

Applying for the Examination



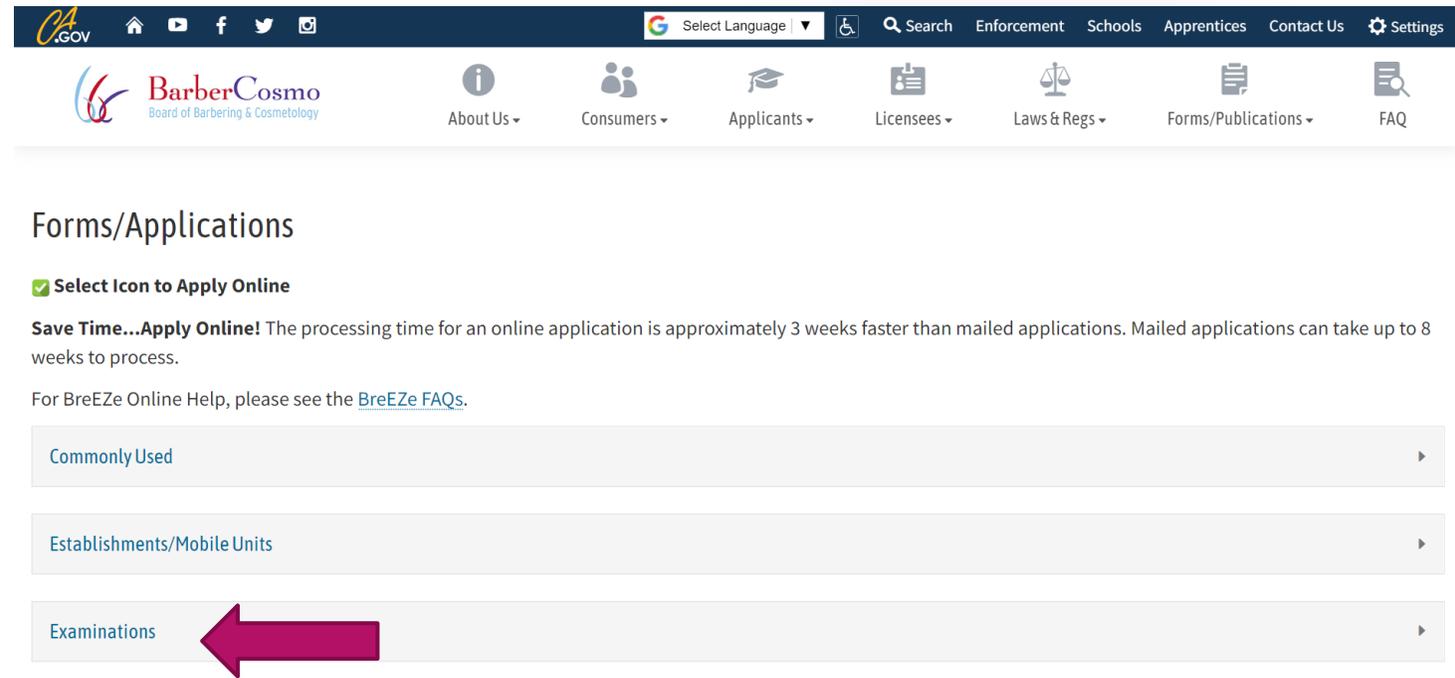
www.barbercosmo.ca.gov
Email: barbercosmo@dca.ca.gov

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_publications/index.shtml and click on Examinations.

