



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 TO ADD COURSE TO APPROVED SCHOOL OF BARBERING, COSMETOLOGY, OR ELECTROLOGY

SECTION A: COURSE(S) TO BE ADDED					
<input type="checkbox"/> Barbering _____ Hours <i>(1,000 minimum)</i>	<input type="checkbox"/> Cosmetology _____ Hours <i>(1,000 minimum)</i>	<input type="checkbox"/> Electrology _____ Hours <i>(600 minimum)</i>	<input type="checkbox"/> Nail Care _____ Hours <i>(400 minimum)</i>	<input type="checkbox"/> Skin Care _____ Hours <i>(600 minimum)</i>	<input type="checkbox"/> Hairstylist _____ Hours <i>(600 minimum)</i>
SECTION B: SCHOOL INFORMATION					
School Name				School Code	
School Address (include suite # if applicable)			City		CA
Mailing Address (if different from above)			City		CA
School Telephone # ()		School Contact Name and Email Address			Contact Telephone # ()
SECTION C: 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"/> Attach a copy of the full curriculum for each course the school would like to add that includes a course description, total course hours, course objective, teaching methods, grading methods, graduation requirements, and breakdown of hours.					
(2) <input type="checkbox"/> List the language(s) that will used for instruction: _____					
(3) <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.					

SECTION C: CONTINUED

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).

(4) 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).

(5) 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 _____

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.

(6) 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 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 meet 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 _____ X _____
Signature Date Signature Date

Printed Name Printed Name

X _____ X _____
Signature Date Signature Date

Printed Name Printed Name

IF A PUBLIC SCHOOL: **AUTHORIZED SCHOOL REPRESENTATIVE**

X _____
Signature of Authorized School Representative Date

Printed Name of Authorized School Representative