

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION

BOARD OF BARBER AND COSMETOLOGY



APPLICATION INSTRUCTIONS AND FORMS FOR A BARBER LICENSE IN THE DISTRICT OF COLUMBIA

Your interest in becoming licensed in the Barber industry in the District of Columbia is welcome. We look forward to providing expedient and professional service. However, the quality of our service is dependent on the completeness of your application. Please read the instructions carefully. All fees are earned when paid, and cannot be transferred or refunded except as specified in these instructions.

This package contains the forms to apply for a barber license in the District of Columbia. Follow the instructions provided below and complete all sections. If you require more space for work experience or need to provide explanations for screening questions, attach typed responses to the form.

THE APPLICATION PROCESS

Upon submission of the required application documents, the District of Columbia Barber and Cosmetology Board will review your application. Upon final approval of your application, you will either be issued a license to practice in the District of Columbia or be authorized to sit for the District of Columbia Barber Written and Practical Examination (if you are applying for a license by examination or re-examination).

If you submit an application that is incomplete or otherwise deficient, Pearson VUE processing staff will notify you of the deficiencies. If the Board has any additional questions or concerns, they will contact you directly.

WHERE TO FILE

All license applications, supporting documents for licensure, and licensing fees should be sent to the following address:

**Pearson VUE
Department DC-Barbers
Metro-Plex II, Suite 400
8201 Corporate Drive
Landover, MD 20785**

If you have any questions, call Pearson VUE's **toll-free** Customer Service line at 1-877-374-1155 between 8:00 a.m. and 5:00 p.m. EST Monday through Friday. Please read these instructions carefully to facilitate prompt processing of your application. Illegible applications and applications submitted without required notarization or with incorrect fees will be returned in their entirety, including fees. Please print or type all information except signatures.

EXAMINATIONS AND FILING DEADLINES

EXAMINATIONS

All Barber applicants must pass the DC examination except those applicants that are currently licensed in states that qualify for endorsement. Computerized examinations are administered monthly and practical four times a year according to the following schedule:

Barbers: January, April, July, and October

If you are approved by the Board to sit for the examination, you will receive your examination confirmation notice directly from the Board about two weeks prior to the examination date. The Board will forward exam results to Pearson VUE for completion of the licensure process.

FILING DEADLINES

Completed license applications must be received at least sixty (60 days) in advance of the scheduled examination date. It is your responsibility to file correctly, completely, and on time. Applications submitted with incorrect fees or without notarization will be returned to the applicant.

PENDING APPLICATIONS

Pending license applications will become invalid after 90 days if the application has not been completed due to failure to submit required materials. Should the applicant wish to pursue licensure after that time, he/she must submit and pay the required fee once again.

GENERAL REQUIREMENTS FOR ALL APPLICANTS

All applicants for a license in the District of Columbia shall meet the following requirements:

1. Applicant must be at least 18 years of age.
2. Applicant must not have been convicted of a crime or moral turpitude which bears directly on the applicant's fitness to be licensed.
3. Two passport-type photos of the applicant's face, measuring approximately 2" x 2" with the applicant's name printed on the back. Home snapshots and computer photographs are not acceptable.
4. Applicant must submit a complete and notarized application, including required supporting documents and total fees. You will **not** be invoiced later for the license fee.
5. Proof of completion of the required barber education program or certificate and/or a notarized copy of graduation certificate in a sealed envelope that has not been opened by the applicant. See Section 5C of these instructions for the number of hours required by license type.

NOTE: If the applicant has been self-employed, verification of licensure from the state in which the license was issued must be provided.

ADDITIONAL REQUIREMENTS FOR ALL APPLICANTS APPLYING BY ENDORSEMENT

1. Receipt of at least an eighth grade education or equivalent.
2. If you are applying for endorsement, you must request a current letter of verification from another state or jurisdiction. Complete the top portion of the enclosed Verification of License form (name, address, SSN and date of birth). Send it to your state of original licensure. If you are not currently licensed in your original state, you must also send a second form to a current state. The form(s) must be completed and returned **directly** to Pearson VUE on behalf of the DC Board of Barber and Cosmetology by the applicable state boards.

