



## **Board for Barbers and Cosmetology**

**May 12, 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 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.