



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

APPLICATION FOR BARBERING SCHOOL APPROVAL

<input type="checkbox"/> New School (Complete all sections)	<input type="checkbox"/> Change of Ownership (Complete all sections <u>except</u> B(2) & B(4)) School Code: _____	<input type="checkbox"/> Change of Location (Complete A, B (1, 2, 3, 7, & 9), & D) School Code: _____	<input type="checkbox"/> Change of Name (Complete A, B (1), & D) School Code: _____
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SECTION A: SCHOOL INFORMATION

School Name		Previous School Name (change of name only)	
School Address (include suite # if applicable)	City	CA	Zip Code
Previous Address (change of location only)	City	CA	Zip Code
Mailing Address (if different from above)	City	CA	Zip Code
School Telephone #	School Contact Name and Email Address	Contact Telephone #	

SECTION B: SCHOOL REQUIREMENTS - Please initial each requirement as certification the requirement has been met, and include all documents requested with this application or the application will be considered deficient.

(1)	<input type="checkbox"/>	Received an "intent to approve" letter from the Bureau for Private Postsecondary Education (BPPE). Attach a copy of your "intent to approve" letter from BPPE.
(2)	<input type="checkbox"/>	Met the building code standards established by the Board pursuant to Chapter 10, California Business and Professions Code (B&P) section 7362.2(a) and pursuant to California Building Code section 1252.5. Submit a floor plan demonstrating room for equipment and floor space necessary for comprehensive instruction of 15 barber students or the number of students enrolled in the course, whichever is greater. Must be at least 14 feet wide for one row of barber chairs and at least 20 feet wide for two rows of chairs.
(3)	<input type="checkbox"/>	Met the minimum equipment requirements for a school of barbering pursuant to Title 16, California Code of Regulations (CCR) section 940(b).
(4)	<input type="checkbox"/>	Have at least 15 full time students interested in attending the barbering course at your school pursuant to Chapter 10, B&P section 7362.2(b). Include a list of 15 students interested in attending the barbering course at your school.

SECTION B: CONTINUED

(5) Attach a copy of the full curriculum for the barbering course that includes a course description, total course hours, course objective, teaching methods, grading methods, graduation requirements, and breakdown of hours. Please note pursuant to Chapter 10, B&P section 7362.2(c) a school of barbering must maintain a course of practical training and technical instruction for the full barbering course.

(6) Attach an Affidavit for all owners of the school with a copy of a current valid government issued photographic identification with each Affidavit.

(7) Have proof that the owner(s) either owns or leases the property. Attach a copy of the property tax bill or the lease agreement.

(8) If the applicant is a corporation, limited liability company, or a partnership, attach a copy of your Employer Identification Number certificate from the Internal Revenue Service.

(9) Attach a copy of the City Business License.

(10) List the language(s) that will used for instruction: _____

All students are required to possess or have access to a textbook approved by the National Interstate Council of State Boards of Cosmetology (NIC) pursuant to Title 16, CCR section 961(b)(1).

(11) How will the school provide the textbook to the students? (Check applicable)

- School supplies textbook
- Student purchases textbook
- School supplies electronic textbook

How will students access the textbook? _____

All students are required to possess and be taught from the California State Board of Barbering and Cosmetology's Act and Regulations pursuant to Title 16, CCR section 961(b)(2).

(12) How will the school provide the Board's Act and Regulations to each student? (Check applicable)

- Download and print from the Board's website
- Order from the Board's Publication Order Form
- School supplies electronic copy

How will students access the booklet? _____

Other _____

SECTION B: CONTINUED

All students are required to be taught the Health and Safety Course on Hazardous Substances, Basic, Labor Laws, and Physical and Sexual Assault Awareness pursuant to Chapter 10, B&P section 7389.

(13) How will the school obtain the Health and Safety Course Textbook and provide the Student Exam Booklet to the students? (Check applicable)

- Download and print from the Board's website
 Order from the Board's Publication Order Form
 Other _____

SECTION C: OWNERSHIP - Complete only the section that applies to the type of ownership established for your school (Individual, Married Couple or Registered Domestic Partners, Partnership, Corporation or Limited Liability Company (LLC)).