ADDITIONAL REQUIREMENTS FOR BARBER OWNER AND DESIGNATED MANAGER APPLICANTS

1. As a Barber Owner or Designated Manager, you are required to complete and return the Designated Manager Form with the pertinent information.

The Designated Manager is responsible for all work performed on behalf of the Barber Shop. A Barber Owner may only have a Barber Manager as its Designated Manager. A Manager applicant may be licensed as a Designated Manager at the time of his/her initial licensure as a manager or may be changed to a Designated Manager at a later time by submitting a Designated Manager form (including \$30 fee for updating and reprinting the manager license) or supplemental renewal form (no fee at renewal time). Upon termination of the employer/manager relationship, the barber shop must designate another manager in order to remain licensed, and the outgoing manager must either be designated for another employer or switch back to a standard manager license. The previous relationship will stay in place for up to 15 days beyond the date of receipt of a subsequent form which would serve to terminate such relationship.

ADDITIONAL REQUIREMENTS FOR BARBER OWNER APPLICANTS

1. Copy of the Barber Shop Certificate of Occupancy.
2. Barber Shop Owners are required to have a Barber Shop Business License issued by the DC Business Regulation Administration.

ADDITIONAL REQUIREMENTS FOR WAIVER OF EXAMINATION - BARBER INSTRUCTOR

- 1.) The Board may waive the examination requirements of §3707 for an applicant for a barber instructor's license that meets the applicable training, experience, and qualifications requirements to practice barbering and who provides to the satisfaction of the Board that the applicant has:
 - (a) At least three (3) years of experience as a barber manager in a licensed shop; or
 - (b) At least two (2) years of experience either as a master barber instructor in school acceptable to the Board; or
 - (c) At least three (3) years of experience as a master barber during which time at least two (2) persons successfully completed a barber apprenticeship under the direct supervision of the applicant during the five (5) years that immediately precede the effective date of this chapter.
- 2.) In addition to the requirements set forth in § 3709.1 the board may consider any other information that it considers relevant.
- 3.) The application for waiver of examination shall be filed within two years of the effective date of this chapter.

The application for waiver of examination shall be filed on or before **September 12, 2005**

COMPLETING THE LICENSE APPLICATION

Section 1. Requested License Type / Fees

- a. The methods for becoming licensed in the District of Columbia are outlined below. The one letter code/abbreviation for each origin is indicated in parenthesis. Write the correct origin code and the description on the "Method (Origin) of Application" line in section one of your new license applications.

| | |
|--------------------|--|
| E – Examination | Successful completion of the DC Barber examination on the first attempt and meet other requirements. |
| R – Re-examination | Successful completion of the DC Barber exam on the second or a later attempt and meet other requirements. |
| O – Other | All license types not required to take the DC examination (such as Barber Shop Owners) and meet other requirements. |
| N – Endorsement | Hold a Barber license in good standing in another state/jurisdiction with standards that are comparable to DC's requirements. |
| W – Waiver | Waiver of examination applies to Barber Instructors until September 12, 2005. Please refer to Municipal Regulations Chapter 37, section 3709 . |

- b. Write the abbreviation and description for the license type for which you are applying on the “Requested License Type” line provided in section one of the application. Select from the license prefixes in the table below (and continues on the next page).

| License Prefix | License Descriptions | Possible License Origins (Methods) | Exam Fee | Application Fee | License Fee | Total Due |
|----------------|----------------------|------------------------------------|----------|-----------------|-------------|-----------|
| BCO | Barber Chair Owner | O – Other | \$0 | \$65 | \$110 | \$175 |
| BAO | Barber Owner | O – Other | \$0 | \$65 | \$110 | \$175 |
| BAI | Barber Instructor | E – Examination | \$55 | \$65 | \$110 | \$230 |
| | | R – Re-Examination | \$55 | \$65 | \$0 | \$120 |
| | | N – Endorsement | \$0 | \$65 | \$110 | \$175 |
| | | W – Waiver | \$0 | \$65 | \$110 | \$175 |
| BAM | Barber Manager | E – Examination | \$55 | \$65 | \$110 | \$230 |
| | | R – Re-Examination | \$55 | \$65 | \$0 | \$120 |
| | | N – Endorsement | \$0 | \$65 | \$110 | \$175 |
| BAR | Barber | E – Examination | \$55 | \$65 | \$110 | \$230 |
| | | R – Re-Examination | \$55 | \$65 | \$0 | \$120 |
| | | N – Endorsement | \$0 | \$65 | \$110 | \$175 |

The Education Licensure Commission regulates Cosmetology and Barber Schools. For more information, call the Commission at 202-442-4320. In addition to a school license, each school must also have a business license issued by the Business Regulation Administration.

