



**Welcome to the Board of
Barbering and
Cosmetology's (Board)
Schools Town hall**



Schools Town Hall Objective

To provide Board-approved schools with clear, accurate, and up-to-date information regarding regulatory requirements, required documentation, Board processes, available resources, and answer frequently asked questions.

Our goal is to strengthen communication, support compliance, and ensure consistent understanding across all Board approved Schools.



Town Hall Topics

- **Required School documents and how to fill out required documents (Signature cards, Proof of Training (POT), Email contact update form, Notification of Participation in the Extern Program)**
- **Exam Results**
- **PSI Updates**
- **Additional School Applications**
- **Extern Program Overview and FAQ**
- **Transfer Hour Overview and FAQ**
- **Board notices to post as a Board - Approved School**
- **School Inspection Expectations**
- **Board Contacts and Resources**






Schools Documents


- **Signature cards**
- **Proof of Training documents (POTs)**
- **Email contact update form**
- **Notification of Participation in the Extern Program**



Signature Card

- What is a signature card?
- Where do Schools request a signature card?
- When do Schools update their signature cards?

 BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY - GAVIN NEWSOM, GOVERNOR
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



SIGNATURE CARD

PLEASE LIST ALL INDIVIDUALS AUTHORIZED TO SIGN AND APPROVE PROOF OF TRAINING DOCUMENTS AND REQUESTS FOR PRE-APPLICATIONS. ATTACH ADDITIONAL SHEETS IF NECESSARY. NOTE - ANYTIME YOUR SCHOOL HAS A CHANGE IN AUTHORIZED REPRESENTATIVES, A NEW SIGNATURE CARD MUST BE SUBMITTED TO THE BOARD.

SECTION A: SCHOOL INFORMATION			
School Name		School Code	
School Address (include suite number if applicable)		City	Zip Code
		CA	
School Telephone Number ()		School Email Address	
Owner Name (print)		Owner Signature	Date

SECTION B: AUTHORIZED REPRESENTATIVE INFORMATION			
Name (print): _____		Title: _____	
Contact Phone #: _____		Signature: _____	
Date: _____			
Name (print): _____		Title: _____	
Contact Phone #: _____		Signature: _____	
Date: _____			
Name (print): _____		Title: _____	
Contact Phone #: _____		Signature: _____	
Date: _____			
Name (print): _____		Title: _____	
Contact Phone #: _____		Signature: _____	
Date: _____			



Signature Card

A signature card lists all authorized signers for your Proof of Training (POT). The signature card may be updated whenever there is a change in authorized signers. Schools may designate as many authorized signers as needed.

You can request and submit your signature card to:
BBC.Schools@dca.ca.gov

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Date: _____			
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Contact Phone #: _____	Signature: _____		
Date: _____			
Name (print): _____	Title: _____		
Contact Phone #: _____	Signature: _____		
Date: _____			
Name (print): _____	Title: _____		
Contact Phone #: _____	Signature: _____		
Date: _____			



POT - Section A – Student Information

- Full Name (First, Middle and Last) must match Government Id and POT submitted.
- Please also include any suffixes that appear on the individual’s government issued identification (for example Jr.,Sr., or II)
- No use of white-out, correction tape, or any form of alteration.
- Confirm correct dates are listed.

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PROOF OF TRAINING DOCUMENT

PROGRAM TITLE (Choose One)
 BARBER COSMETOLOGIST HAIRSTYLIST ESTHETICIAN ELECTROLOGIST MANICURIST

SECTION A: STUDENT INFORMATION

Social Security Number or Individual Taxpayer Identification Number: 555-55-5555
 Date of Birth (must be at least 17 years old): 06-15-2003
 Month: 06, Day: 15, Year: 2003

Last Name (please print clearly): Curl
 First Name: Bobby
 Middle Name: Pin

Address: 456 Perm Rod Place
 City: Sacramento, State: CA, Zip Code: 95832

Telephone Number: (555) 555-5555
 Email Address (not required): Bobbypincurl@gmail.com

SECTION B: SCHOOL INFORMATION - Please provide the information requested below regarding the training provided by your school for the student listed in Section A.