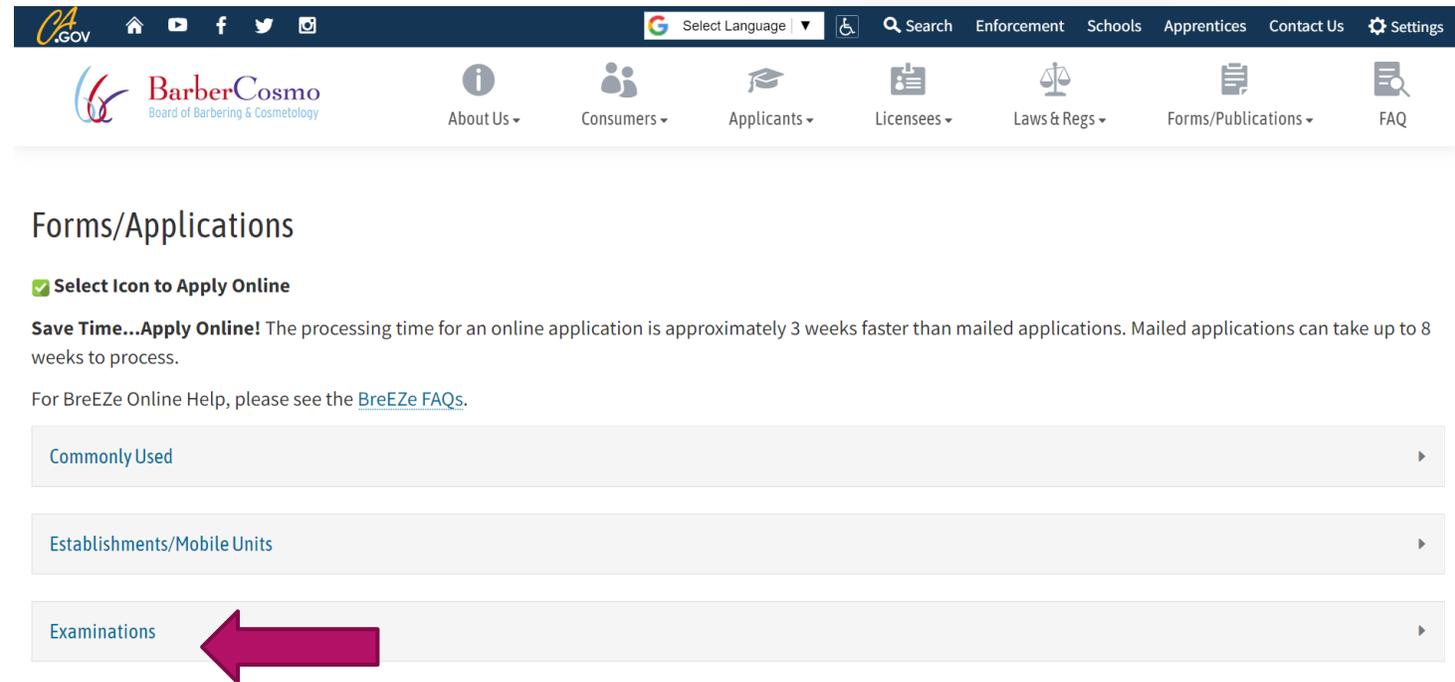


The screenshot shows the BarberCosmo website interface. At the top, there is a navigation bar with the CA.GOV logo, social media icons, a language selector, and a search bar. Below this is a secondary navigation bar with icons and labels for 'About Us', 'Consumers', 'Applicants', 'Licensees', 'Laws & Regs', 'Forms/Publications', and 'FAQ'. The main content area is titled 'Forms/Applications' and includes a green checkmark icon next to the text 'Select Icon to Apply Online'. Below this, there is a paragraph stating 'Save Time...Apply Online!' and a link to 'BreEZe FAQs'. A list of categories is shown in a light gray box with a right-pointing arrow on the right side of each item: 'Commonly Used', 'Establishments/Mobile Units', and 'Examinations'. A large red arrow points from the right towards the 'Examinations' link.

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.