- **Individual:** One person will control all ownership liabilities, requirements, and responsibilities of the school. If this category applies to you, provide your name and Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) in the appropriate sections.
- **Married Couple or Registered Domestic Partners:** Two persons will share all ownership liabilities, requirements, and responsibilities of the school. If this category applies, each person is to provide their name and SSN or ITIN in the appropriate sections.
- **Partnership:** Two or more persons will share all ownership liabilities, requirements, and responsibilities of the school. If this category applies, each person is to provide his/her name in the appropriate sections, along with the partnership's Employer Identification Number (EIN) partnerships must be issued an EIN from the Internal Revenue Service (IRS) for the application to be processed.
- **Corporation or LLC:** One or more persons in a corporation or LLC registered with the State of California, Secretary of State will be responsible for all ownership liabilities, requirements, and responsibilities of the school. If this category applies, list the name of the corporation or LLC, along with all officers' names and titles, or members (if LLC with no officers) in the appropriate sections, along with the corporation's or LLC's EIN. Corporations and LLC's must be registered with the California Secretary of State and be issued an EIN from the IRS for the application to be processed.

If Owner is an INDIVIDUAL complete the following and attach an Affidavit:

Last Name	First Name	Middle Name
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SSN or ITIN - -

(or) If Owner is a MARRIED COUPLE or REGISTERED DOMESTIC PARTNERS complete the following and attach an Affidavit for each individual:

Last Name	First Name	Middle Name
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SSN or ITIN - -

Last Name	First Name	Middle Name
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SSN or ITIN - -

SECTION C: CONTINUED

(or) If Owner is a PARTNERSHIP (list ALL partners - attach a separate sheet if needed) complete the following and attach an Affidavit for each partner:

EIN

Last Name	First Name	Middle Name

(or) If Owner is a CORPORATION or LLC (must be a corporation or LLC registered with the California Secretary of State to show ownership) complete the following and attach an Affidavit for each owner or member:

Name of Corporation or LLC		EIN	
Address (if different from school address)		City	State Zip Code
Title	Last Name	First Name	Middle Initial
President or Member (circle one)			
Vice President or Member (circle one)			
Treasurer or Member (circle one)			
Secretary or Member (circle one)			

SECTION D: CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the information provided on this application is true and correct to the best of my knowledge and that the school has met all the requirements set forth in the Barbering and Cosmetology Act and California Code of Regulations.

WHO MUST SIGN THIS FORM:

IF INDIVIDUAL OWNER: **THE OWNER**
IF A MARRIED COUPLE or REGISTERED DOMESTIC PARTNERS: **BOTH INDIVIDUALS**
IF A PARTNERSHIP: **ALL AUTHORIZED PARTNERS**
IF A CORPORATION or LLC: **THE PRESIDENT, THE TREASURER, or MEMBER(S)**

X _____
Signature Date

X _____
Signature Date

Printed Name

Printed Name

X _____
Signature Date

X _____
Signature Date

Printed Name

Printed Name

FOR CHANGE OF OWNERSHIP ONLY:

X _____
Previous Owner Signature Date

X _____
Previous Owner Signature Date

Printed Name

Printed Name

X _____
Previous Owner Signature Date

X _____
Previous Owner Signature Date

Printed Name

Printed Name



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AFFIDAVIT

Please print clearly. Make additional copies as needed. Attach a copy of your government issued Photo ID.