- c. You may pay the license application and license fee (see table in 1b. above) with a single check or money order. It is recommended that you pay by check, so that you have ready proof of payment. Checks or money orders should be made payable to **Pearson VUE**, and be submitted with your license application packet. Do **NOT** send cash. Please print your name on your check, if it is not pre-printed.

The application portion of the fee is **NOT** refundable. The license fee portion of the payment is refundable in the event of final denial of a license or a request from an applicant to close the application file. In the latter event, you will have to file all documents again, should you subsequently decide to apply for licensure. It will take approximately six (6) weeks after denial or withdrawal for you to receive your refund. For your information, the application and license fee portions of each application method are listed above.

If Pearson VUE is unable to process your application because you have failed the exam, you will not automatically receive a refund. You have one year to reapply or will be required to submit a new application and the corresponding fees. Instead, your license fee and all supporting documents will be retained and applied to your next application by Re-Examination.

- d. Should you need to obtain additional copies of your license to comply with laws and regulations pertaining to displaying your license at each office where you conduct business, you may order up to two (2) duplicate licenses (for \$30 fee each, etc.). Mark the “duplicate license” box and indicate the number of duplicates needed on the line provided. Indicate the total amount due for duplicates on the line to the right.

The **Total Due** amount is the fee that must be paid for your DC license to be processed. Your new license fee includes one new license print showing the new effective date and expiration date. A charge of \$65.00 will be imposed for dishonored checks (Public Law 89-208).

DC Barber licenses expire on September 30 of odd-numbered years. Your initial license will be valid for the balance of the current renewal cycle. You will be mailed a renewal notice (to your address of record) approximately three (3) months before the expiration of your license. Upon completion of the renewal form and payment of the renewal fee, your license will be renewed for a two-year period.

You should know that you are required by regulation to report all changes of your business or residence address within five days to Pearson VUE on behalf of the Board. Pearson VUE will update the address change in your database record. Requests for address change must be submitted in writing. Send the letter to Pearson VUE at the address listed on page one (1) of these instructions. Without an updated address, you may not receive your renewal notice. As noted in DC Municipal Regulations Title 17, Chapter 40, Section 4005.4, you are fully responsible for renewing even in the event that you don’t receive a renewal notice.

Section 2. Applicant Name / Demographic Information

Enter your full legal name exactly as it should appear on your license. Due to the most recent amendment to the D.C. laws (DC Law 13-269 – “Child Support and Welfare Reform compliance Amendment Act of 2000,” effective March 31, 2001), the Department of Consumer and Regulatory Affairs is now required to collect and maintain Social Security Numbers in licensee files. All applicants must be at least 18 years of age.

Section 3. Previous Names

List any other names you have used in the past on the lines provided. If your name has changed at any point since you first attended a college or university, you must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents include a marriage certificate, divorce decree, or court order.

Sections 4A. & B. Home Address / Business Address

Include both your home and business addresses in the sections provided. Even if you have a PO box, a street address should also be provided. You are required by regulation to report all changes of your business or residence address within five days to Pearson VUE on behalf of the Board. Should you fail to advise Pearson VUE of your current addresses, you may not receive your renewal notice.

Section 4C. Preferred Mailing Address

Place an “X” in the appropriate box to indicate your preferred mailing address. This will be the address to which all future licensing documents will be mailed. The address that appears on your license will vary by license type. Most barber and cosmetology licenses show the HOME address. The Barber Shop Owner and Designated Manager license types show the BUSINESS address of the Barber Shop Owner.