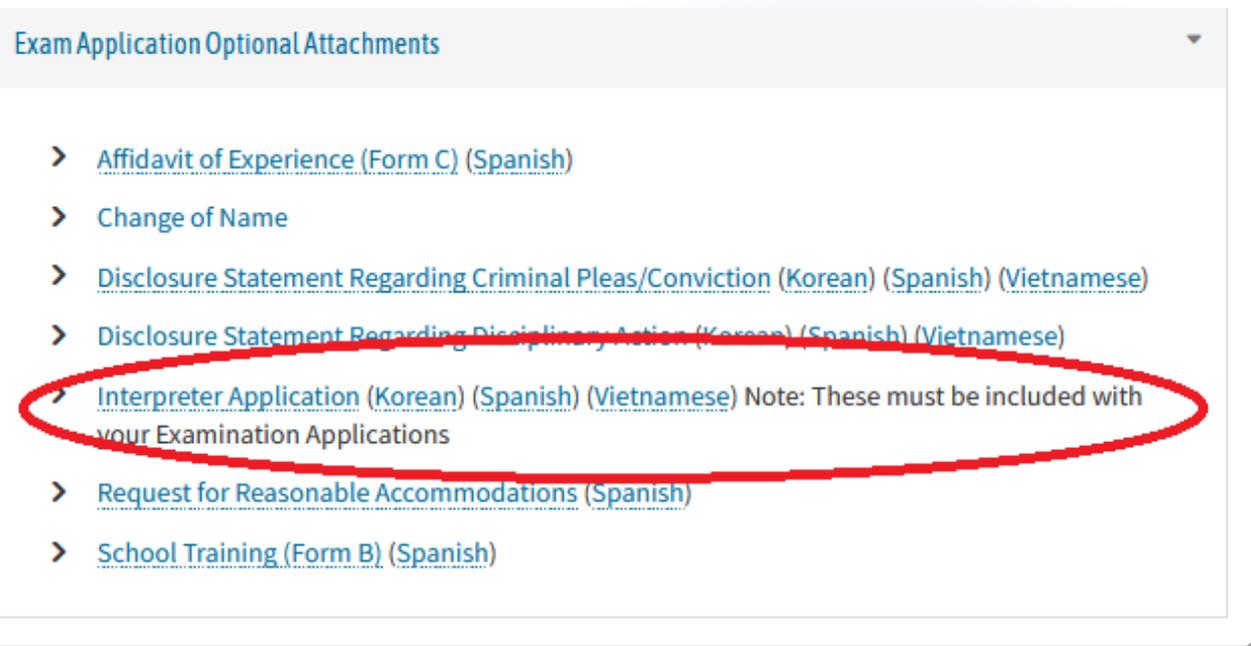
▶ **NOTE:** Make sure you use the most current version of the application from our website. Do not submit an old application, it will be deficient. The current versions were last updated on 2/31/2021.



