Applying for the Examination
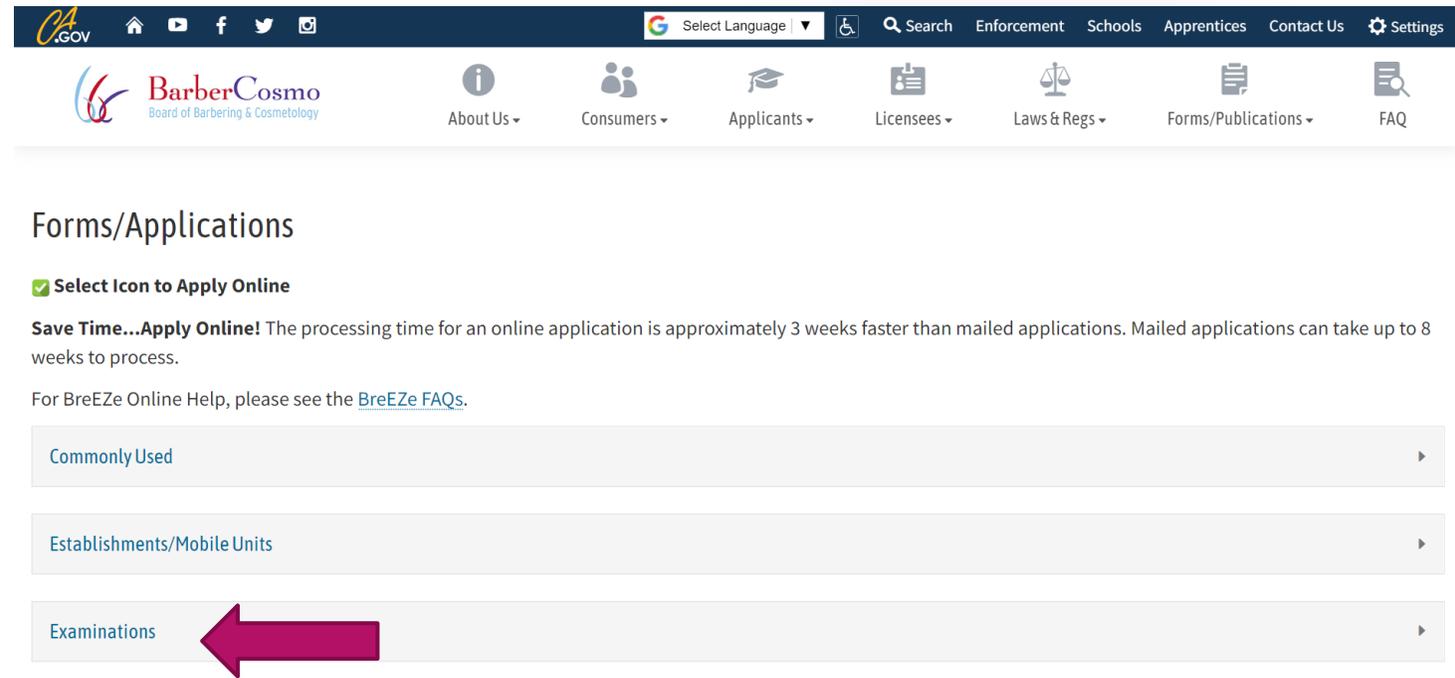
Board Overview

- Mission
- The Board licenses and regulates:
  - Cosmetologists
  - Barbers
  - Manicurists
  - Estheticians
  - Electrologists
  - Personal Service Permits
  - Apprentices
  - Establishments (places where Board services are provided)

Applying for the Exam

▶ To apply for the exam, you can either apply online or mail an application.

▶ Applications that **cannot** be submitted online are applications that require an interpreter or reasonable accommodation.

▶ We encourage applicants to apply online as processing times are about 3 weeks faster.

