

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION

BOARD OF COSMETOLOGY



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

Your interest in becoming licensed in the cosmetology 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 or cosmetology 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 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/Cosmetology 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's 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-Cosmetology
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 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

All Cosmetology applicants must pass the DC examination except those that are currently licensed in another state that qualify for endorsement. Computerized examinations are administered monthly and the practical six times a year according to the following schedule: January, March, May, July, September and November.

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, s/he 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 17 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 or cosmetology 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 SPECIALTY TEMPORARY LICENSE APPLICANTS

1. Completed Operator and Manicurist license application, including supporting documentation and fees in addition to the temporary license application, supporting documents and fees.

Temporary licenses are issued to examination candidates only and must be filed at the same time as the application for examination. Temporary licenses will not be issued after scheduling the examination. Applicants for operator or manicurist license by examination who have graduated from an approved school of cosmetology may apply for a temporary license. The temporary license is valid for 30 days from the date of issuance.

ADDITIONAL REQUIREMENTS FOR DEMONSTRATOR APPLICANTS

1. If applying for a Class D demonstrator license, a letter of employment verification on company letterhead must accompany the application.

Applicants for a Class C or D demonstrator licenses must be agents or employees of manufacturers in order to conduct sales demonstrations, lectures, and expositions. A Class C Demonstrator may only apply cosmetic products upon themselves or other agents of the cosmetic company, or to train employees of District merchants in the use of a product. A Class D Demonstrator license allows the agent to physically apply cosmetic products upon members of the public. Demonstrators must register with the Board within three (3) days of such employment. No person shall charge a fee to the public for the services rendered or the materials use in connection with a demonstration.

ADDITIONAL REQUIREMENTS FOR ALL COSMETOLOGY AND/OR SPECIALTY APPLICANTS

1. At least an eighth grade education or equivalent.
2. If you are applying by 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 COSMETOLOGY SALON OWNER AND DESIGNATED MANAGER APPLICANTS

1. As a Cosmetology Salon Owner 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 Cosmetology Salon. For a Cosmetology Specialist Salon, the Designated Manager must either be qualified or licensed as a Specialist Manager in the same specialty, or may be a Cosmetology Manager. A Cosmetology Salon Owner must designate a Cosmetology Manager and may not have a Specialist 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/cosmetology salon 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 COSMETOLOGY SALON OWNER APPLICANTS

1. Copy of the cosmetology salon's Certificate of Occupancy.
2. Cosmetology Salon Owners are required to have a Beauty Shop License issued by the DC Business Regulation Administration. Any owner who also practices as a cosmetologist must also maintain a manager license in addition to the owner license and the business license.
3. Any owner who also practices as a cosmetologist or specialty/ cosmetology owner must maintain a manager's license.

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 description on the "Method (Origin) of Application" line in section one of your new license application.

E – Examination	Successful completion of the DC Cosmetology examination on the first attempt and meet other requirements.
R – Re-Examination	Successful completion of the DC Cosmetology on the second or a later attempt and meet other requirements.
O – Other	All license types not required taking the DC examination (such as Temporary Operator, Demonstrator, and Cosmetology Salon Owners) and meet other requirements.
N – Endorsement	Hold a Cosmetology in good standing in another state/jurisdiction with standards, which are comparable to DC's requirements.

- 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.