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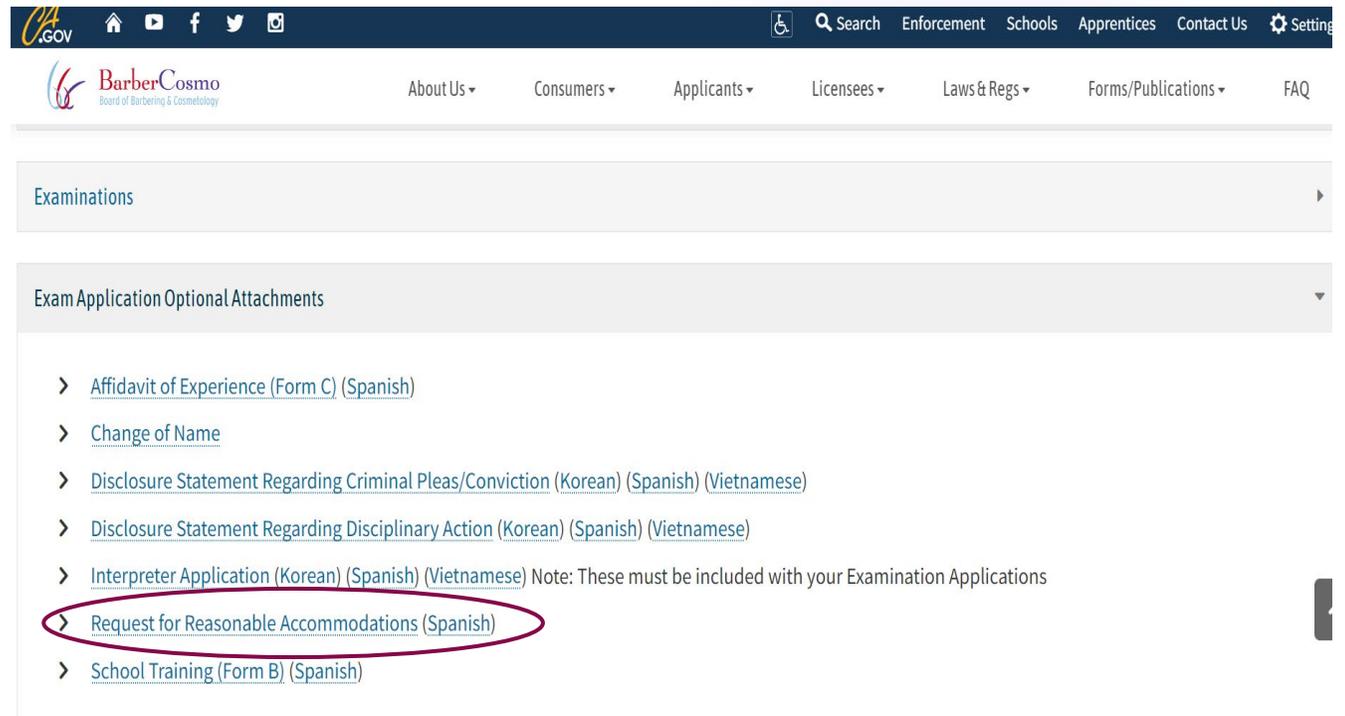
If you Require an Interpreter

- ▶ 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.



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.



The screenshot shows the BarberCosmo website interface. The top navigation bar includes the CA.GOV logo, social media icons, and a search bar. The main navigation menu lists: About Us, Consumers, Applicants, Licensees, Laws & Regs, Forms/Publications, and FAQ. The 'Forms/Publications' menu is expanded, showing a list of documents under 'Exam Application Optional Attachments'. The 'Request for Reasonable Accommodations (Spanish)' link is circled in red.

- Examinations
- 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 \(Form B\) \(Spanish\)](#)

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.

[Skip navigation](#)
[Contact Us](#)

DCA BreEZe Online Services

Welcome to the California Department of Consumer Affairs (DCA) BreEZe Online Services. BreEZe is DCA's licensing and enforcement system and a one-stop shop for consumers, licensees and applicants! BreEZe enables consumers to verify a professional license and file a consumer complaint. Licensees and applicants can submit license applications, renew a license and change their address among other services.

- BreEZe only accepts credit card payments for American Express, Discover, MasterCard, and Visa.

FOR CONSUMERS

Check Licenses and file complaints.

[License SEARCH](#) [File a COMPLAINT](#)

FOR APPLICANTS AND LICENSEES

Applicant and licensing needs are available here. You will need to [register](#), or use your existing user name and password

Returning User

Fields marked with * are required

* User ID:

* Password:

[Forgot Password?](#) [Forgot User ID?](#) [Sign In](#)

New Users

[BreEZe Registration](#)

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.