Section 5A. Professional/Trade Schools Attended

List all schools that you have attended (including professional and trade schools) in reverse chronological order, beginning with the most recent at the top. All applicants must submit proof of completion of the required barber education program via an official certificate **or** a notarized copy of graduation certificate in a sealed envelope that has not been opened by the applicant. Manager and Instructor applicants do not need to resubmit documents that were submitted with their Barber applications. See Section 5C of this instruction packet for number of hours required by license type.

Section 5B. Work Experience

List all experience since graduation from college or university, or trade school, in reverse chronological order, beginning with the most recent. Use the key provided to describe the “Type of Position.” See section 5C of these instructions to determine the number of hours required by license type.

NOTE: If the applicant has been self-employed, verification of licensure from the state in which the license was issued must be provided.

Section 5C. Professional Licenses In Other States / Jurisdictions

List all professional licenses held in other states/jurisdictions. If applying by Endorsement, be sure to include a Letter of Verification from your most current state of licensure.

The Board may waive examination requirements and may grant a license in cases where applicants:

- a. have complied with licensing requirements in a jurisdiction which has requirements substantially equal to those in force in the District of Columbia at the time of filing for a DC license or

- b. have been continuously engaged in the practices or occupation for which a license is applied for at least five (5) years immediately prior to filing an application for a DC license.

There are a variety of combinations of education, training, continuous work experience, and licensure in other states/jurisdictions, which may qualify a barber applicant for licensure. The tables on the following page outline the various options and combinations.

| Requirements for Barber License | Examination Option 1 | Examination Option 2 | Endorsement Option 1 | Endorsement Option 2 |
|---|----------------------|---|----------------------|----------------------|
| Passed D.C. Barber examination | Yes | Yes | N/A | N/A |
| Passed national Barber exam in another jurisdiction | N/A | N/A | Yes | Yes |
| Hours of training from approved school* | 1,500 | 500 hours Barber training and (1500 hours Cosmetology training or hold current D.C. Cosmetology license.) | N/A | N/A |
| Hours in combined experience and training | N/A | N/A | 1,500 | N/A |
| Continuous work experience/license level | N/A | N/A | N/A | 5 yrs/Barber |
| Current barber license in another jurisdiction | N/A | N/A | Yes | Yes |

| Requirements for Manager License | Examination Option 1 | Examination Option 2 | Endorsement Option 1 | Endorsement Option 2 | Endorsement Option 3 |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| Passed DC written examination | Yes | Yes | N/A | N/A | N/A |
| Passed national manager exam in another jurisdiction | N/A | N/A | Yes | Yes | Yes |
| Hours of training from approved school* | 2,000 | 1,500 | 2,000 | 1,500 | N/A |
| Continuous work experience/license level | 6 mos/ Barber | 2 yrs/ Barber | 6 mos/ Barber | 2 yrs/ Barber | 5 yrs/ Manager |
| Current manager license in another jurisdiction | N/A | N/A | Yes | Yes | Yes |

| Requirements for Instructor License | Examination Option 1 | Examination Option 2 | Endorsement Option 1 |
|--|----------------------|--|----------------------|
| Passed DC instructor written/practical examination | Yes | Yes | N/A |
| Passed national instructor exam in another jurisdiction | N/A | N/A | Yes |
| Hours of training in instructor's course from approved school* | 1,000 | Course in teaching at post secondary level | N/A |
| Amount of work experience/license level | 6 mos/Barber | 6 mos/Barber | 2 yrs/Instructor |
| Current instructor license in another jurisdiction | N/A | N/A | Yes |

- - Formal Education Certificate(s) must be submitted showing proof of the total number of hours indicated.
- - With reference to waiver of examinations, please review section 3709 of the Municipal Regulations for additional information.

Section 6. Screening Questions

If you answer “no” to question A or “yes” to questions B through J, please provide a complete explanation on a separate sheet of paper. If more space is required to fully answer questions, attach additional sheets with typed responses. False or misleading statements will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC Code 22-2514.

Section 7. Applicant Affidavit

The application must be signed by the applicant and notarized. However, it does not need to be notarized in the District of Columbia.

Section 8. Supporting Documents Required

The required supporting documents are listed in this section. Place an “X” in the “YES” box for each item you have included with your application package or requested to be sent under separate cover to Pearson VUE on behalf of the Board of Barber and Cosmetology.

