



COMMONWEALTH of VIRGINIA

*Department of Veterans Services
Veterans Education, Training and Employment
State Approving Agency for Veterans Education and Training*

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ATTENTION: Schools licensed by the Board for Barbers and Cosmetology

Please read if your school offers at least one program that falls under the jurisdiction of the Virginia Department of Occupational Regulation (DPOR) Board for Barbers and Cosmetology.

The Board for Barbers and Cosmetology issued a guidance document titled “Barber and Cosmetology Schools – Awarding Credits and/or Hours to Transfer Students” on May 12, 2014. The guidance clarified the transfer of hours policies outlined in 18 VAC 41-20-280.B.1 and 18 VAC 41-40-260.B.1 for **barber, cosmetology, nail technician** and **wax technician** programs. A school may complete a program with transfer hours and award clock hours only if the following apply:

- Both the new and former school must be licensed by the appropriate state licensing entity while the student is enrolled. The schools’ current curriculum must be approved by that entity.
- The hours earned at the originating school must have been earned no more than two years prior to enrolling in the new school.
- Both the new and former school must be accredited by an accrediting agency recognized by the U.S. Department of Education.
- The new school may only credit completed content, and must substantiate, based on the student’s transcript, how hours were awarded towards each content area.
- The applicant shall provide the Board with satisfactory evidence of the above.

The SAA staff contacted DPOR for further clarification to ensure that each approved school has a transfer policy that was in line with state regulations. The following is a summary of the requirements for transferring credit between schools for programs not previously mentioned:

- **Esthetics and Master Esthetics programs** – Transfer of hours or credits are permissible under Board regulation 18 VAC 41-70-190.D (for accredited and non-accredited programs)

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- Esthetics schools may award up to 300 hours credit towards the 600 hour requirement based on a competency assessment and a review of the student's transcript.
- The number of credit hours awarded shall not exceed the actual hours of instruction verified on the transcript or the number of hours specified in the board-approved curriculum for a specific topic.
- **Instructor programs** – No transfer hours or credits are allowed between instructor's programs.
- **Tattooer and Permanent Cosmetic Tattooer programs** – No transfer hours or credits are allowed between tattooer and permanent cosmetic tattooer schools.

The U.S. Code 3675 (b)(2) and 3676 (c)(4) require that approved schools maintain a transfer policy in which the school reviews and evaluates prior training and applies credit accordingly to shorten the length of training required for the student. In order to maintain approval, school must comply with both State and Federal regulations. This means that only programs that would allow for the possibility of transfer of hours are approvable by the SAA.

What this means to you:

The following programs are **NOT** approvable for GI Bill benefits:

- **Instructor**
- **Tattooer**
- **Permanent Cosmetic Tattooer**

The following programs are only approvable at accredited schools:

- **Barber**
- **Cosmetology**
- **Nail Technician**
- **Wax Technician**

The following programs are approvable at both accredited and non-accredited schools:

- **Esthetics**
- **Master Esthetics**

Let us know if you have any questions or concerns regarding this notice. You may contact us at saa@dvs.virginia.gov or at 804-225-2298.