

DEPARTMENT OF EDUCATION
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CAREER AND TECHNICAL EDUCATION MEMO NO. 101-16

DATE: April 14, 2016

TO: CTE Administrators

FROM: Lolita B. Hall, Director
Office of Career and Technical Education

SUBJECT: **Virginia Board of Barbers and Cosmetology Program and Examination Requirements**

Implementation guidance is provided in follow-up to [Superintendents' Memorandum #075-16](#), issued on April 1, 2016, regarding the barbering and cosmetology program and licensing examination requirements.

Guidance for Implementation of the Virginia Board of Barbers and Cosmetology Programs

1. Effective July 1, 2016, the minimum number of instructional hours for the Barbering I, II, III (8740, 8741, 8742) program and Cosmetology I, II, III (8527, 8528, 8529) program will be 840 hours. Therefore, students who enroll for the first time in Barbering I or Cosmetology I on or after July 1, 2016, will be required to satisfy the three-year 840-hour minimum program completion requirement. Upon satisfactory completion of the three-year 840-hour program, these students will be eligible to take the Board for Barbers and Cosmetology licensing examination.
2. For school divisions that request "the one year extension for implementation of the new requirement," July 1, 2017, becomes the effective date for first time students who enroll in Barbering I and/or Cosmetology I. Upon satisfactory completion of the three-year 840-hour minimum program requirement, these students will be eligible to take the Board for Barbers and Cosmetology licensing examination.
3. Students who were enrolled in Cosmetology I and II or Barbering I and II prior to July 1, 2016, shall satisfy the 560-hour minimum program completion requirement. Upon satisfactory completion of these requirements, students may take the Board for Barbers and Cosmetology licensing examination.
4. If during the 2015-2016 school year a 10th grade student signed up during recruitment to take Barbering or Cosmetology beginning in 2016-2017, this student will be unable to complete a three year program; therefore, he or she must satisfy the 560-hour minimum program required. This student is likely to complete the 560-hour program requirement, at the end of the 2017-2018 school year. Upon satisfactory completion of these requirements, students may take the Board for Barbers and Cosmetology licensing examination.

5. Completion of the Barbering I, II, III (8740, 8741, 8742) program and/or Cosmetology I, II, III (8527, 8528, 8529) program may be achieved in two or three school years. Students must satisfy the 840-hour minimum program completion requirement to be eligible to take the Board for Barbers and Cosmetology licensing examination. The following scheduling scenarios are examples:

Scenario #1: Standard or A/B Block Schedule

2016-17 School Year
Barbering I and/or Cosmetology I (280 hours)

2017-18 School Year
Barbering II and/or Cosmetology II (280 hours)

2018-19 School Year
Barbering III and/or Cosmetology III (280 hours)

Scenario #2: 4x4 Block Schedule

2016-17 School Year
Barbering I and/or Cosmetology I (Semester or Full Year, 280 hours)

2017-18 School Year
Barbering II and/or Cosmetology II (First Semester, 280 hours)
Barbering III and/or Cosmetology III (Second Semester, 280 hours)

Scenario #3: 4x4 Block Schedule

2016-17 School Year
Barbering I and/or Cosmetology I (First Semester, 280 hours)
Barbering II and/or Cosmetology II (Second Semester, 280 hours)

2017-18 School Year
Barbering III and/or Cosmetology III (Semester or Full Year, 280 hours)

NOTE: The 280 hours are equivalent to 16,800 minimum instructional minutes.

If you have any questions, please contact Anthony Williams, specialist for trade and industrial education and related clusters, at cte@doe.virginia.gov or by telephone at (804) 225-2052.

LBH/aab

Scenario #1: Revised