License Prefix	License Descriptions	Possible License Origins (Methods)	Exam Fee	Application Fee	License Fee	Total Due
COO	Cosmetology Salon Owner	O – Other	\$0	\$65	\$110	\$175
CBO	Cosmetology Booth Owner	O – Other	\$0	\$65	\$110	\$175
COI	Cosmetology Instructor	E – Examination	\$55	\$65	\$110	\$230
		R – Re-Examination	\$55	\$65	\$0	\$120
		N – Endorsement	\$0	\$65	\$110	\$175
COM	Cosmetology Manager	E – Examination	\$55	\$65	\$110	\$230
		R – Re-Examination	\$55	\$65	\$0	\$120
		N – Endorsement	\$0	\$65	\$110	\$175
COP	Cosmetology Operator	E – Examination	\$55	\$65	\$110	\$230
		R – Re-Examination	\$55	\$65	\$0	\$120
		N – Endorsement	\$0	\$65	\$110	\$175
COD	Cosmetology Demonstrator – Class C	O – Other	\$0	\$65	\$110	\$175
COD	Cosmetology Demonstrator – Class D	O – Other	\$0	\$65	\$110	\$175
COT	Cosmetology Temporary Operator	O – Other	\$0	\$65	\$45	\$110
CSO	Cosmetology Specialist Salon Owner	O – Other	\$0	\$65	\$110	\$175
CSI	Cosmetology Specialist Instructor	E – Examination	\$55	\$65	\$110	\$230
		R – Re-Examination	\$55	\$65	\$0	\$120
		N – Endorsement	\$0	\$65	\$110	\$175
CSM	Cosmetology Specialist Manager	E – Examination	\$55	\$65	\$110	\$230
		R – Re-Examination	\$55	\$65	\$0	\$120
		N – Endorsement	\$0	\$65	\$110	\$175
CSP	Cosmetology Specialist Operator	E – Examination	\$55	\$65	\$110	\$230
		R – Re-Examination	\$55	\$65	\$0	\$120
		N – Endorsement	\$0	\$65	\$110	\$175
CST	Cosmetology Spec Temporary Operator	O – Other	\$0	\$65	\$45	\$110

The Education Licensure Commission regulates Cosmetology Schools. For more information, call the Commission at 202-727-2824. In addition to a school license, each school must also have a business license issued by the Business Regulation Administration.

- c. If you are applying for a specialist license, then write the code and description that corresponds to the specialty for which you are applying on the “Requested Specialty” line. Select from the following:

Specialty Code	Specialty Description
ESTH	Esthetician [Facials]
ELEC	Electrologist
NAIL	Manicurist [Nail Technician]
BRAID	Braiding
C	Class C [Demonstrators only]
D	Class D [Demonstrators only]

- d. 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.

- e. 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 Cosmetology licenses expire on April 15 of even-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 in the middle of Page 1. 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 THE BOARD 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/Cosmetology Salon Owner and Designated Manager license types show the BUSINESS address of the Barber Shop/Cosmetology Salon 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. Cosmetology applicants must have received eighth grade or equivalent education.

All applicants must submit proof of completion of the required barber or cosmetology 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 Operator applications. See Section 6C 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.

Specialty applicants must submit notarized employment verification on company letterhead, must contain the following information:

- a. Dates of employment
- b. Description of duties performed in detail
- c. Signature of a currently licensed Manager or Owner who represents the employer
- d. Manager's or Owner's license number and state of licensure

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 can qualify a cosmetology/barber applicant for licensure. The tables on the following page outline the various options and combinations.

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

Requirements for Specialist Operator License - BRAIDER	Examination	Endorsement Option 1	Endorsement Option 2
Passed DC specialist operator examination	Yes	N/A	N/A
Passed national specialist exam in another jurisdiction	N/A	Yes	Yes
Hours of training from approved school*	100	100	6 month continuous work experience in another jurisdiction
Current specialist braider operator license in another jurisdiction	N/A	Yes	Yes

Requirements for Specialist Operator License - MANICURIST	Examination	Endorsement Option 1	Endorsement Option 2
Passed DC specialist operator examination	Yes	N/A	N/A
Passed national specialist exam in another jurisdiction	N/A	Yes	Yes
Hours of training from approved school*	350	350	6 month continuous work experience in another jurisdiction
Current specialist manicurist operator license in another jurisdiction	N/A	Yes	Yes