School Name: Finger Wave Beauty College
 School Code Issued by the Board: 00123

Address: 123 Wet Set Dr.
 City: Sacramento, Zip Code: 95832

Authorized School Representative: Doris Piggyback
 School Representative's Telephone Number: 916-555-5555 Ext.:
 School Representative's Email: DorisP@fingerwave@gmail.com

Date Training Started at This School: 12-01-2024
 Month: 12, Day: 01, Year: 2024
 Hours Completed at This School: 1000

Date Training Completed at This School: 08-10-2025
 Month: 08, Day: 10, Year: 2025
 Total of all Training Hours Completed: 1000

SECTION C: CERTIFICATION

We, the undersigned, certify under penalty of perjury under the laws of the State of California that all information contained on this document and on any attachments is true and correct.

Signature of Student: Bobby Pin Curl
 Date: 08/10/2025

Printed Name and Title of Authorized School Representative: Doris Piggyback

Signature of Authorized School Representative: Doris Piggyback
 Date: 08/10/2025



POT - Section B – School Information

- Dates, school codes, addresses and completeness should be double-checked.
- No use of white-out, correction tape, or any form of alteration.
- Only hours completed at your Board-approved school are entered on *Hours completed at This School - Field*.
- If accepting transfer hours from another Board-approved school, enter all accepted hours in the *Total of All Training Hours Completed - Field*.

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PROOF OF TRAINING DOCUMENT

PROGRAM TITLE (Choose One)

BARBER COSMETOLOGIST HAIRSTYLIST ESTHETICIAN ELECTROLOGIST MANICURIST

SECTION A: STUDENT INFORMATION

Social Security Number or Individual Taxpayer Identification Number Date of Birth (must be at least 17 years old)

5 5 5 - 5 5 - 5 5 5 5 0 6 - 1 5 - 2 0 0 3
Month Day Year

Last Name (please print clearly) First Name Middle Name

Curl Bobby Pin

Address City State Zip Code

456 Perm Rod Place Sacramento CA 95832

Telephone Number Email Address (not required)

(5 5 5) 5 5 5 - 5 5 5 5 Bobbypincurl@gmail.com

SECTION B: SCHOOL INFORMATION - Please provide the information requested below regarding the training provided by your school for the student listed in Section A.

School Name School Code Issued by the Board

Finger Wave Beauty College 0 0 1 2 3

Address City Zip Code

123 Wet Set Dr. Sacramento 95832

Authorized School Representative School Representative's Telephone Number School Representative's Email

Doris Piggyback 916-555-5555 Ext: DorisP@fingerwave@gmail.com

Date Training Started at This School Hours Completed at This School

1 2 - 0 1 - 2 0 2 4 1 0 0 0
Month Day Year

Date Training Completed at This School Total of all Training Hours Completed

0 8 - 1 0 - 2 0 2 5 1 0 0 0
Month Day Year

SECTION C: CERTIFICATION

We, the undersigned, certify under penalty of perjury under the laws of the State of California that all information contained on this document and on any attachments is true and correct.

Signature of Student Date

Bobby Pin Curl 08/10/2025

Printed Name and Title of Authorized School Representative

Doris Piggyback

Signature of Authorized School Representative Date

Doris Piggyback 08/10/2025



POT - Section C – Certification

- Dates, signatures and completeness should be double-checked.
- No use of white-out, correction tape, or any form of alteration.
- Signatures can be wet or electronic.

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 Website: www.barbercosmo.ca.gov

PROOF OF TRAINING DOCUMENT

PROGRAM TITLE (Choose One)

BARBER COSMETOLOGIST HAIRSTYLIST ESTHETICIAN ELECTROLOGIST MANICURIST

SECTION A: STUDENT INFORMATION

Social Security Number or Individual Taxpayer Identification Number: 555-55-5555 Date of Birth (must be at least 17 years old): 06-15-2003
Month Day Year

Last Name (please print clearly): Curl First Name: Bobby Middle Name: Pin

Address: 456 Perm Rod Place City: Sacramento State: CA Zip Code: 95832

Telephone Number: (555) 555-5555 Email Address (not required): Bobbypincurl@gmail.com

SECTION B: SCHOOL INFORMATION - Please provide the information requested below regarding the training provided by your school for the student listed in Section A.

