



Board of Barbering and Cosmetology  
**Out of State/Out of Country Exam  
Application Instructions and  
Checklist for All License Types**

**Licensing Program**  
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**MINIMUM REQUIREMENTS** ([16 CCR § 910](#))

An applicant who desires to establish eligibility for examination for a license in this state upon the basis of practice, study or training outside this state, or supplementary training in a licensed school in this state, or any combination thereof, shall furnish proof of his or her qualifications to the board as follows:

(1) An applicant who desires credit for practices in another state or country shall file with the board, on the form prescribed by it ([Form #03E-145, Affidavit of Experience-Form C, Rev1/91](#)), an affidavit from a disinterested person verifying such practice, together with an authenticated statement from the licensing agency in the state or country where such practice took place showing that the applicant was licensed to engage in such practice, if a license was required therefor.

(2) An applicant who has completed any number of hours of study and training in a school in another state or country, and who desires credit for such hours toward study and training in this state, shall file with the board, on the form prescribed by it ([Form #03B-144, Out-of-State Beauty School Training Record-Form B, Rev. 8/94](#)), an authenticated statement from the school or the training took place showing the number of hours of study and training completed in each subject and when such study and training occurred.

(3) An applicant who desires credit for supplementary training completed in a licensed school in this State shall file with the board an authenticated statement from such school showing the number of hours of such training successfully completed in each subject.

(b) An applicant for examination who is employed on a military reservation to practice any profession licensed under Chapter 10 of Division 3 of the Business and Professions Code must present an authenticated statement from the military reservation verifying the employment and may use the practice obtained to qualify for examination.

(c) An applicant for examination who has applicable education, training, or experience obtained in the United States armed services may submit his or her Verification of Military Experience and Training (V-Met) records to the Board for evaluation, and the Board may use those records to qualify the applicant for examination.

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## GENERAL INFORMATION

### Helpful Hints:

- If you have any questions about the status of your application, please first verify your check has been cashed. Allow 6 weeks before inquiring about the status of your application via email after your check has been cashed. Please email [barbercosmo@dca.ca.gov](mailto:barbercosmo@dca.ca.gov) for inquiries about application processing.
- Make sure your application is complete with all attachments. Incomplete applications will be returned to you and will delay the processing and approval to take the exam.
- If you require an interpreter or interpreter/model, complete and attach an Application to use an Interpreter or Interpreter/Model Forms G & H. This must be attached to your examination application to be processed and for you to be able to bring an interpreter ([https://barbercosmo.ca.gov/forms\\_pubs/forms/interpreter.pdf](https://barbercosmo.ca.gov/forms_pubs/forms/interpreter.pdf)).
- If you need a reasonable accommodation, complete and attach a Request for Reasonable Accommodation form. This must be attached to this examination application to be processed ([https://barbercosmo.ca.gov/forms\\_pubs/forms/ada\\_req\\_accom.pdf](https://barbercosmo.ca.gov/forms_pubs/forms/ada_req_accom.pdf)).
- Visit the “Applicants” page of the Board’s website and click on “Examination Information” for resources that will help you prepare for your examination (<https://barbercosmo.ca.gov/applicants/national.shtml>).

**Documents in a language other than English:** To avoid processing delays, please have documents that are not in English translated.

**Reciprocity:** Before submitting application, please review Reciprocity application to see if you qualify to receive a California license without taking an exam ([https://barbercosmo.ca.gov/forms\\_pubs/forms/reciprocity.pdf](https://barbercosmo.ca.gov/forms_pubs/forms/reciprocity.pdf)).

**Convictions:** An applicant that has been convicted of or pled no contest to, a violation of any law of the United States, in any state, local jurisdiction, or any foreign country, must complete a [Disclosure Regarding Criminal Pleas/Conviction](https://www.barbercosmo.ca.gov/forms_pubs/forms/disc_crimpleas.pdf) ([https://www.barbercosmo.ca.gov/forms\\_pubs/forms/disc\\_crimpleas.pdf](https://www.barbercosmo.ca.gov/forms_pubs/forms/disc_crimpleas.pdf)).