Requirements for Specialist Operator License - ELECTROLOGIST	Examination	Endorsement Option 1	Endorsement Option 2
Passed DC specialist operator examination	Yes	N/A	N/A
Passed national specialist exam in another jurisdiction	N/A	Yes	Yes
Hours of training from approved school*	600	600	6 month continuous work experience in another jurisdiction
High school diploma or GED required	Yes	Yes	Yes
Current specialist electrologist operator license in another jurisdiction	N/A	Yes	Yes

Requirements for Specialist Operator License - ESTHETICIAN	Examination	Endorsement Option 1	Endorsement Option 2
Passed DC specialist operator examination	Yes	N/A	N/A
Passed national specialist exam in another jurisdiction	N/A	Yes	Yes
Hours of training from approved school*	600	600	6 month continuous work experience in another jurisdiction
Current specialist esthetician operator license in another jurisdiction	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 mo Operator	2 yrs Operator	6 mo Operator	2 yrs Operator	5 yrs Manager
Current manager license in another jurisdiction	N/A	N/A	Yes	Yes	Yes

Requirements for Cosmetology Specialist Manager License	Examination Option 1	Examination Option 2	Endorsement Option 1
Passed DC written examination	Yes	Yes	N/A
Passed national manager exam in another jurisdiction	N/A	N/A	Yes
Hours of training in manager's course from approved school*	500	N/A	500
Amount of work experience/license level	6mo/Operator	2 yrs/Operator	2 yrs/Operator
Current cosmetology specialist manager license in another jurisdiction	N/A	N/A	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*	1000	Course in teaching at post secondary level	N/A
Amount of work experience/license level	6mo/Operator	2 yrs/Operator	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 examination please review section 3708 & 3710 for additional information.

Section 6. Screening Questions

If you answer "no" to question A or "yes" to questions B through I, 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. Sponsor’s Affidavit

This section is not applicable for Barber licensing.

Section 9. 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/cosmetology 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 and 38. 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 Occupational and Professional Licensing Administration/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 or call Pearson VUE Customer Service number at 877-374-1155. The form numbers that make up this package are:

- 6709-78 Municipal Regulation Chapter 37 Barber & Cosmetology
- 6709-59 Cosmetology, New License Application
- 6709-60 Cosmetology, New License Instructions
- 6709-65 Cosmetology Salon /Designated Manager Change Form
- 6709-57 Cosmetology Formal Education Certificate
- 6709-58 Cosmetology Verification of Licensure

**SUMMARY OF LICENSING REQUIREMENTS
FOR DC COSMETOLOGY LICENSES**

License Type	Application Method	Notarized License Application Form	Two 2" x 2" Photos	Copy of a Current Government Issued Photo I.D.	Formal Education Certificate	Cosmetology Supplemental Information Form	Verification of Licensure from Original State of Licensure	Photo Copy of Your Current License	Designated Manager Add/Change Form	Copy of Certificate of Occupancy	Check or Money Order
COO	O – Other	X	X	X	O	O	O	O	X	X	\$175
CBO	O – Other	X	X	X	O	O	O	O	X	X	\$175
COI	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
COM	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
COP	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
COD	O – Other	X	X	X	O	X	O	O	O	O	\$175
COT	O – Other	X	X	X	O	O	O	O	O	O	\$110
CSO	O – Other	X	X	X	O	O	O	O	X	X	\$175
CSI	E – Examination	X	X	X	X	X	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
CSM	E – Examination	X	X	X	X	X	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
CSP	E – Examination	X	X	X	X	X	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
CST	O – Other	X	X	X	O	O	O	O	O	O	\$110

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 Cosmetologist wishes to become a licensed Barber, he/she shall have successfully completed the fifteen hundred (1,500) hours Cosmetology Training Course or shall possess a current District of Columbia Cosmetology 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 Cosmetology Training Course and have passed both the theory and practical portions of the Board's Cosmetology 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 Barber practical and theory exam. He/she shall have successfully completed 100 hours of Shaving/Beard Trimming, 100 hours of Styling, 210 hours of Haircutting, 50 hours of Shop Management, and 40 hours of Sanitation, and passed both the theory and practical portions of the Board's Cosmetology Examination.