School Name: Finger Wave Beauty College School Code Issued by the Board: 00123

Address: 123 Wet Set Dr. City: Sacramento Zip Code: 95832

Authorized School Representative: Doris Piggyback School Representative's Telephone Number: 916-555-5555 School Representative's Email: DorisP@fingerwave@gmail.com

Date Training Started at This School: 12-01-2024 Hours Completed at This School: 1000
Month Day Year

Date Training Completed at This School: 08-10-2025 Total of all Training Hours Completed: 1000
Month Day Year

SECTION C: CERTIFICATION

We, the undersigned, certify under penalty of perjury under the laws of the State of California that all information contained on this document and on any attachments is true and correct.

Signature of Student: *Bobby Pin Curl* Date: 08/10/2025

Printed Name and Title of Authorized School Representative: Doris Piggyback

Signature of Authorized School Representative: *Doris Piggyback* Date: 08/10/2025



POT - Section D - Training Received at Another Board-Approved School

- This section must be completed for students who have transferred to your school and whose hours are being accepted from another Board approved school.
- All requested information in this section must be provided if applicable, if not, leave blank.

SECTION D: TRAINING RECEIVED AT ANOTHER BOARD APPROVED SCHOOL - If any part of this section is not applicable, leave blank.		
PROGRAM TITLE <input checked="" type="checkbox"/> BARBER <input type="checkbox"/> COSMETOLOGIST <input type="checkbox"/> HAIRSTYLIST <input type="checkbox"/> ESTHETICIAN <input type="checkbox"/> ELECTROLOGIST <input type="checkbox"/> MANICURIST		
School's Name (School No. 1) Line up Academy	School Code Issued by the Board 0 0 4 5 6	
Date Training Started 1 0 - 0 1 - 2 0 1 6 Month Day Year	Last Date of Attendance 0 8 - 1 5 - 2 0 1 7 Month Day Year	Total Hours of Training Accepted 0 6 0 0
School's Name (School No. 2)	School Code Issued by the Board	
Date Training Started	Last Date of Attendance	Total Hours of Training Accepted
SECTION E: CREDITS FROM PROGRAM TRANSFER - If any part of this section is not applicable, leave blank.		
Program title for School No. 1 in Section D: <input type="checkbox"/> BARBER <input type="checkbox"/> COSMETOLOGIST <input type="checkbox"/> HAIRSTYLIST <input type="checkbox"/> ESTHETICIAN <input type="checkbox"/> ELECTROLOGIST <input type="checkbox"/> MANICURIST If licensed, only fill out hours completed/accepted information and list license number here:		
Total Hours of Training Received at School No. 1	Total Hours of Credit Accepted by Your School	
Date Training Started	Last Date of Attendance	
Program title for School No. 2 in Section D: <input type="checkbox"/> BARBER <input type="checkbox"/> COSMETOLOGIST <input type="checkbox"/> HAIRSTYLIST <input type="checkbox"/> ESTHETICIAN <input type="checkbox"/> ELECTROLOGIST <input type="checkbox"/> MANICURIST		
Total Hours of Training Received at School No. 2	Total Hours of Credit Accepted by Your School	
Date Training Started	Last Date of Attendance	
SECTION F: OUT OF STATE TRAINING/EXPERIENCE - If this section is not applicable, leave blank.		
State or Country Where Hours Were Received	Total Hours of Credit Accepted by Your School	



POT - Section E – Credits From Program Transfer

- This section must be completed for students transferring hours into a program using hours obtained through licensure.
- All requested information in this section must be provided if applicable, if not, leave blank.