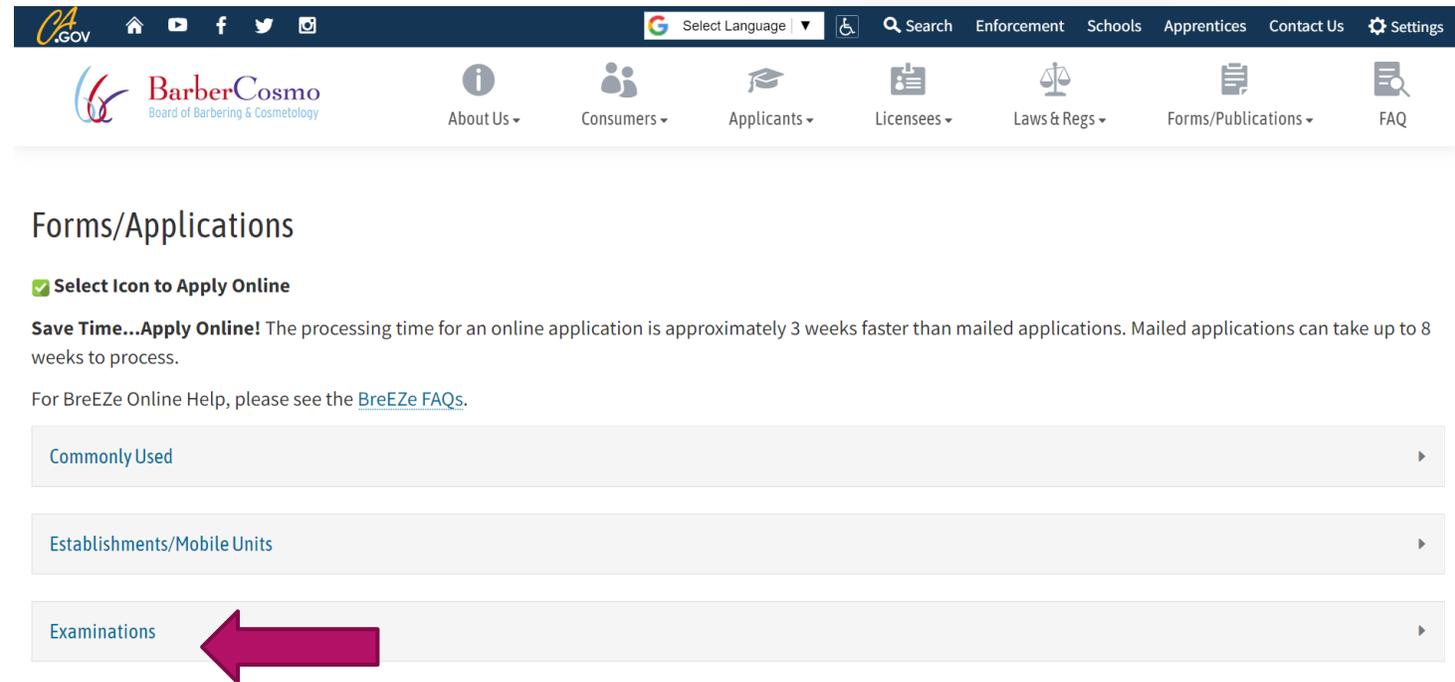   ▶ To apply online, visit **https://barbercosmo.ca.gov/forms_pubs/index.shtml** and click on Examinations.

Forms/Applications

☑ Select Icon to Apply Online

Save Time...Apply Online! The processing time for an online application is approximately 3 weeks faster than mailed applications. Mailed applications can take up to 8 weeks to process.

For BreEZe Online Help, please see the BreEZe FAQs.

