a new electrolysis program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7366(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7366(b)(2) of the Code.

(g) Credit shall be granted to a student who is an electrologist licensee or who earned instruction hours as part of an electrolysis program of instruction as follows:

(1) For enrollment in a new cosmetology program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7362.5(c)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7362.5(c)(2) of the Code.

(2) For enrollment in a new barbering program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7362.5(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7362.5(b)(2) of the Code.

(3) For enrollment in a new skin care program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7364(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7364(b)(2) of the Code.

(4) For enrollment in a new hairstyling program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7363(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7363(b)(2) of the Code.

(5) For enrollment in a new nail care program, up to:

(A) 100 instruction hours in health and safety course content as defined in section 7365(b)(1) of the Code.

(B) 100 instruction hours in disinfection and sanitation course content as defined in section 7365(b)(2) of the Code.

(h) In accordance with Section 7367 of the Code, for any hours of practical and technical instruction in courses that are earned by a student in excess of the minimum technical curriculum content hours prescribed by Sections 7362.5, 7363, 7364, 7365 and 7366 of the Code, a student shall receive credit for those prior hours earned that are required for licensure as a barber, cosmetologist, hairstylist, esthetician, manicurist or electrologist and are identical as defined in subsection (a)(1).

(i) For the purposes of this section, the following definitions apply:

(1) “Changing from one program of instruction to another” means: transferring from one program of instruction to another, or a licensee enrolling in a new program of instruction for a different license type issued by the Board.

(2) “Earned” means successfully completed the hours or program with a passing grade.

Note: Authority cited: Section 7312, Business and Professions Code. Reference: Section 7316, 7362.5, 7363, 7364, 7365, 7366 and 7367, Business and Professions Code.