SECTION D: TRAINING RECEIVED AT ANOTHER BOARD APPROVED SCHOOL - If any part of this section is not applicable, leave blank.		
PROGRAM TITLE <input type="checkbox"/> BARBER <input type="checkbox"/> COSMETOLOGIST <input type="checkbox"/> HAIRSTYLIST <input type="checkbox"/> ESTHETICIAN <input type="checkbox"/> ELECTROLOGIST <input type="checkbox"/> MANICURIST		
School's Name (School No. 1)	School Code Issued by the Board <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Date Training Started: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Month Day Year</small>	Last Date of Attendance <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Month Day Year</small>	Total Hours of Training Accepted <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
School's Name (School No. 2)	School Code Issued by the Board <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Date Training Started <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Month Day Year</small>	Last Date of Attendance <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Month Day Year</small>	Total Hours of Training Accepted <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
SECTION E: CREDITS FROM PROGRAM TRANSFER - If any part of this section is not applicable, leave blank.		
Program title for School No. 1 in Section D: <input checked="" type="checkbox"/> BARBER <input type="checkbox"/> COSMETOLOGIST <input type="checkbox"/> HAIRSTYLIST <input type="checkbox"/> ESTHETICIAN <input type="checkbox"/> ELECTROLOGIST <input type="checkbox"/> MANICURIST If licensed, only fill out hours completed/accepted information and list license number here: B12345		
Total Hours of Training Received at School No. 1 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Total Hours of Credit Accepted by Your School <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Date Training Started <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Month Day Year</small>	Last Date of Attendance <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Month Day Year</small>	
Program title for School No. 2 in Section D: <input type="checkbox"/> BARBER <input type="checkbox"/> COSMETOLOGIST <input type="checkbox"/> HAIRSTYLIST <input type="checkbox"/> ESTHETICIAN <input type="checkbox"/> ELECTROLOGIST <input type="checkbox"/> MANICURIST		
Total Hours of Training Received at School No. 2 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Total Hours of Credit Accepted by Your School <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Date Training Started <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Month Day Year</small>	Last Date of Attendance <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Month Day Year</small>	
SECTION F: OUT OF STATE TRAINING/EXPERIENCE - If this section is not applicable, leave blank.		
State or Country Where Hours Were Received <input type="text"/>	Total Hours of Credit Accepted by Your School <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	



Updating School Email Contacts

- When do Schools update their email contact on file?
- Why should School email contacts be updated?
- How do Schools update their school email contacts?

Updating School Email Contacts

Schools must update their official email addresses whenever changes occur to ensure they receive all Board communications, exam results, and other important notices.

An email contact form can be requested and submitted to:

BBC.Schools@dca.ca.gov





Exam Results

- When do Schools receive their exam results?
- How do Schools receive their exam results?
- Can Schools request their exam results at anytime?



Exam results

Schools are sent their exam results quarterly. The results will be sent to the email address you have on file. If you ever need to request exam results for a different time frame, you can send your request to:

BBC.Schools@dca.ca.gov





Exam FAQ

The following slides will address schools' frequently asked questions related to the examination process.



Exam FAQ

- How can students with cognitive disabilities or any other learning or physical disability receive testing accommodations?

Applicants can fill out a request for reasonable accommodations. The form can be found on:

www.barbercosmo.ca.gov

or you can request the form from
Barbercosmo@dca.ca.gov

- Can Schools receive notifications of State Board exam date?

No. Students apply directly with PSI, and the Board is not notified until after the exam date, when the student has either passed, failed, or was a no-show.



Exam FAQ

- Will the Practical exam return?

The California State Legislature passed Senate Bill (SB) 803, effective January 1, 2022. The law removed the Practical Exam from the licensing process. Because this change was written into state law, the Board is legally required to follow it. Currently, there is no new legislation being considered that would bring the Practical Exam back. In Summary, this means the Board cannot reinstate the practical unless the Legislature passes a new law in the future.



Exam FAQ

- **Can the Spanish exam translation be a Mexican translation or Latina American translation?**

PSI uses the most universal form of Spanish. PSI uses Spanish that avoids slang, regional expressions, or country-specific terminology so that all Spanish-speaking candidates can understand the content clearly and consistently.

- **Will the Pre-Application process return?**

When the State Legislature removed the Practical Exam through Senate Bill (SB) 803, the Board removed the pre-application process. The pre-application existed only to schedule students early for the Practical Exam. Once the Practical Exam was eliminated, the pre-application no longer served a purpose.



Exam FAQ

- **Would the Board offer examinations in Arabic?**

The Board recognizes the importance of language accessibility and is aware of the growing Arabic-speaking population in California. To support candidates, the Board regularly evaluates available language options for the State Board examinations. Currently, the exam is offered in English, Spanish, Korean, Vietnamese, and Chinese. At this time, Arabic is not one of the languages provided; however, the Board continues to review language needs and may consider offering Arabic in the future as part of its ongoing evaluation process.





