



# Board of Barbering and Cosmetology

## Exam Application Instructions and Checklist for All License Types

**Licensing Program**  
P.O. Box 944226  
Sacramento, CA 94244-2260  
Phone: (800) 952-5210  
Email:  
[barbercosmo@dca.ca.gov](mailto:barbercosmo@dca.ca.gov)  
[www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

### MINIMUM REQUIREMENTS

Information about exam admission by license type:

Barber

[https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=BPC&sectionNum=7321.5](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=BPC&sectionNum=7321.5)

Cosmetologist

[https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=BPC&sectionNum=7321](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=BPC&sectionNum=7321).

Electrologist

[https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=BPC&sectionNum=7330](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=BPC&sectionNum=7330).

Esthetician

[https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=BPC&sectionNum=7324](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=BPC&sectionNum=7324).

Manicurist

[https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=BPC&sectionNum=7326](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=BPC&sectionNum=7326).

#### [16 CCR § 909](#)

#### [§ 909. Proof of Training.](#)

(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) Proof of training shall be a document, 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).

## 16 CCR § 924

### § 924. Completion of Apprenticeship Training Program.

(a) Upon successful completion or discontinuance of an apprenticeship program, the apprenticeship program sponsor shall issue to the apprentice a certificate of apprenticeship completion or discontinuance. The certificate of apprenticeship completion or discontinuance shall be signed by the instructor, the apprentice and the apprenticeship program sponsor.

(b) The certificate of apprenticeship completion or discontinuance shall be a document prepared by the program sponsor that contains all of the following:

(1) Course title.

(2) The apprentice's name, address, telephone number and date of birth.

(3) The apprentice license number and social security number.

(4) The program sponsor name and sponsor code issued by the board.

(5) The total number of related training hours completed.

(6) The date the apprentice training was completed or discontinued.

(7) The total number of hours of on-the-job training the apprentice has completed designated by subject matter.

(8) Any training received in a prior board-approved apprenticeship program.

(9) A statement confirming that the apprentice has or has not met the course curriculum requirements.

(10) A statement, dated and signed under penalty of perjury 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.”

(c) Apprentices shall submit the certificate of apprenticeship completion and all other qualifying documents with their application to take the licensing examination.

For a list of approved schools as well as other relevant information regarding approved schools in California, please visit <https://www.barbercosmo.ca.gov/schools/>.

For information regarding exams, including all exam bulletins, please visit <https://www.barbercosmo.ca.gov/applicants/national.shtml>.

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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>).

**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 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>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>Proof of Training</b>   | For applicants that have completed their training at a California approved school. Contact school for forms.  |
| <input type="checkbox"/> <b>Certificate of Completion (Completion of Hours)</b>                         | For applicants that have completed hours through the Apprenticeship Program. Contact sponsor for forms.   |
| <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> |   |