



## **Board for Barbers and Cosmetology**

**Effective: March 16, 2023**

### **Guidance Document: Frequency of Providing School Rosters**

**In accordance with 18 VAC 41-20-250.A and 18 VAC 41-70-240.A barber, cosmetology, nail, wax, and esthetics schools are required to provide rosters of current students and students who attended in the last six months in the manner, format, and frequency prescribed by the Board.**

Schools should follow the requirements below:

1. Rosters must be submitted quarterly, with rosters due on January 15, April 15, July 15, and October 15 every year. The roster should be current to within 15 days of the submission. For example, the January 15 roster should be current through December 31.
2. Rosters will include all students enrolled in the school as well as any students who completed in the past six months. Students who are enrolled but have not begun classes must be included in the report.
3. Rosters will be provided on a Board supplied spreadsheet, which will include the students full name, date of birth, program type, date enrolled, the total number of hours to-date, and the date completed, terminated, or withdrawn.
4. Schools with no students enrolled, but the intention of operating, must submit a report to that effect. Schools with no students enrolled that no longer wish to operate should terminate their license in accordance with Board regulations.
5. Rosters must be submitted via a secure link provided by the Board.
6. In each calendar year, schools will not be penalized on their first instance of reporting after the deadline, provided the report is provided within 15 days of the deadline. Subsequent late filings or failing to report within 15 days of the deadline will result in a referral for disciplinary action.