PSI Updates

Effective April 1, 2026, updates were implemented to the national examinations for the Cosmetology, Esthetician, Nail Technician/Manicurist, and Electrologist programs.

This includes new content, revisions to existing content, and updated translations.

PSI Updates cont.

Effective February 1, 2026

Please remind all students that, beginning February 1, 2026, the name on the government identification they present on exam day must match exactly the full legal name the Board has on file. This includes their first name, all middle names, and last name.

If a student's ID does not match the Board's records exactly, they will not be allowed to sit for the examination.

We encourage students to review their records in advance and make any necessary updates as soon as possible.





PSI Candidate Information Bulletins (CIBs):

- What are PSI Candidate Information Bulletins (CIBs)?
- Why are PSI Candidate Information Bulletins (CIBs) important?

PSI Candidate Information Bulletins (CIBs):

- Candidate Information Bulletins are essential because they give students everything they need to be fully prepared and eligible for their licensing exams. They serve as the official guide from the Board and help prevent avoidable mistakes that could delay licensure.
- Candidate Information Bulletins are emailed directly to candidates by PSI. They are also available on PSI's website for anyone who needs to reference them.





PSI Exam Passing % updates

Below are the updated passing percentages as of April 1, 2026

License Type	Exam Passing % Prior to 04.01.2026	Passing % as of 04.01.2026
Cosmetologist	73%	70%
Barber	70%	66%
Esthetician	75%	75%
Manicurist	75%	75%
Hairstylist	75%	75%
Electrologist	75%	75%

PSI Exam Updates cont.

Why the Update?

- Reflects results of the latest industry job analysis
- Ensures exams match current professional practices
- Aligns testing with public safety standards

How was the Update Developed?

- Input from Subject Matter Experts (SMEs)
- Licensees
- Regulators
- Educators
- 5,273 licensed professionals participated in the survey

There was Broad representation across all license types!





PSI Exam Updates cont.

Barbering and Cosmetology Industry SME (Subject Matter Expert) categories.	Count	
Cosmetologist	1950	
Barber	333	
Esthetician	1268	
Manicurist	728	
Hairstylist	705	
Electrologist	31	
Educator (Instructor)	258	

- **Total breakdown of Subject Matter Experts (SMEs) representing key professional stakeholder groups (licensees, regulators, and educators).**



PSI Examination Weighting Changes

PSI has updated how each licensing examination is weighted. The following slides will outline the updated content weighting for each exam.



PSI Examination Weighting Changes for Barbering



Barber Theory Examination Subjects	2020	2026
Safety and Infection Control	29%	31%
Client Consultation and Hair and Skin Analysis (Hair, Scalp, and Skin Analysis)	13%	15%
Hairstyling	5%	5%
Haircutting	9%	8%
Haircoloring (previously included in Chemical Services)	0%	7%
Chemical Texture Services (Chemical Services)	18%	7%
Skin Care	2%	5%
Shaving	24%	22%

- Current topic area name is shown in parentheses if changed in the new examination.



PSI Examination Weighting Changes for Cosmetology



Cosmetologist Theory Examination Subjects	2020	2026
Safety and Infection Control	25%	30%
Client Consultation and Hair and Skin Analysis (Hair, Scalp, and Skin Analysis)	17%	19%
Hairstyling	6%	2%
Haircutting	12%	3%
Haircoloring (previously included in Chemical Services)	0%	10%
Chemical Texture Services (Chemical Services)	15%	12%
Skin Care	6%	4%
Eyelash and Eyebrow	24%	22%
Hair Removal	4%	8%
Nail Care (Nails)	13%	8%

- Current topic area name is shown in parentheses if changed in the new examination.



PSI Examination Weighting Changes for Esthetics



Esthetician Theory Examination Subjects	2020	2026
Safety and Infection Control	34%	40%
Client Consultation and Skin Analysis	17%	19%
Skin Care	27%	17%
Makeup	4%	3%
Eyelash and Eyebrow	0%	6%
Hair Removal	13%	15%



PSI Examination Weighting Changes for Manicuring

Manicuring Theory Examination Subjects	2020	2026
Safety and Infection Control	38%	50%
Client Consultation and Nail Analysis	13%	18%
Skin Care	0%	10%
Nail Care (Nails)	49%	22%

*Current topic area name is shown in parentheses if changed in the new examination.



