



GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS

237 Coliseum Drive
Macon, Georgia 31217
Phone (478) 207-2440
www.sos.ga.gov

APPLICATION FOR BARBER SCHOOL LICENSE

Please review this application package and complete all the attached forms. Submit the requested documents along with the application and fee.

Any person desiring to operate a school of barbering in the State of Georgia is required to make application for a license to operate the school and meet all requirements of the laws and rules of the Georgia State Board of Cosmetology and Barbers before a license can be issued. A list of the state laws and board rules may be found at www.sos.ga.gov. When the application is properly completed and returned to the Georgia State Board of Cosmetology and Barbers, it shall be accompanied by the following:

- (a) Application fee - \$300.00 (non-refundable)
- (b) three (3) letters of references from persons who have known you for at least five years;
- (c) a professional blueprint of the floor plan of the proposed premises drawn to the approximate scale of 2,000 feet, showing the arrangement of the classrooms, locker space, separate restroom facilities for male and female students, approximate placing of equipment, the entrances and exits, ventilation and lighting, and adequacy of floor space;
- (d) list of various items of equipment to be used;
- (e) copies of licenses of each of the instructors who will work in the school and letters from those instructors stating their intentions to work at the school;
- (f) a copy of the completed Non Public Post Secondary Education Commission Surety Bond application; and,
- (g) a copy of receipt of payment for the Tuition Guaranty Trust Fund.

Submit application in a 9x12 or larger envelope. Do not staple pages or check/money order. Do not fold pages of the application.

When the application and the documents have been submitted to the Board office, an appointment will be scheduled for the Board to meet the applicant(s). The Board will conduct an interview with the applicant(s) concerning issues of ownership and licensure for a school certification in the State of Georgia. A preliminary inspection and final inspection may be required.

The Board will approve or disapprove the application according to the laws and rules pertaining to the practice of barbering and ownership of a school. The Board will have a reasonable amount of time to make a decision concerning any application submitted to the board. Finally, no school application will be approved by the Board without a copy of the Surety Bond or any of the required documents.

FOR BOARD USE ONLY
 Amount Submitted _____
 Date _____
 Receipt # _____



FOR BOARD USE ONLY
 Certificate Number _____
 Date Issued _____
 Applicant No. _____

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APPLICATION FOR BARBER SCHOOL LICENSE

Any person desiring to operate a barber school in the State of Georgia is required to make application and meet all requirements of the laws and rules of the Board before a license can be issued. The application must be correct and complete with required documents and fee in the amount of **\$300.00** attached. Refer to state laws and Board rules found on the Board's website: www.sos.ga.gov.

NAME OF SCHOOL:

Physical Address:

Number and Street (P.O. Box not acceptable) City / State / Zip

Mailing Address (If different):

Number and Street Number City/State/Zip

Telephone Number Email* Fax

***Acknowledgement of your application will be sent by email. Also, if further information is needed, email is the most efficient way for Board staff to contact you so that your application can be processed in the most efficient manner. Your email will not be shared with third parties.**

NAME(S), ADDRESS, EMAIL ADDRESS, AND RESIDENT TELEPHONE
NUMBER OF EACH OWNER(S)

(1) _____

(____)_____-_____

(2) _____

(____)_____-_____

(3) _____

(____)_____-_____

*If the owner is a corporation – list all officers of the corporation including the registered agent, chief operations officer, secretary, and treasurer with addresses, telephone numbers, and email addresses.

Have you ever been convicted of a felony or misdemeanor (other than minor traffic violation) or entered a plea of guilty, nolo contendere or under the “First Offender Act,” or been sanctioned by another board or agency? DUI and DWI are not minor traffic violations. Yes No

If you answered “Yes” to the question regarding court convictions, you must submit to the Board the following: a) a certified copy of conviction/sentencing document(s) from the Court before which you were convicted and sentenced, signed by the presiding judge, and showing said conviction and sentence; AND, if applicable, b) a statement (on official letterhead) from your probation / parole officer regarding your current status/completion of any probation / parole. Your application will not be processed until this information is received and reviewed by the Board.

