



## GUIDE FOR EXAM APPLICANTS WITH FOREIGN TRAINING AND WORK EXPERIENCE

### **Getting Started**

If you have training in barbering or cosmetology from outside the United States, you may qualify to take the Board of Barbering and Cosmetology license exam to become licensed in California. You must first submit an exam application for the corresponding licensing type, a School Training Record (Form B), an Affidavit of Experience (Form C) if applicable, and the exam and license fee.

The Board will review any training or work experience documentation you submit with your exam application to determine your eligibility for the license exam.

**SCHOOL TRAINING\*** - Please submit **original** documents, when possible, that clearly show what course you completed, how many hours you trained for, and what subjects you studied (for example: hairdressing, manicures, facials, etc.). You must complete a **School Training Record (Form B)** for each school you attended.

You **must** submit one of the following documents:

- Certificate
- Diploma
- License
- Transcript

In addition to the above documents, please submit as many of the following documents as you can:

- Signed contract and/or enrollment agreement you signed with the school
- Cashed checks made out to the school
- Receipts you obtained from the school when making a payment
- Graded exams or coursework
- Attendance logs or sign-in sheets showing your attendance at the school
- Progress reports
- School brochure
- School website
- Notes taken during course
- Pictures of you training or graduating from the school
- Letter from school representative, with school letterhead, detailing the scope of your training
- Pictures of school rings, awards, or trophies from the school

**WORK EXPERIENCE\*** - Every **three months of work experience** is considered **equivalent to 100 hours of school training**. This work experience must take place in the other country after your graduation date and , if applicable, after you received your license to practice in the other country.

If you have foreign work experience you would like the Board to consider in addition to your formal training, please submit the appropriate documents.

You must submit the **Affidavit of Experience (Form C)** for each business where you worked.

Acceptable documents to prove your work experience are as follows:

- Rental or lease agreement for a salon of which you were the owner
- Employment contract
- Tax record showing income from working in a salon
- Paystubs
- Bank statements showing income from salon
- Online reviews of your service
- Magazine/newspaper reviews of your service
- Pictures of you working at the salon
- Letter from the employer you worked for detailing the dates you worked, and services performed

*\*You can submit additional documents not mentioned in the lists above if you feel it would help determine your eligibility for the exam.*



### **Important Tips to Remember**

- Provide the originals of the above-referenced documents, when possible. This will help the Board validate with greater certainty your training documents
- **Before sending original documents, please make a copy for your own records**
- Please verify the mailing address on your application is current
- All original documents will be returned to you immediately after review via United States Postal Service Certified Mail
- All documents not in English must have a translated copy from a certified translator
- You have the option to come to the main office with original documents. The documents will be reviewed and returned to you immediately. The office is located at:
  - **Board of Barbering and Cosmetology**  
**2420 Del Paso Road, Suite 100**  
**Sacramento, CA 95834**

### **After All Documentation is Submitted**

The Board will determine your eligibility for the exam. If additional documents are required, a Board representative will contact you. Be sure to include a current phone number and email address on your exam application.

If the Board determines that you have not met the course and training hour requirements for the exam, you will be encouraged to continue your training at a California Board-approved school for the deficient subjects and training hours. Once you complete the required training, you must request that the school send a Proof of Training document and transcript of courses to the Board.

Once the Board determines that the education you received meets the Board's qualification for examination, your exam application will be approved.

Typically, you should receive an exam admission letter within a few weeks after the application approval. The letter will have the date and location of your exam.

### **Questions?**

If you have questions about the evaluation process or the status of an exam application you've submitted, you can contact James Anderson, Enforcement Analyst, by phone at (916) 575-7109 or by email at [James.C.Anderson@dca.ca.gov](mailto:James.C.Anderson@dca.ca.gov).