The screenshot shows the user interface for the Department of Consumer Affairs (DCA) BreEZe registration process. At the top, there is a navigation bar with the DCA logo, the text 'Department of Consumer Affairs', and the 'BREZE' logo. Links for 'About BreEZe', 'FAQ's', and 'Help/Tutorials' are visible. Below the navigation bar, the user is logged in as 'Madrigal, Madisen Nicole'. The main content area is titled 'Add Licenses To Registration' and includes a 'QuickStart' section. The first step is 'Step1: Ever held a license before with DCA?'. The user is asked, 'Are you, or have you ever been, professionally licensed or registered with the Department of Consumer Affairs?'. There are two radio button options: 'Yes' (selected) and 'No'. A link 'How do I know?' is provided next to the 'Yes' option. A 'Next' button is located at the bottom right of the form. At the bottom of the page, there are links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', and 'Accessibility', along with the copyright notice 'Copyright © 2019 State of California'.

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.

U.GOV BREZE

Logged in as Madrigal, Madisen Nicole [Skip navigation](#) [Update Profile](#) | [Logoff](#) | [Contact Us](#)

Step1: Ever held a license before with DCA?

Step2: Provide Identifying Information

Step3: Confirm Information

Add Licenses To Registration - Validation

Help us find your records.

Please note that you must have an SSN/ITIN on file with your licensing Board/Bureau/Committee in order to on-board your license. If you do not have an SSN/ITIN on file, you will not be able to onboard your license. Please contact your Board/Bureau/Committee for instruction on how to provide your SSN/ITIN.

Please provide your information in order for the Department of Consumer Affairs to confirm that you do not have a previous record in the BreZe system. A previous record may include: licensee, complainant, witness, etc

* Required Information

* Last Name:

* SSN/ITIN: Last 4 Digits of SSN/ITIN

* Date Of Birth: (mm/dd/yyyy)

Security Measures (This helps to prevent automated registrations.)

* Click the white Checkbox next to "I'm not a robot".

I'm not a robot  reCAPTCHA
Privacy - Terms

[Next](#) [Cancel](#)

[Back to Top](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Accessibility](#)
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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.

CA.GOV Department of Consumer Affairs BREZE

About BreZE | FAQs | Help/Tutorials

Logged in as Madrigal, Madisen Nicole [Skip navigation](#) [Update Profile](#) | [Logout](#) | [Contact Us](#)

Quick Start Menu
To start, choose an option, and you will return to this Quick Start menu after you have finished.

License/Registration Information
No License Information Available

Applications

- Start a New Application or Take an Exam
- Board of Barbering and Cosmetology
- Barber Exam Application

Additional Activities

- Add Authorized Representative [Select](#)
- License Notification Subscriptions [Select](#)

[Back to Top](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Accessibility](#)
Copyright © 2019 State of California

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 your 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: POT.pdf
Notes:

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

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.

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.			
<input type="checkbox"/> Honorably Discharged Veteran of the United States Armed Forces or National Guard			
<input type="checkbox"/> Admitted to the United States as a Refugee, Granted Asylum, or Have a Special Immigrant Visa Status			

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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Reporting Criminal Convictions