PSI Examination Weighting Changes for Electrology



Electrologist Theory Examination Subjects	2020	2026
Safety and Infection Control	40%	36%
Client Consultation and Hair and Skin Analysis	20%	30%
Electrolysis Treatment and Analysis	40%	34%



Extern Program Overview and FAQ



- What is the extern program?
- Who can participate in the extern program?
- What are School's responsibilities?
- What documentation requirements are there?
- Extern FAQ



Extern Program Overview

The Externship Program allows cosmetology and barbering students at private institutions or community colleges to gain practical experience in a licensed establishment under the direct and immediate supervision of a designated licensee. Students become eligible once they have completed at least 25% of the total required clock hours for their course.

Extern Program FAQ

Can Manicuring, Esthetician, Electrologist or Hairdressing students participate in the Externship Program?

No. Currently, the Externship Program is only available to students enrolled in an approved cosmetology or barbering program.

Can externs be paid when working in an establishment?

Yes, as of January 1, 2022, an extern can be paid for services provided in a licensed establishment.

How many externs can an establishment have?

One extern per four licensed employees is permitted.



Extern Program FAQ

How many hours can an extern earn while in the program?

Hours earned may not exceed 25 hours per week and must not exceed 25 percent of the total clock hours required for completion of the course.

Can an establishment with only space/booth renters participate in the Externship Program?

No, only establishments with licensees that work for salaries or commissions (not space renters) can participate in the program.

Can an extern perform services without the supervising licensee physically present?

No. Externs must be under direct and immediate supervision, meaning the supervising licensee must be physically present and able to intervene at all times.



Extern Program FAQ

How is an extern identified in an establishment?

While working in an approved establishment, externs shall wear conspicuous school identification at all times and shall carry a school laminated photographic identification card.

Are there any fees associated with the Externship Program?

No, there are no Board related fees to participate in the program.

Can an externship be used to make up missed school hours?

No. Externship hours cannot be used to make up missed school hours. All required school hours must be completed at the school.



Extern Program FAQ



Can an extern continue working after completing all required school hours?

No. Once a student completes all required school hours for their course, they are no longer eligible to participate in the Externship Program.

Are externs covered under the establishment's liability insurance?

The establishment are required to provide the extern's general liability insurance as well as cosmetology malpractice liability insurance. The establishment must also furnish proof to the participating school that both forms of liability insurance are in place and that the extern is covered under that insurance.

Extern Program FAQ

What documentation must an establishment maintain for externs?

Establishments must maintain:

- **A list of supervising licensees**
- **Verification that all supervising licensees are in good standing**
- **Records of extern schedules and services performed**
- **Proof that the extern is participating through an approved school**

Please note: These records must be available for inspection upon request.





Extern Program

You must submit a Notification of Participation in the Extern Program for each establishment annually. Submissions may be emailed to BBC.Schools@dca.ca.gov or mailed to:

Board of Barbering and Cosmetology
Attn: Michelle Dollin – School’s Desk
P.O. Box 944226

Sacramento, CA 94244.

For additional questions, contact BBC.Schools@dca.ca.gov.

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Website: www.barbercosmo.ca.gov

NOTIFICATION OF PARTICIPATION IN THE EXTERNSHIP PROGRAM

NOTIFICATION OF PARTICIPATION IN THIS PROGRAM SHALL BE UPDATED ANNUALLY TO ALLOW FOR CONTINUED PARTICIPATION IN THIS PROGRAM. ALL INFORMATION MUST BE COMPLETELY FILLED OUT FOR THIS NOTIFICATION TO BE CONSIDERED VALID. IT IS THE RESPONSIBILITY OF EACH PARTICIPATING SCHOOL TO ENSURE THAT THE ESTABLISHMENTS AND LICENSEES REMAIN IN GOOD STANDING WITH THE BOARD.