Commonly Used	▶
Establishments/Mobile Units	▶
Examinations	▶

Applying by Mail

▶ To apply by mail, visit **https://barbercosmo.ca.gov/forms_pubs/index.shtml** and click on Examinations. Print out the application for the license type you would like to take the exam for, complete the application, mail the (1) application, (2) Proof of Training Document, and (3) the fee to the address at the top of the application.
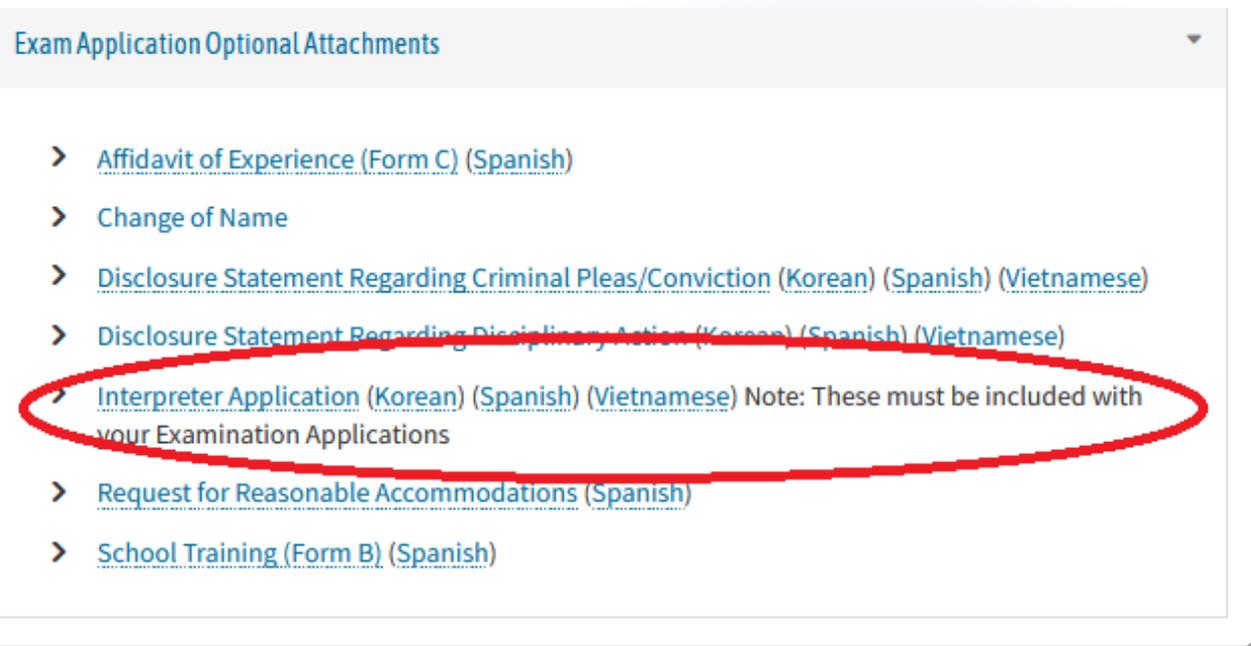
▶ **NOTE:** Make sure you use the most current version of the application from our website. Do not submit an old application, it will be deficient. The current versions were last updated on 2/31/2021.
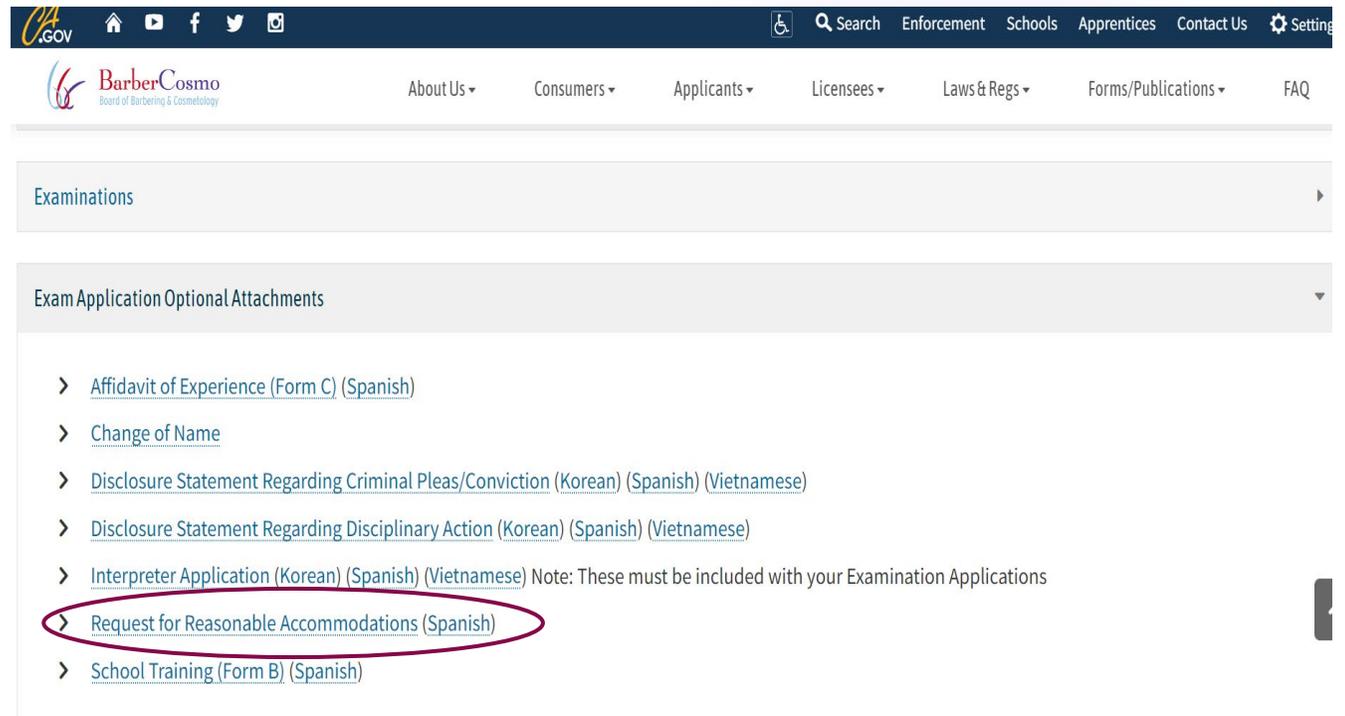
If you Require an Interpreter