Have you ever had a license revoked, suspended, or otherwise sanctioned by any professional licensing board or agency, or have you ever been denied issuance of, or pursuant to disciplinary proceedings refused renewal of a license by any professional licensing board or agency in Georgia or any other state? Yes No

If you answered “Yes” regarding sanctions from another board, you must request that the licensing board or agency send a certified copy of the action taken against your license with relevant supporting documents to the Board’s office. Your application will not be processed until this information is received and reviewed by the Board.

Have you ever owned or operated a school in Georgia? YES NO. If yes, please give the school name, license number, address, and date of operation:

The following documents are attached for the Barber Board to review:

- (a) three (3) letters of references from persons who have known you for at least five years;
- (b) a professional blueprint of the floor plan of the proposed premises drawn to the approximate scale of 2,000 feet, showing the arrangement of the classrooms, locker space, separate restroom facilities for male and female student, approximate placing of equipment, the entrances and exits, ventilation and lighting, and adequacy of floor space;
- (c) list of various items of equipment to be used;
- (d) copies of instructor's licenses and letters from the instructor(s) stating their intentions to work at the school;
- (e) proof of Surety Bond approved by Non Public Post Secondary Education Commission (copy of bond);
- (f) copy of receipt of payment for Tuition Guaranty Trust Fund

The Nonpublic Postsecondary Educational Institutions Act of 1990 requires that before beginning operations, proprietary schools (including those with programs which must be approved and regulated by licensing boards of the Georgia Secretary of State) shall obtain certificates of authorization to operate from the Nonpublic Postsecondary Education Commission (NPEC). The school should complete all application forms and supporting documentation for submission to NPEC. The forms should be completed and any questions should be directed to the Deputy Director of NPEC:

Nonpublic Postsecondary Education Commission
2082 East Exchange Place
Suite 220
Tucker, Georgia 30084
Telephone: (770) 414-3300
www.gnpec.org

The forms and exhibits along with a letter from an insurance agency or bonding company certifying that school owner is qualified to secure the required bond should be forwarded to the Deputy Director of NPEC. **The NPEC initial application processing fee must be submitted to NPEC with the completed application package. Check the NPEC fee schedule or call the NPEC Deputy Director to determine the amount.** Applications and the list of documents and exhibits to be submitted may be found on the NPEC website (www.gnpec.org) under the link entitled **"Forms and Instructions for New and Renewal Authorizations."**

Georgia State Board of Cosmetology and Barber laws, rules and policies may be found on our website at www.sos.ga.gov. School licensure requirements and other information may also be found on this website.

APPLICANT AFFIDAVIT:

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia State Board of Cosmetology and Barbers and I agree to abide by these laws and rules, as amended from time to time.

By executing this affidavit under oath, as an applicant for a professional license, as referenced in O.C.G.A. § 50-36-1, administered by the Professional Licensing Boards Division, the undersigned applicant also verifies one of the following with respect to his/her application for a public benefit **(Check Only One):**

1) _____ I am a United States citizen. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver’s license, passport, or document as indicated on pages 6, 7, 8 & 9 of this application.**

2) _____ I am not a United States citizen, but I am a legal permanent resident of the United States, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s), as indicated on page 8 of this application, which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

In making the above representations under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute. I also understand that any failure to make full and accurate disclosures may result in disciplinary action by the Board for which I am applying for licensure.

Signature of Applicant Date

Print Applicant’s Name

Personally appeared before me, the undersigned official authorized to administer oaths, comes

_____ who deposes and swears that he/she is the person who executed this
(Applicant’s Name)
application for a license by examination for Cosmetology or Barber in the State of Georgia; and that all of the
statements herein contained are true to the best of his/her knowledge and belief.