SECTION A: SCHOOL INFORMATION	
School Name	School Code
School Address	
School Owner(s)	Telephone Number ()
SECTION B: ESTABLISHMENT INFORMATION	
Establishment Name	Establishment License No.
Establishment Address	
Establishment Owner(s)	Telephone Number ()
SECTION C: CERTIFICATION	
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. We have complied with all requirements of Article 8.5 of Division 9 of Title 16 of the California Code of Regulations and Section 7306.1 and 7305.2 of the Business and Professions Code.	
X _____ Signature of School Representative	_____ Date
Printed Name and Title of School Representative	
X _____ Signature of Establishment Owner	_____ Date
Printed Name of Establishment Owner	



Transfer Hours

- How do Schools determine how many hours a student can transfer?
- What kind of hours can be accepted?
- What documents are required to accept transfer hours?



Transfer hours overview

- The number of hours that can be transferred is determined by reviewing the prior instruction hours earned by the student. Those hours must be considered identical, meaning the instruction must be of the same duration and cover the same content as the new program. The following regulation may provide additional clarity:

Regulation 950.10 – Transfer of Credit:

- A student changing from one program of instruction to another shall receive credit for prior hours of technical and practical instruction earned in another program (“instruction hours”) on an hour for hour basis.



Transfer Hour FAQ

Are Crossover students considered transfer students?

Yes. The Board considers students who complete a crossover program to be transfer students.

Can students transfer hours if they have not obtained a license in their first completed course?

Yes. Students may transfer hours from Board-approved programs, even if they did not obtain a license in the first program.

They may also transfer hours from an existing license, if they have one.



Transfer hours FAQ cont.

How do Schools determine how many hours can be transferred?

A school determines the number of hours that can be transferred by reviewing the prior instruction hours the student earned in their previous program. A student changing from one program to another can receive credit on an hour-for-hour basis. The prior instruction must be identical to the new program's curriculum.

What documentation can be utilized to transfer hours from one Board approved school to another?

Transcripts from the previous Board approved school can be used to verify and transfer hours.



Transfer hour FAQ cont.



Can I transfer hours from an apprenticeship program to a school program (or vice versa)?

No, Board approved schools and apprenticeship programs have different requirements, and the earned hours are not transferrable.



School Inspections

- When will my School be inspected?
- Are inspections announced or unannounced?
- What happens during an inspection?
- Can inspectors answer questions from staff or students?
- What happens if violations are found?

School Inspection Expectations

Schools are inspected periodically to ensure compliance. Please be advised that these inspections are unannounced.

During a visit, Inspectors may speak with students, review records, and observe instruction. They're also happy to answer any questions you, your students or your staff may have while they're there.

If any violations are identified, the Board's school analyst will work with you to confirm that the necessary corrections have been made and that your school is now in compliance.





Required Documents for School Posting

- What documents are required?
- Where do Schools locate the documents needed to post ?

Required Documents for School Posting

As a Board approved school, you must post the following notices:

- Message to the Consumer
- Prevention of Gender-Based Discrimination: Business Establishments' Legal Obligations.

You can find and print all documents on the Board's website. www.barbercosmo.ca.gov

Please note: Schools may not advertise barbering, cosmetology, or electrology services unless the posted services are clearly identified as being performed by students.

Additionally, Schools must ensure postings are visible to students and consumers.



School Resources and Board Contacts

- Where do Schools find Board resources?
- What resources are available?
- Who are School's Board contacts?
- Is there a School's phone line for schools to reach out to?



School Resources

Download the Health and Safety Course Textbook and Student Exam Booklet free of charge and you can find Instructor Resources at: www.barbercosmo.ca.gov

For a printed copy of the publications, complete a publication order form and submit your payment by check or money order to P.O. Box 944226, Sacramento, CA 94244-2260

Publication order forms can also be found at: www.barbercosmo.ca.gov

Please allow 6 weeks for delivery time.



School Contacts

Licensing Contacts:

For questions regarding licensing,
contact:

Barbercosmo@dca.ca.gov

Or call: (916) 574-7570

POT Submissions:

bbcpots@dca.ca.gov



School Contacts

School-Related Questions:

General school inquiries should be directed to:

BBC.Schools@dca.ca.gov

You can also reach out directly to Schools Analyst, Michelle Dollin at (279) 278-5108

Or visit the Schools section of the BBC website for any general questions and any Board updates.





Thank you for joining us!



We are happy to answer any questions!