**Disciplinary Action:** An applicant that has ever had any professional or vocational license or registration denied, suspended, revoked, placed on probation or other disciplinary action taken by this or any other governmental authority in this state or any other state, or any foreign country must complete a [Disclosure Regarding Disciplinary Action](https://www.barbercosmo.ca.gov/forms_pubs/forms/disc_discact.pdf) ([https://www.barbercosmo.ca.gov/forms\\_pubs/forms/disc\\_discact.pdf](https://www.barbercosmo.ca.gov/forms_pubs/forms/disc_discact.pdf)).

**Grounds for Denial:** Each applicant’s credentials for licensure in California are reviewed on an individual basis. The Board has the authority to deny licensure based on [Chapter 10 of Division 3 of The Business and Professions Code Section 7403](#).

## **Expedited Application Processing Eligibility:**

### **Honorably Discharged Veterans of the United States Armed Forces**

The Board of Barbering and Cosmetology is required to expedite the licensure process if you have served as active duty members of the Armed Forces of the United States and were honorably discharged. ([Business and Professions Code \(BPC\) section 115.4](#))

For an application to be expedited, the applicant must:

- Submit his or her official orders issued by the Armed Forces of the United States indicating that he or she has been, or will be, honorably discharged.

### **Admitted to the United States as a Refugee, Granted Asylum, or Have a Special Immigrant Visa Status**

BPC section 135.4 provides that the Board must expedite, and may assist, the initial licensure process for certain applicants described below. To have the application expedited, one of the following statements must apply to you:

- You were admitted to the United States as a refugee pursuant to section 1157 of title 8 of the United States Code;
- You were granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to section 1158 of title 8 of the United States Code; or,
- 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 or those who worked for or on behalf of the United States government.

Satisfactory evidence must be provided in order to expedite your application. The following may be accepted as satisfactory evidence:

- Form I-94, Arrival/Departure Record, with an admission class code such as “RE” (Refugee) or “AY” (Asylee) or other information designating the person a refugee or asylee.
- Special immigrant visa that includes the “SI” or “SQ.”
- 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.
- An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurance that the applicant qualifies for expedited licensure.

## APPLICATION CHECKLIST

Listed below are the minimum application and supporting materials required for the Out of State/Out of Country Exam Application:

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| <input type="checkbox"/> <b>Out of State/Out of Country Exam Application</b>                            | Complete all fields, answer all questions. All pages must be submitted together.  |
| <input type="checkbox"/> <b>Application Fee</b>   | Please refer to the application for the appropriate fee amount. Amount varies based on license type. The fees are non-refundable.   |
| <input type="checkbox"/> <b>Certification Letter</b>  | All applicants who have obtained a license in a state/country other than California may contact their state/country of licensure and have a certification letter sent to California, unless the country does not require a license for practice. Fees from original state of licensure maybe incurred.  |
| <input type="checkbox"/> <b>Form C- Affidavit of Experience</b>   | To be completed by applicants wishing to use experience to count as education hours for an exam.<br><br>Form can be found here:<br><a href="https://barbercosmo.ca.gov/forms_pubs/forms/ossae.pdf">https://barbercosmo.ca.gov/forms_pubs/forms/ossae.pdf</a>  |
| <input type="checkbox"/> <b>Form B- Out of State Training Record</b>                                    | To be completed for applicants wishing to use education hours earned by a school outside of a California approved school to qualify for an exam.<br><br>Form can be found here:<br><a href="https://barbercosmo.ca.gov/forms_pubs/forms/osastr.pdf">https://barbercosmo.ca.gov/forms_pubs/forms/osastr.pdf</a>                                |
| <input type="checkbox"/> <b>Certified copy of School Transcripts</b>                                    | Can be submitted for applicants wishing to use education hours earned by a school outside of a California approved school.  |
| <input type="checkbox"/> <b>Record of Military Training (only required)</b>                             | V-Met records or certified letter verifying employment on military reservation.   |
| <input type="checkbox"/> <b>Conviction or Disciplinary Action Disclosure (if required)</b>              | Conviction:<br><a href="https://www.barbercosmo.ca.gov/forms_pubs/forms/disc_crimpleas.pdf">https://www.barbercosmo.ca.gov/forms_pubs/forms/disc_crimpleas.pdf</a><br>Disciplinary Action:<br><a href="https://www.barbercosmo.ca.gov/forms_pubs/forms/disc_discact.pdf">https://www.barbercosmo.ca.gov/forms_pubs/forms/disc_discact.pdf</a> |
| <input type="checkbox"/> <b>Military or Refugee documentation (if requesting expedited application)</b> |   |