



# West Virginia Board of Barbers and Cosmetologists

PO BOX 6768

CHARLESTON, WV 25362

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www.wvbbc.org

Adam L. Higginbotham  
Director

## APPLICATION FOR MASTER INSTRUCTOR EXAMINATION/REGISTRATION

**NOTE:**

\$50.00 Exam Fee must be attached with this application.

\$50.00 Registration Fee must be submitted after successfully passing examination.

APPLICATION DATE: \_\_\_\_\_

### PERSONAL INFORMATION

NAME: \_\_\_\_\_ SS#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_ LICENSE #: \_\_\_\_\_ INSTRUCTOR LICENSE #: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### NOTARIZED CERTIFICATION OF INSTRUCTOR EMPLOYMENT

This is to certify that the above named individual was employed as an instructor in the school listed below:

SCHOOL: \_\_\_\_\_

DATES OF EMPLOYMENT: \_\_\_\_\_

SCHOOL MANAGER SIGNATURE: \_\_\_\_\_

The school manager, whose signature appears above, first being duly sworn, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, states that the above statements regarding instructor employment are true in every respect.

My commission expires \_\_\_\_\_

Stamp Here

Notary Public Signature: \_\_\_\_\_

### CHECKLIST

- Letter of recommendation from school
- Two (2) recent photographs with one being attached to this document on the next page
- Certification of employment as an instructor
- \$50.00 examination fee
- Original college transcript

PLEASE SEE BACK

**SIGNED STATEMENT OF APPLICANT**

*In submitting this application for examination and registration as instructor in the profession indicated on this application, I certify that I am familiar with the law governing the practice of barbering and cosmetology in West Virginia, and am willing to comply with the rules and regulations and the law governing the teaching and practice of barbering and cosmetology in West Virginia. I do recognize the obligation inherent upon anyone employed in any capacity as an instructing in barbering and cosmetology.*

*I further understand that my license will expire December 31st of each year and that I must renew my license on or before the first day of January, each year, in the amount of \$50.00. I also understand that an expired license may be reinstated only upon the payment of all lapsed renewal fees, unless I have notified the Board to place such license on inactive status in writing. At the time of renewal, I shall submit copies of any acquired college credits and/or advanced hairstyling certificates.*

*Signature of Applicant:* \_\_\_\_\_

*Date:* \_\_\_\_\_

Attach  
Photo  
Here

**CHECKLIST**

- Letter of recommendation**
- Two (2) recent photographs**
- Certification of employment**
- \$50.00 examination fee**
- Original college transcript**