▶ Download and fill out the interpreter form at **https://www.barbercosmo.ca.gov/forms_pubs/forms/interpreter.pdf** You MUST mail this form into the Board with your exam application. It cannot be submitted online.

▶ The applicant must provide their own interpreter.

▶ **NOTE:** Make sure a POT and the fee in the form of a check or money order are included with your exam application and interpreter form.

Exam Application Optional Attachments

> Affidavit of Experience (Form C) (Spanish)
> Change of Name
> Disclosure Statement Regarding Criminal Pleas/Conviction (Korean) (Spanish) (Vietnamese)
> Disclosure Statement Regarding Disciplinary Action (Korean) (Spanish) (Vietnamese)
> Interpreter Application (Korean) (Spanish) (Vietnamese) Note: These must be included with your Examination Applications
> Request for Reasonable Accommodations (Spanish)
> School Training (Form B) (Spanish)

Request for Reasonable Accommodation

▶ Download and fill out the form at **https://www.barbercosmo.ca.gov/forms_pubs/forms/ada_req_accom.pdf** . You MUST mail this form into the Board with your exam application. It cannot be submitted online.

▶ Applicants can also provide a doctors note with the form.

▶ **NOTE:** Make sure a POT and the fee in the form of a check or money order are included with your exam application and reasonable accommodation form.

Applying Online

Click the green checkmark icon next to the application based on the license you wish to obtain or go to www.breeze.ca.gov

Examinations ▾

Initial applications: You should receive the PSI handbook to schedule the written exam at a time or location of your choice approximately 6 weeks after your application is approved.

Re-exam applications: You should receive the PSI handbook to schedule the written exam at a time or location of your choice approximately 3 weeks after your application is approved.

> Barber Application (✅) (Korean) (Spanish) (Vietnamese)
> Cosmetologist Application (✅) (Korean) (Spanish) (Vietnamese)
> Electrologist Application (✅) (Korean) (Spanish) (Vietnamese)
> Esthetician Application (✅) (Korean) (Spanish) (Vietnamese)
> Manicurist Application (✅) (Korean) (Spanish) (Vietnamese)
> Re-Examination Application (All license types) (✅) (Korean) (Spanish) (Vietnamese)
> Examination Information
> Exam Application Instructions and Checklist (Korean) (Spanish) (Vietnamese)

BreEZe

- You will then be taken to BreEZe to create an account.

- Under New Users, click the BreEZe registration hyperlink

- It's very important you only have one account or errors can occur when you submit applications. If you already created an account, do not create a new one.

Associating Licenses

Add Licenses To Registration

► If an applicant already is licensed with another Board/Bureau, the applicant can associate the license to their BreEZe account.

Add Licenses To Registration-Validation

Required Information

▶ Enter last name, last four digits of SSN, and date of birth.

▶ The information is required to move forward.

BreEZe Technical Support

► If you already have a BreEZe account but you do not remember your password or if you're locked out, please contact BreEZe Technical Support by email at breeze@dca.ca.gov or by phone at 916-557-1208.

► BreEZe Technical Support can also assist you if you have difficulties submitting your application.

Starting A New Application

Application

▶ Select Board of Barbering and Cosmetology using the drop-down menu under Applications

▶ Select the application type using the drop-down menu

▶ Next, select.

Exam Application Tips

▶ Carefully review and complete the exam application.

▶ Verify your address, phone number, and email address are correct.

▶ Applicants must upload a Proof of Training (POT) document with their application. If a POT is not submitted at the same time an application is submitted, it will significantly delay the processing of their application.