Sworn to and subscribed before me this _____ day of _____, 2_____

Notary Public Signature _____
County _____ State _____

My Commission Expires _____

(seal)

**APPLICANT: PLEASE CHECK THE FORM OF IDENTIFICATION BELOW THAT YOU POSSESS.
RETURN THIS FORM ALONG WITH A COPY OF YOUR APPROPRIATE DOCUMENTATION.**

Name

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

Issued July 10, 2013 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”), as amended by Senate Bill 160, signed into law as Act No. 27, (2013), provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(g). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

An unexpired United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

An unexpired United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

An unexpired driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

An unexpired identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

An unexpired tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm>
[O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

An unexpired United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

An unexpired Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

An unexpired passport issued by a foreign government, provided that such passport is accompanied by a United States Department of Homeland Security (“DHS”) Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual’s lawful immigration status or other proof of lawful presence under federal immigration law¹ [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

An unexpired Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

An unexpired Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

An unexpired NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

An unexpired Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

An unexpired driver’s license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

Certification of Report of Birth issued by the United States Department of State (Form DS-1350) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

Certification of Birth Abroad issued by the United States Department of State (Form FS-545) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

¹ Senate Bill 160 (Act No. 27), effective July 1, 2013, limited the use of passports issued by foreign nations to satisfy the requirements for submission of secure and verifiable documents to only those passports submitted in conjunction with a United States Department of Homeland Security (“DHS”) Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual’s lawful immigration status or other proof of lawful presence under federal immigration law.

Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

DOCUMENTATION TO DETERMINE QUALIFIED ALIEN STATUS

Please check the box which applies to your status. You must provide copies of the required documentation as an attachment to this form.

Alien Lawfully Admitted for Permanent Residence:

- _____ - USCIS Form I-551 (Alien Registration Receipt Card, commonly known as a “green card”)
- _____ - Unexpired Temporary I-551 stamp in foreign passport or on USCIS Form I-94

Asylee:

- _____ - USCIS Form I-94 annotated with stamp showing admission under §208 of the INA
- _____ - USCIS Form I-688B (Employment Authorization Card) annotated “27a.12(a) (5)”
- _____ - USCIS Form I-766 (Employment Authorization Document) annotated “A5”
- _____ - Grant letter from the asylum office of USCIS
- _____ - Order of an immigration judge granting asylum

Refugee:

- _____ - USCIS Form I-94 annotated with stamp showing admission under §207 of the INA
- _____ - USCIS Form I-688B (Employment Authorization Card) annotated “274a.12 (a) (3)”
- _____ - USCIS Form I-766 (Employment Authorization Document) annotated “A3”
- _____ - USCIS Form I-571 (Refugee Travel Document)

Alien Paroled Into the U.S. for at Least One Year:

- _____ - USCIS Form I-94 with stamp showing admission for at least one year under §212(d) (5) of the INA

Alien Whose Deportation or Removal Was Withheld:

- _____ - USCIS Form I-688B (Employment Authorization Card) annotated “274a.12 (a) (10)”
- _____ - USCIS Form I-766 (Employment Authorization Document) annotated “A10”
- _____ - Order from an immigration judge showing deportation withheld under §241 (b) (3) of the INA

Alien Granted Conditional Entry:

- _____ - USCIS Form I-94 with stamp showing admission under §203 (a) (7) of the INA
 - _____ - USCIS Form I-688B (Employment Authorization Card) annotated “274a.12 (1) (3)”
 - _____ - USCIS Form I-766 (Employment Authorization Document) annotated “A3”
 - _____ - SEVIS Form I-20 validated by the student’s school for work at a particular employer for Curriculum Practical Training
 - _____ - SEVIS Form I-20 validated by the student’s school for work at a particular employer
- Plus a valid Employment Authorization Card noted for OPT-Optional Practical Training

Cuban/Haitian Entrant:

- _____ - USCIS Form I-551 (Alien Registration Receipt Card, commonly known as a “green card”) with the code CU6, CU7, or CH6
- _____ - Unexpired temporary I-551 stamp in foreign passport or on USCIS Form I-94 with the code CU6 or CU7
- _____ - USCIS Form I-94 with stamp showing parole as “Cuba/Haitian Entrant” under §212(d) (5) of the INA

Alien Who Has Been Battered or Subjected to Extreme Cruelty:

- _____ - USCIS petition and appropriate supporting documentation

Name of Applicant (please print clearly)

Signature of Applicant

Date Signed (MM/DD/YYYY)

SAMPLE
PRELIMINARY INSPECTION
BARBER SCHOOL

NAME OF SCHOOL: _____

ADDRESS OF SCHOOL: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

OWNER OF SCHOOL: _____

OWNER'S HOME ADDRESS: _____

OWNER'S HOME TELEPHONE: _____

OWNER'S EMAIL: _____

SCHOOL PROPERLY LIGHTED AND WELL VENTILATED: _____

PROPER HEAT AND AIR CONDITIONING: _____

DOES LOCATION HAVE PROPER ENTRANCE AND EXIT: _____

ADEQUACY OF FLOOR SPACE: _____

SIZE OF CLASS ROOMS: THEORY _____ PRACTICAL _____

CONDITION OF BUILDING: _____

TYPE OF PARKING FACILITIES AVAILABLE: _____

BUILDING IS OR IS NOT READY FOR INSTALLATION OF EQUIPMENT: _____

REMARKS: _____

INSPECTED BY: _____ DATE: _____

SAMPLE - FINAL INSPECTION REPORT

DATE: _____ TIME: _____ PHONE: _____

NAME OF SCHOOL: _____ OWNER(S): _____

ADDRESS: _____ CITY: _____

	<u>YES</u>	<u>NO</u>
1. Entrance and Exit Signs ----->	___	___
2. Sign denoting SERVICE BY STUDENTS ONLY----->	___	___
3. Sign prohibiting pets (except guidance animals)----->	___	___
4. Adequate floor space of 2,000 square feet----->	___	___
5. Sixteen (16) workstations with mirrors for each individual student---->	___	___
6. Adequate ventilation----->	___	___
7. Proper lighting----->	___	___
8. Sanitary regulations posted----->	___	___
9. Sufficient chalk boards----->	___	___
10. Audio visual aids----->	___	___
11. Sixteen (16) kits and one (1) each for additional students-----> (NOTE: Each kit must contain a fumigant)	___	___
12. One (1) wet sterilizer for each work station ----->	___	___
13. One (1) dry sterilizer per four (4) work stations ----->	___	___
14. Adequate locker space for each student----->	___	___
15. Ten (10) towels per student----->	___	___
16. Metal filing cabinet for records----->	___	___
17. Sixteen (16) mannequins; one (1) for each additional (5) students----->	___	___
18. Covered, washable container for garbage----->	___	___
19. Clean linen in closed cabinets----->	___	___
20. Facilities for clean drinking water----->	___	___
21. Hot and cold running water----->	___	___
22. Seven (7) hair dryers; additional dryer for each (5) additional students->	___	___
23. One (1) shampoo basin per work station	___	___
24. Separate restroom facilities for male and female students----->	___	___

LIBRARY FOR BARBER SCHOOLS (REQUIRED)

		<u>YES</u>	<u>NO</u>
1.	Medical Dictionary----->	___	___
2.	First Aid----->	___	___
3.	Primary Art and Sketching, etc.----->	___	___
4.	History Book on Hair Styles----->	___	___
5.	Theory and Practice of Esthetics ----->	___	___
6.	Business Management----->	___	___
7.	Basic Nutrition and Basic Hormones----->	___	___
8.	Theory and Practices of Barbering ----->	___	___
9.	Personality and Charm----->	___	___

Name of Instructor(s): _____

Number of Days Each Instructor will teach: _____

Number of Hours Each Instructor will teach: _____

Remarks
 (General) _____

 Signature of Inspector

 Signature of Board Member