I am completing this Affidavit as a: <input type="checkbox"/> Individual <input type="checkbox"/> Married Couple or Registered Domestic Partners <input type="checkbox"/> Partner <input type="checkbox"/> Corporation Officer <input type="checkbox"/> LLC Officer or Member				
Last Name		First		Middle Initial
Residence Address (home address)		City	State	Zip Code
Phone Number	Fax Number		E-mail Address	
Social Security Number or Individual Taxpayer Identification 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 Day Year		
Do you hold or have you held any additional licenses issued by the Board of Barbering and Cosmetology? If yes , list license types, numbers: _____				<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any outstanding fines owed to the Board of Barbering and Cosmetology?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had a legal name change? If yes , provide any other names used: _____				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever 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? If yes , answer the following questions. Attach additional pages if needed. Your application will be delayed by 2 to 6 months, if the information provided is not complete Date of Conviction(s): _____ Type of Violation(s): _____ _____ Court(s) Where Conviction(s) Occurred: _____ Penalties Received: _____ <ul style="list-style-type: none"> • Include copies of arrest records, court documents, verification of restitution received by the court, and verification of successful completion of probation. • A letter from you describing the underlying circumstances of arrest as well as any rehabilitation efforts or changes in life since that time to prevent future problems. Include all misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under California Penal Code Section 1000 or 1203.4 (Traffic violations of \$500.00 or less need not be reported).				<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>Have you 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?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please attach an explanation that includes license type, action, and company name (if applicable), year of action and state that it occurred in.</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>I hereby certify under penalty of perjury under the laws of the State of California to the truth and accuracy of all statements, answers and representations made in the foregoing affidavit, including all supplementary statements.</p>		
<p>X Signature</p>		<p>Date</p>
<p>FOR OFFICIAL USE ONLY</p>		
<p><i>Date Sent to Enforcement</i></p>	<p><i>Enforcement Approval</i></p>	<p><i>Date</i></p>

INFORMATION COLLECTION, ACCESS AND DISCLOSURE

The Information Practices Act, Sec. 1798.17 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

TELEPHONE AND FAX NUMBERS:

(916) 574-7570 phone (916) 575-7281

AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION:

Sections 7300 to 7457, inclusive, comprising Chapter 10 Division 3, of the California Business and Professions Code.

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 or certification to determine compliance with the group and corporate practice provisions of the law and to establish positive identification.

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 or certification. 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), the names and addresses of persons possessing a license or registration may be disclosed by the department unless otherwise specifically exempt from disclosure under the law. **Consequently, the personal name and address information entered on the attached form(s) may become public information subject to disclosure.**

SOCIAL SECURITY NUMBER (SSN) OR INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (ITIN) DISCLOSURE

Disclosure of your SSN or ITIN 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)] authorizes collection of your SSN or ITIN. Your SSN or ITIN 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 SSN or ITIN, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

AB 1424

Effective July 1, 2012, the State Board of Equalization and the Franchise Tax Board may share taxpayer information with the board. You are obligated to pay your state tax obligation and your license may be suspended if the state tax obligation is not paid.



BARBER SCHOOL EQUIPMENT LIST AND REQUIREMENTS

EQUIPMENT FOR SCHOOLS OF BARBERING - The minimum equipment for a school of barbering shall be as follows: – California Code of Regulations (CCR) section 940(b)

- 7 Mannequins (with full head of hair) - CCR 940(b)(1)
- 1 Time clock or time scanner - CCR 940(b)(2)
- 3 Shampoo bowls – CCR 940(b)(3)
- 4 Dryers – CCR 940(b)(4) (can be hand held dryers)
- 8 Hairstyling or barber chairs – CCR 940(b)(5)
- 1 Electric curling iron– CCR 940(b)(6)
- 1 Non-electric comb – CCR 940(b)(7)
- 2 Non-electric curling irons (at least two sizes) – CCR 940(b)(8)
- 1 Stove (for non-electric combs) – CCR 940(b)(9)
- 1 Towel steamer – CCR 940(b)(10)

TEXT AND REFERENCE BOOKS FOR STUDENTS – CCR 961

Each student shall possess the following: – CCR 961(b)

- At least one (1) of the textbooks approved by the NIC or have access to a NIC-approved online program. – CCR 961(b)(1)
- The Barbering and Cosmetology Act and the Rules and Regulations of the Board of Barbering and Cosmetology. – CCR 961(b)(2)

There shall be available for the use of students in the school: – CCR 961(c)

- A list of the text and reference books approved by the NIC. – CCR 961(c)(1)
- Any two approved texts other than the one text or online program access, possessed by the student (shall not apply to barber schools if there are less than three approved texts). – CCR 961(c)(2)

HEALTH AND SAFETY COURSE ON HAZARDOUS SUBSTANCES - B&P 7389

- School had a copy of the Health and Safety Course Textbook, Student Exam Booklet, and Instructor Guide

BUILDING STANDARDS – CCR 995

- Ventilation** – Establishments and schools shall have a system of adequate ventilation. – CCR 995(a)
- Water** – A supply of hot and cold running water shall be provided. – CCR 995(b)
- Potable Drinking Water** – Establishments and schools shall supply potable drinking water. – CCR 995(c)
- Hand Washing Facilities** – Establishments and schools shall provide hand washing facilities. – CCR 995(d)
- Restrooms** – Establishments and schools shall provide public toilet rooms. – CCR 995(e)