Proof of Training (POT)

- Common issues we see with POTs are:
  - Whited-out sections. Do not use white out, please just fill out a new POT instead
  - A missing signature either from the applicant or the school or both
  - Incorrect schooling dates
  - Incorrect school codes
  - Outdated POT forms (use the most current one)

Proof of Training (POT)

▶ Applicants must upload their Proof of Training with their application, at the same time they submit the application, not later.

▶ Click Choose File and attach the POT. It should say your file name next to the Choose File button once you've done this. If it says, "no file chosen," then you have not attached your file.

▶ Then click the Attach button.

▶ Diplomas or transcripts will not suffice if they are a California applicant.

▶ In the Notes section the applicant is able name their document.

▶ Once completed, select attach.

▶ Applicants can upload additional documents after selecting attach.

To process you application you must download and attach your proof of training document or the apprentice completion form.

- **Proof of Training Document/Apprentice Completion Form (required)**
  Every first time application for examination, where the applicant received training from a California approved school/apprentice program must be accompanied by proof of training document. Please do not send your diploma or transcripts.
  ○ Proof of Training Document/Apprentice Completion Form (required)

- **Additional Optional Attachments**
  ○ Disclosure Statement Regarding Criminal Pleas/Conviction (if applicable)
  ○ Disclosure Statement Regarding Disciplinary Action (if applicable)

- **Name Change Application and Documents**
  If you hold a license with the Board under another name or have previously applied to take the exam under another name, you must complete the Name Change Application before your application can be processed.

  If you need to change your name you may download the form from the Board's website under forms and publications and scan it in with the required documents.

If you are unable to download the required document your application will not be evaluated until the attachments are received. Please mail the attachments in with a copy of the summary page; this will delay the evaluation of your application by 3 to 4 weeks.

Locate a file with the "Browse" button and press "Attach" or "Remove" as required.

Press "Next" when there are no more files to attach.

Press "Previous" to return to the previous screen.

To save and exit this application, click on the "Cancel" button.

File Name: Choose File POT.pdf

Notes: POT

Note: The character limit for the notes field is 200 characters

Attach Previous Next Cancel

Expedited Application Processing

▶ If you were admitted to the United States as a refugee, granted asylum, or have a special immigrant visa, or if you are active-duty military, a military spouse, or have been honorably discharged, you qualify for expedited application processing.

▶ If you applied online, answer yes to those questions.

▶ If you are applying by mail, check the appropriate box at the top of the application and in Section B of the exam application.

4.	Were you admitted to the United States as a Refugee, Granted Asylum, or Have a Special Immigrant Visa Status? If yes, please include a copy of documentation that shows the correct status.	☐ Yes ☐ No
5.	Have you served as an active military member and have been honorably discharged from the United States Armed Forces or are you currently serving in the military and are requesting this application be expedited? If yes, attach a copy of your DD214, discharge papers, or current orders.	☐ Yes ☐ No
6.	Are you a spouse or registered domestic partner of an active military member and are requesting this application be expedited? If yes, attach a copy of your certificate of marriage or domestic partnership and a copy of your spouse's or domestic partner's current military ID and verification of their active duty status.	☐ Yes ☐ No

