



**39 HOURS PRE-APPRENTICESHIP COURSE REGISTRATION**

Revision Mar. 2022

**The Board of Barbering and Cosmetology (BBC) requires that the 39 hours of pre-apprenticeship be completed before applying of an apprentice license. The pre-apprentice training referred to in Section 7334 of the Business and Professions Code shall be thirty-nine (39) hours of instruction in the following areas:**

- Basic Patron Protection**
- Disinfection Procedures**
- Laws and Regulations of the Board of Barbering and Cosmetology**
- Basic Patron Sanitation**
- Health and Safety**

**Notice: This course does not certify you as an apprentice. You must apply for an apprentice license after completing the 39 hours of pre-apprenticeship. Once your license is issued by The Board of Barbering and Cosmetology you can begin your training at an establishment.**

Cosmetology  Barbering

Name of Student: \_\_\_\_\_ Gender: Male  Female  Non-Binary

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SSN/ITIN: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_  
Apt # City ST Zip

Establishment Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Trainer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**REQUIREMENTS:**

1. Be at least 16 years of age or older.
2. Have completed the 10<sup>th</sup> grade or its equivalency.
3. Have a valid social security (SSN) or tax payer identification (ITIN) number.
4. Have a valid government issued photo ID.
5. Have a program sponsor; Cosmetica CBUAC
6. Have an establishment that is registered with the Board of Barbering and Cosmetology, and willing to sponsor you.
7. Have a trainer that is licensed by the Board of Barbering and Cosmetology that is willing to train you. (With the pertaining license for the course you will enroll in. Example a licensed cosmetologist can only train an apprentice cosmetologist or a licensed barber can only train an apprentice barber.)

**NOTICE TO APPLICANT:**

1. Cosmetica Latina reserves the right to reschedule the program start date.
2. Cosmetica Latina reserves the right to terminate your enrollment if you fail to comply with attendance, academic, and financial requirements, or if you fail to abide by established standards of conduct. While enrolled in the school, understand that you must maintain satisfactory academic progress, and that your financial obligation to the school must be paid in full before a certificate is awarded.
3. Cosmetica Latina does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.
4. Cosmetica Latina does not guarantee The Board of Barbering and Cosmetology will approve your apprentice application.



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5. The course fee is not transferable or cannot be given as credit to another applicant
6. This course does not certify you as an apprentice. You must first apply for an apprentice license. Once The Board of Barbering and Cosmetology issues your license, you can then begin your 3200 hours of training at an establishment.
7. **Cosmetica Latina reserves the right to send students who fail to comply with contract payment plan for the Pre-Apprenticeship Program to collections.**
8. Cosmetica Latina does not guarantee placement for the On The Job Training to graduates upon course completion or upon graduation.
9. Upon finishing the 39-hour pre-apprentice course you must have received at least a 75% (C) or higher in order to receive your pre-apprenticeship certification, also you must turn in your exams to an office official.
10. The certificate for the 39 hour pre-apprenticeship course will be given upon finalizing all pending payments to Cosmetica Latina.

### **CANCELLATION REFUND POLICY**

**Five day cancellation:** An applicant who provides written notice of cancellation within five (5) business days prior to commencing course, excluding weekends and holidays, of executing the enrollment agreement is entitled to a full refund of monies paid, minus the registration fee of \$75.00.

**Other Cancellations:** An applicant requesting cancellation four (4) to one (1) day/s after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a full refund of all monies paid, less a service charge of 10% of the **TOTAL COST**.

**No refunds or credit will be granted after the 1<sup>st</sup> class has commenced/ or if the student did not show to class on program start date scheduled on enrollment agreement.**

A refund can take up to 45 days from the withdrawal date if a refund is granted.

If you decide to begin another program after classes have commenced, it is your responsibility to notify us. In addition, you are held liable to pay off the pre-apprenticeship to Cosmetica Latina as stipulated in this contract.

### **Withdrawal Procedure:**

- A. A student choosing to withdraw from the school before or after the commencement of class is to provide a written notice to the school Director.
- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- C. A student will be determined to be withdrawn from the institution if the student misses three consecutive instructional days and all of the days are unexcused.

"I certify under penalty of perjury under the laws of the State of California that the information provided on this application is true and correct to the best of my knowledge that all statements made on this form are subject to investigation, and that any false or dishonest answer to any question may be for denial or subsequent revocation of this registration. I also certify that I have read and agreed both sides."

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date