BUILDING REQUIREMENTS

- A school of barbering approved by the board shall possess the equipment and floor space necessary for comprehensive instruction of 15 barber students or the number of students enrolled in the course, whichever is greater. – Business and Professions Code section 7362.2(a)
- Floors of barber colleges shall be covered with hardwood, linoleum, asphalt tile or some other washable and nonporous material other than paint. – California Building Code section 1252.1
- In a college of barbering, the room for practical work and demonstrations shall be at least 14 feet (4267 mm) wide for one row of barber chairs and shall be at least 20 feet (6096 mm) wide for two rows of chairs. – California Building Code section 1252.5

2013 California Building Code

Title 24, Part 2, Chapter 12, Interior Environment

SECTION 1252 [CA] BARBER COLLEGES AND SHOPS

1252.1 Barber college floors. Floors of barber colleges shall be covered with hardwood, linoleum, asphalt tile or some other washable and nonporous material other than paint.

1252.2 Barber shop floors. Floors of barber shops shall be covered with hardwood, linoleum, asphalt tile, carpeting or some other washable material other than paint.

1252.3 Barber shop washbasin(s) and lavatory(ies). A barber shop owner shall provide washbasin(s) or lavatory(ies) within the working area of the barber shop.

1252.4 Minimum barber shop size. A barber shop shall be a minimum of 8 feet (2438 mm) wide, 8 feet (2438 mm) long, with an 8-foot (2438 mm) ceiling.

1252.5 Barber college premises. In a college of barbering, the room for practical work and demonstrations shall be at least 14 feet (4267 mm) wide for one row of barber chairs and shall be at least 20 feet (6096 mm) wide for two rows of chairs.

SECTION 1253 [CA] SCHOOLS OF COSMETOLOGY, COSMETOLOGICAL ESTABLISHMENTS AND SATELLITE CLASSROOMS

1253.1 Floor space.

1253.1.1 Schools of cosmetology. The minimum floor space in any school of cosmetology premises shall be 3,000 square feet (279 m²), not less than 2,000 square feet (185.8 m²) of which shall be provided for the working, practice and classroom areas.

Exception: When the average daily attendance for either day or night school in a school of cosmetology exceeds 50 students for a period of three months, an additional 30 square feet (2.8 m²) of floor space shall be required for each additional student after the first 50, which shall be provided for the working, practice and classroom areas.

1253.1.2 Schools of electrology. The minimum floor space in any school of electrology premises shall be 1,000 square feet (93 m²), not less than 600 square feet (55.7 m²) of which shall be provided for the working, practice and classroom areas.

Exception: When the average daily attendance for either day or night school of electrology exceeds 15 students, an additional 30 square feet (2.8 m²) of floor space shall be required for each additional student after the first 15, which shall be provided for working, practice and classroom areas.

1253.1.3 Satellite classrooms. The minimum floor space in any satellite classroom of a school of cosmetology or electrology shall be 1,000 square feet (93 m²).

Exception: For each additional student after the first 50, an additional 20 square feet (1.9 m²) of floor space shall be required.

1253.2 Floor finish. The floors in the toilet area of each school and establishment shall be of nonabsorbent material.

1253.3 Ceiling height. The minimum ceiling height of the practice and classroom areas of school premises shall be at least 9 feet (2743 mm) in height.

Barbering Course Minimum Requirements

Business and Professions Code (B&P) section 7362.5(a) states: “A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology...”

Pursuant to B&P 7362.5(b) the curriculum for a barbering course shall, at a minimum, include technical and practical instruction in the following areas:	MINIMUM HOURS
<p>Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.</p> <p>Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</p>	100
<p>Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.</p>	100
<p>Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.</p>	200
<p>Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.</p>	200
<p>Shaving and Trimming of the Beard: Including instruction on preparing the client’s hair for shaving, assessing the condition of the client’s skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.</p>	200
<p>Once the minimum required hours have been met, it is up to the school to determine what subject(s) they will allocate additional hours to meet the 1000-hour requirement for the course.</p>	