Department of Professional and Occupational Regulation

Board for Barbers and Cosmetology
February 10, 2014

Guidance Document: Barber and Cosmetology Schools – Awarding Credits and/or Hours to Transfer Students

Interpretation of what may constitute a 'completed approved program' as noted in 18 VAC 41-20-20.B.1 and 18 VAC 41-40-20.B.1. Additionally, this method will be the sole manner in which a school may give credit for or allow transfer of hours in order to remain in compliance with 18 VAC 41-20-280.B.1 and 18 VAC 41-40-260.B.1:

A completed approved program may be composed of transferred hours under the following conditions:

- Both the new and former school must be licensed by the Board while the student is enrolled and have their current curriculum approved by the Board.
- 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 use the same text and curriculum.
- Both the new and former school must be accredited by the **National Accrediting Commission of Career Arts and Sciences (NACCAS).** NACCAS is the most prevalent accrediting body for Cosmetology, Esthetics, and Barbering schools.

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- The new school can 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.