Place an “X” in the “NO” box for each item that does not apply for the license type/method for which you are applying. Keep a photocopy of all supporting documents for your records.

SUMMARY OF APPLICATION REQUIREMENTS

On the next page is a chart showing the application submission requirements for all application methods. The laws governing barber licensure in the District of Columbia are noted in *DC Law 12-261 “Second Omnibus Regulatory Reform Amendment Act of 1998.”* The regulations governing barber/cosmetology licensure are included in *DC Municipal Regulations Title 17, Chapters 37.* Any conflict between these instructions and the law and regulations is inadvertent. The law and the regulations take precedence in the event of any inadvertent conflict. Please contact the Board of Barber and Cosmetology, (202) 442-4320, if you have any questions regarding the interpretation of these laws as they pertain to your particular situation.

ADDITIONAL APPLICATION FORMS

If you need additional copies of this application package you may visit Pearson VUE’s website at www.pearsonvue.com. The form numbers that make up this package are:

| | |
|---------|--|
| 6709-78 | Chapter 37 Barber & Cosmetology |
| 6709-56 | Barber, New License Application |
| 6709-55 | Barber, New License Instructions |
| 6609-17 | Barber Shop Designated Manager Change Form |
| 6609-08 | Barber Formal Education Certificate |
| 6609-16 | Barber Verification of Licensure |

SUMMARY OF LICENSING REQUIREMENTS

FOR DC BARBER LICENSES

| License Type | Application Method | Notarized License Application Form | Two 2" x 2" Photos | Copy of Government Issued ID | Formal Education Certificate | Barber Supplemental Information Form | Verification of Licensure from Original State of Licensure | Copy of Your Current License | Designated Manager Add/Change Form | Copy of Certificate of Occupancy | Check or Money Order |
|--------------|--------------------|------------------------------------|--------------------|------------------------------|------------------------------|--------------------------------------|--|------------------------------|------------------------------------|----------------------------------|----------------------|
| BCO | O – Other | X | X | X | O | O | O | O | X | X | \$175 |
| BAO | O – Other | X | X | X | O | O | O | O | X | X | \$175 |
| BAI | E – Examination | X | X | X | X | O | O | O | O | O | \$230 |
| | R – Re-Examination | X | X | X | O | O | O | O | O | O | \$120 |
| | N -- Endorsement | X | X | X | O | X | X | X | O | O | \$175 |
| | W – Waiver | X | X | X | X | X | X | O | O | O | \$175 |
| BAM | E – Examination | X | X | X | X | O | O | O | O | O | \$230 |
| | R – Re-Examination | X | X | X | O | O | O | O | O | O | \$120 |
| | N -- Endorsement | X | X | X | O | X | X | X | O | O | \$175 |
| BAR | E – Examination | X | X | X | X | O | O | O | O | O | \$230 |
| | R – Re-Examination | X | X | X | O | O | O | O | O | O | \$120 |
| | N -- Endorsement | X | X | X | O | X | X | X | O | O | \$175 |

X = Required
O = Not required

Re-Examination Applicants need not resubmit supporting documents which were previously included with their original applications via Examination.

*If a licensed Barber wishes to become a licensed Cosmetologist, he/she shall have successfully completed the fifteen hundred (1,500) hours Barber training course or shall possess a current District of Columbia Barber License. Upon application to the Board, he/she shall be given up to one thousand (1,000) hours of credit for subjects previously covered in the Barber training course and have passed both the theory and practical portions of the Board's Barber Examination. Those subjects include, but are not limited to: shampooing; personal hygiene; ethics and salesmanship, courtesy, conduct, and D.C. Law, anatomy, physiology, bacteriology, pathology, chemistry, and electricity, scalp treatments, and sanitation. Before being permitted to take the Cosmetology practical and theory exam he/she shall have successfully completed 50 hours of Manicuring, 100 hours of Pressing, 35 hours of Braiding, 40 hours of Sanitation, 100 hours of Croquinole Wave/Styling, 100 hours of Haircutting, 75 hours electrology, and passed both the theory and practical portions of the Board's Cosmetology Examination.