Cashiering (1015-1001) Use Only:	Entity #	Receipt #	Amount $

I qualify for expedited application processing based on one of the below criteria:
Satisfactory evidence must be provided with your application. See Section B for more information.
☐ 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
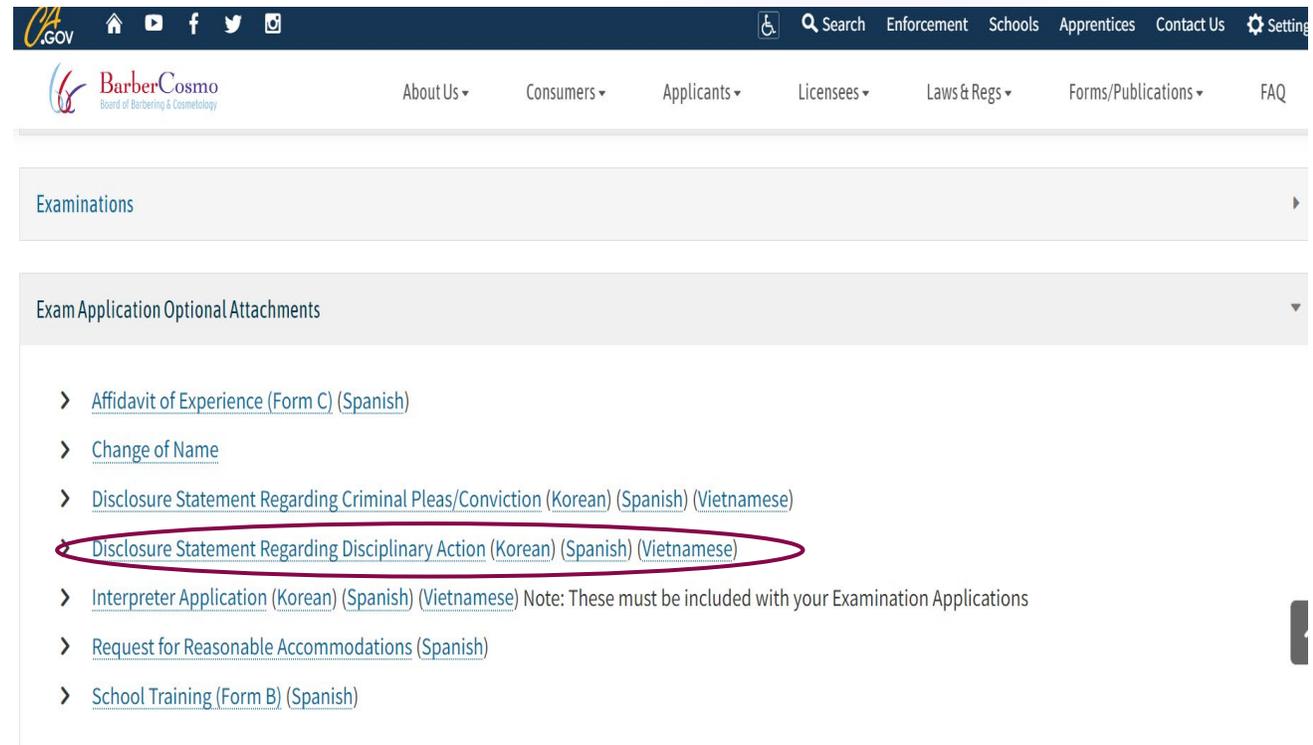
Reporting Criminal Convictions

Convictions

▶ If the applicant has past convictions, they are required to submit a Disclosure Statement. The more information the better so we don't have to request additional documentation. If the applicant has court documents, they should submit them with it.

▶ Download and fill out the Disclosure Statement at **https://www.barbercosmo.ca.gov/forms_pubs/forms/disc_crimpleas.pdf** and save it to your computer so you can upload it to BreEZe with the Attach button.

Professional or Vocational License Revoked/Denied

► If the applicant has had a professional or vocational license revoked, denied, suspended, revoked, placed on probation or other disciplinary action they must submit a Disclosure Statement Regarding Disciplinary Action form.

► Download and fill out the Disclosure Statement at **https://www.barbercosmo.ca.gov/forms_pubs/forms/disc_discact.pdf** and save it to your computer so you can upload it to BreEZe with the Attach button.

Online Application Checklist

▶ Verify that you have all the appropriate forms and that everything is complete. You should have submitted:

  ▶ A Proof of Training document

  ▶ Payment

  ▶ Optional: Disclosure Statement Regarding Criminal Convictions

  ▶ Optional: Disclosure Statement Regarding Disciplinary Action

Paper/Mailed Application Checklist

- Verify that you have all the appropriate forms and that everything is complete. You should have submitted:
  - Exam application
  - A Proof of Training document
  - Payment (check or money order)
  - Optional: An interpreter form
  - Optional: A Reasonable Accommodation form
  - Optional: Disclosure Statement Regarding Criminal Convictions
  - Optional: Disclosure Statement Regarding Disciplinary Action

Approval

▶ Once the Board determines that you meet the qualifications for examination, your application will be approved.

▶ You receive a handbook in the mail with information on the exam and how to schedule your exam at a PSI location at a date and time of your choice. PSI's phone number is 877-392-6422.

Taking the Exam

▶ The Board only has a written exam. Applicants no longer take a practical/hands-on exam.

▶ To prepare for the exam, review the Information Regarding the Examination webpage: **https://barbercosmo.ca.gov/applicants/national.shtml.**

After the Exam

▶ Once the exam is passed the candidate will be handed their license that day.

▶ If they fail the exam, they can submit a Re-Examination Application via the mail: https://barbercosmo.ca.gov/forms_pubs/forms/re-exam.pdf or online at www.breeze.ca.gov.

Thank you for attending!

www.barbercosmo.ca.gov
Email: barbercosmo@dca.ca.gov