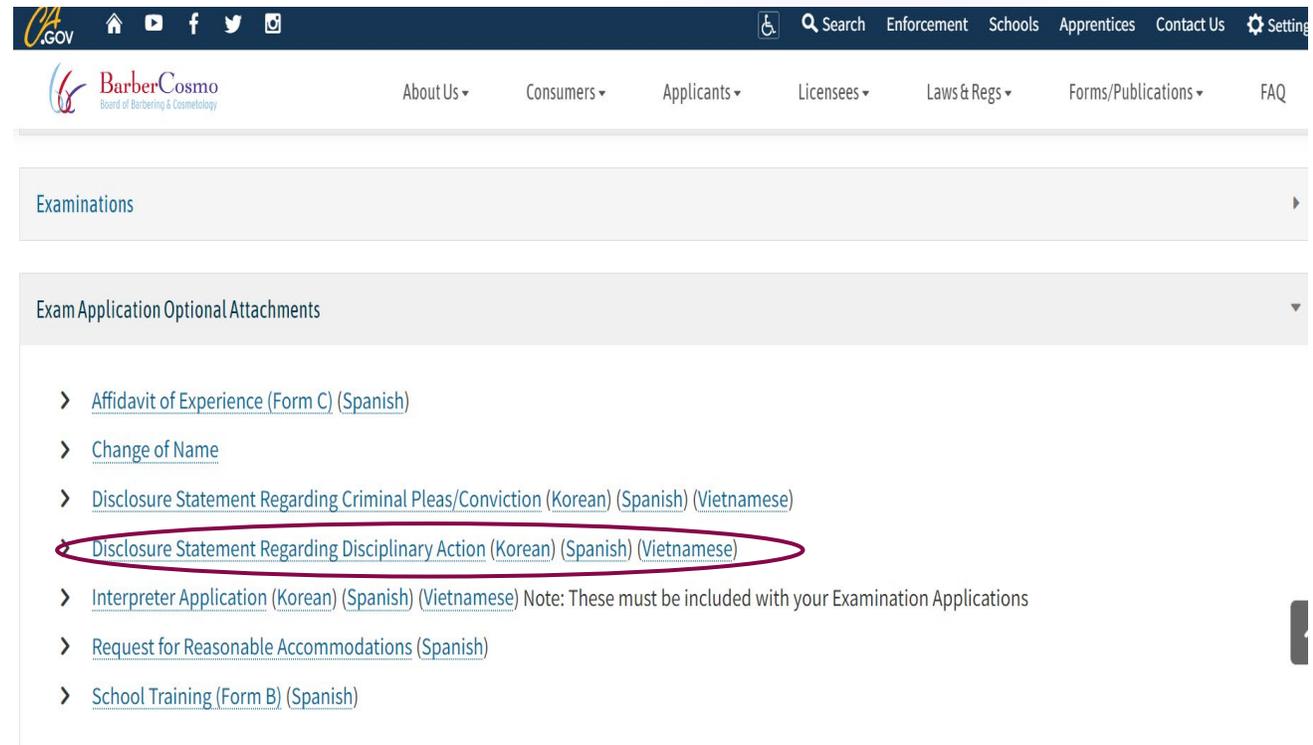
Convictions

- ▶ 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 BreZE with the Attach button.

	Disclosure Regarding Criminal Convictions/Pleas	Licensing Program P. O. Box 944226 Sacramento, CA 94244-2260 Phone: (800) 952-5210 Email: barbercosmo@dca.ca.gov www.barbercosmo.ca.gov
<input type="checkbox"/> Please check this box if you are applying to have your conviction Pre-Approved and have not attached this Disclosure to an application		
Section A: License Type		
<input type="checkbox"/> Barber	<input type="checkbox"/> Cosmetologist	<input type="checkbox"/> Esthetician
<input type="checkbox"/> Manicurist	<input type="checkbox"/> Electrologist	<input type="checkbox"/> Establishment/ Mobile Unit
SECTION B: INDIVIDUAL INFORMATION		
Social Security or Individual Taxpayer Identification Number [][][] - [][] - [][][][][][]		
Last Name	First Name	Middle Name
Please list any previously held names:		
Date of Birth (mm/dd/yy)		
Address (all correspondence will be mailed to this address)		
City	State	Zip Code
Telephone number	Email address	
Section C: Establishment Information (if applicable)		
If this disclosure is accompanying an Establishment application, please complete this section.		
Establishment Name		
Establishment Address		
File or Entity Number (if known)		

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.



The screenshot shows the BarberCosmo website interface. The top navigation bar includes links for Home, YouTube, Facebook, Twitter, Instagram, Search, Enforcement, Schools, Apprentices, Contact Us, and Settings. The main navigation bar includes links for About Us, Consumers, Applicants, Licensees, Laws & Regs, Forms/Publications, and FAQ. The 'Exam Application Optional Attachments' section is expanded, showing a list of links:

- > [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 \(Form B\) \(Spanish\)](#)

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