

Frequently Asked Questions (FAQs) on Providing Rosters

Roster Submission

1. How should I submit the student roster?
 - a. Send student rosters to the secure link provided by the Board. Please check the email from the Board sent on January 11, 2023, and May 1, 2023.
2. What form should I use to submit the student roster?
 - a. The student roster spreadsheet is located on the Board's website. The link is below:
<https://www.dpor.virginia.gov/sites/default/files/boards/BarberCosmo/Student%20Roster%20Template.xlsx>

Schools are required to utilize the new template provided by the board. Please refrain from submitting student rosters as image files, PDFs, or a numbers file format; instead, submit the file in Excel spreadsheet format. As per 18VAC41-20-250 and 18VAC41-70-240, schools shall provide, in a manner, format, and frequency prescribed by the board, a roster of all current students and a roster of students who attended in the preceding six months before the reporting deadline. Failure to submit in the correct format as requested by the board may result in disciplinary action against the school.

You can find the template for student rosters with examples demonstrating how to complete the student rosters on DPOR's website.

Link: [School Roster Spreadsheet rev 1-2024.xlsx \(live.com\)](#)

3. Should we or can we password protect the file?
 - a. You do not need to password protect the file. The Board is providing a secure link to upload student rosters onto a secure website. The link is mandatory due to security measures, your files will be encrypted and uploaded to cloud storage. Only approved board staff will have access to these files, and this method is FERPA compliant.
4. Students who enrolled but cancel before starting classes. Should they be listed on the reporting form?
 - a. If they have cancelled prior to the reporting date or earning any credit, you do not have to list them on the reporting form. If they have earned any credit toward your program, you must report them as withdrawn.
5. How can I report no student enrollment?
 - a. Schools without student enrollment must submit the excel spreadsheet template (the form is on the Board's website) to the Board via the secure link provided by the Board.

No Student Roster examples are also available on the Board's website. The link is below.

Link: [School Without Students Roster Example \(2\).xlsx](#)

6. Students who enroll in multiple programs, but the subsequent programs do not start for several months. For example, a student enrolls in an esthetics program and at the same time enrolls in a master esthetics program to commence upon completing the esthetics program. Should they be listed on the roster for the subsequent programs?
 - a. Yes, if they have enrolled in the program, they should be listed even if the start date is several months in the future.

7. Why use enrollment date?
 - a. The Board needs to know who to expect when they conduct onsite audits. It is likely that the enrolled student you report on a quarterly basis will have begun classes by the time the audit is conducted. You will not be penalized if the student has still not begun.

8. Can we send it early as long as it covers the reporting period?
 - a. The roster can be provided within 15 days prior to the due date.

9. When do we drop people off the roster?
 - a. The roster should include all students who attended in the last six months.

10. Will the Board start visiting shops and salons as well?
 - a. This guidance does not involve shops, salons, and spas. DPOR is currently reviewing the possibility of conducting random audits of shops, salons, and spas but that will not happen as part of this initiative.

11. Which students do we put on the first submission?
 - a. The first roster should include all students currently enrolled, regardless of their start date, as well as any students who were enrolled in the past six months (and may have completed, withdrew, or were terminated).

12. Will tattoo and permanent cosmetic tattoo schools have to submit rosters?
 - a. At this time, tattoo regulations do not require schools submit their roster in a time, manner, and frequency required by the board. That means tattoo schools are not required to submit their roster but may choose to do so.

13. What will happen if I fail to provide the student roster by the deadline?
 - a. 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.