State of West Virginia
Board of Barbers and Cosmetologists
Tel: 304.558.2924
Fax: 304.558.3450
www.wvbbc.com

MAIL COMPLETED APPLICATION TO:

WVBBC
P.O. BOX 40235
CHARLESTON, WV 25364

School Application

This is an application to operate a school of barbering, cosmetology, nail technology, aesthetics, hair styling, or waxing in the State of West Virginia.

REQUIREMENTS - Please include the following with this application.

- ☐ $50.00 Inspection Fee - **Check or Money Order #:** _____ **(Cash is not accepted)**
- ☐ Copy of permit from the Council for Community & Technical College Education or copy of grant award from the Department of Education
- ☐ List of Equipment to be installed in the School
- ☐ Copy of Student Contract & Handbook
- ☐ Description of how student clock hours will be recorded
- ☐ Electrical Certification (Completed within last 90 days)

SCHOOL INFORMATION

SCHOOL NAME				PHONE 1	
SCHOOL ADD.				PHONE 2	
SCHOOL CITY		SCHOOL STATE		SCHOOL ZIP	

OWNER(S) INFORMATION

Please check box indicating ownership: ☐ Individual(s) ☐ Corporation/LLC ☐ Government

OWNER/CEO/DIRECTOR NAME 1				FEIN #	
OWNER/CEO/DIRECTOR NAME 2				FEIN #	
OWNER MAILING ADDRESS					
OWNER CITY		OWNER STATE		OWNER ZIP	

MANAGER INFORMATION

MANAGER'S NAME 1		LICENSE #	
MANAGER'S NAME 2		LICENSE #	

INSTRUCTOR INFORMATION

INSTRUCTOR'S NAME 1		CERTIFICATE #	
INSTRUCTOR'S NAME 2		CERTIFICATE #	
INSTRUCTOR'S NAME 3		CERTIFICATE #	

Owner/CEO/Director Signature		Date	

Revised: August 7, 2026