

L. Clark Hansbarger, M. D.
Director of Health



State of West Virginia

BOARD OF BARBERS AND BEAUTICIANS
CAPITOL BUILDING
CHARLESTON 25305
PHONE 348-3450

FILED IN THE OFFICE OF
A. JAMES MANCHIN
SECRETARY OF STATE
THIS DATE 8/30/81
mz

August 19, 1981

Honorable A. James Manchin
Secretary of State
Capitol Building
Charleston, West Virginia 25305

Dear Mr. Manchin:

The State Board of Barbers and Beauticians feels that an emergency exists requiring that the attached temporary rules and regulations be promulgated and that such temporary rules and regulations become effective immediately.

The attached rules and regulations contain a joint curriculum for registered barbers requesting beautician licenses, and for registered beauticians requesting barber licenses; and we have had a large number of applicants requesting to enroll in school to complete the required hours for joint licenses and they are desiring immediate entrance in school and usage of said curriculums.

Also, the rules and regulations contain a 250-hour curriculum for student instructors, which is now required in order to apply for a student instructor's license, and we have applicants requesting to begin this 250-hour course so that they may apply for a student instructor's license in schools of barbering and beauty culture.

Very truly yours,

E. B. Roush

E. B. Roush, Director
Board of Barbers and Beauticians

EBR:bsb
Attachments

West Virginia Administrative Regulations
Board of Barbers & Beauticians

Chapter 30-27
Series I
1981

TEMPORARY

FILED IN THE OFFICE OF
A. JAMES MANCHIN
SECRETARY OF STATE
THIS DATE 8/20/81
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Subject: Curriculum and Minimum Requirements, Subjects and Hour Schedule,
Rules and Regulations for schools of Beauty Culture Operating in
West Virginia.

Section 1. General

1.01. Scope - These regulations establish curriculum and minimum requirements, subjects and hour schedules, rules and regulations for schools of Beauty Culture operating in West Virginia.

1.02. Authority - These regulations are issued under authority of the West Virginia Code 30-27-1

1.03. Filing Date - These regulations are promulgated on the _____ day of _____, 1981, and filed on _____ day of _____, 1981, in the Secretary of State's Office.

1.04. Effective Date - These regulations become effective on the _____ day of _____, 1981.

Section 2. Minimum Curriculum for Schools of Beauty Culture.

2.01. Schedule of Subjects and Hours

(a) Every West Virginia school of beauty culture shall conduct a course of study consisting of at least 2000 clock hours, divided as follows. An accurate record of the number of hours devoted to the prescribed subjects for each student by permit number, must be posted on a bulletin board and available to all students on the first school day of each month and left for the number days in said month. The final examination of

each student shall also be made a part of the application for examination of each student, before the West Virginia State Board of Barbers and Beauticians.

(b) A copy of this curriculum and regulations must be posted on a bulletin board.

(c) The objectives of this cosmetology curriculum are to train students in all phases of beauty culture, to adequately pass the State Board Examination, and to attain successful employment to the Beauty Industry.

(d) Practical work during the first 300 hours shall be restricted to manikins only.

(e) The following curriculum and regulations adopted by the State Board of Barbers and Beauticians, were placed in effect.

	<u>LECTURE</u>	<u>DEMONSTRATION</u>	<u>MANIKIN PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL</u>
Ethics, Personal Hygiene, Visual Poise and Personality Development	10				10
Sanitation, Sterilization and Bacteriology	15	5			20
Shampooing and Rinsing	5	2	1		8
Hair and Scalp Treatment	6	1	3		10
Manicuring and First Aid	3	1			4
Haircutting	5	5	10		20
Hairstyling	10	10	30		50
Permanent Waving	15	10	40		65
Safty Precautions	10				10

	<u>LECTURE</u>	<u>DEMONSTRATION</u>	<u>MANIKIN PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL</u>
Salesmanship and Merchandizing	10				10
Wiggery and Hair Pieces	2	1	4		7
Review for Clinic Floor		5			5
Facials, Massage, Paks and Eyebrow Arching	5	3	3		11
Chemical Hair Relaxing and Hair Straightening	8	7	10		25
Hair Coloring and Lightening	20	20	5		45
	<u>124</u>	<u>70</u>	<u>106</u>		<u>300</u>
Sub-Total - First 300 Hours	124	70	106		300

SUPERVISED CLINIC PRACTICE

Sanitation, Sterilization and Bacteriology				120	120
Shampooing and Rinsing				37	37
Hair and Scalp Treatment				40	40
Manicuring and First Aid		2		31	33
Haircutting		13		300	313
Hairstyling		13		400	413
Permanent Waving		20		200	220
Wiggery and Hair Pieces		2			2
Merchandizing				20	20
Unassigned				7	7
Facials, Massage, Paks and Eyebrow Arching				44	44

	<u>LECTURE</u>	<u>DEMONSTRATION</u>	<u>MANIKIN PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL</u>
Chemical Hair Relaxing and Hair Straightening				65	65
Lightening		13		155	168
SUB-TOTAL:		<u>63</u>		<u>1419</u>	<u>1482</u>

LECTURE ON SCIENTIFIC SUBJECTS

Nail disorders	3				3
Chemistry	15				15
Skin, Scalp and Hair Disorders	9				9
Electricity, Light Therapy	12				12
Anatomy and Cells	20				20
State Laws and Regulations	20				20
Beauty Salon Management	25				25
Dispensary				80	80
Appointment Desk	1	2		16	19
Job Placement	10			5	15
SUB-TOTAL	<u>115</u>	<u>2</u>		<u>101</u>	<u>218</u>
TOTAL					2000

SUMMARY

Scientific Subjects	239
Beginner's Demonstration	70
Beginner's Manikin Practice	106
Demonstrations, Clinic, Manikin Practice	1585
TOTAL PRESCRIBED TRAINING PERIOD	2000

2.02: 250 Hour Curriculum for Student-Teachers

	<u>HOURS</u>
1. Orientation	10
2. Psychology of Student-Training	15
3. Introduction to Teaching	10
4. Good Grooming and Personality Development	10
5. Course Outlining and Development	15
6. Lesson Planning	20
7. Teaching Techniques (Methods)	30
8. Teaching Aids - Audio-Visual Techniques	20
9. Demonstration Techniques	20
10. Examination and Analysis	20
11. Classroom Management	15
12. Record Keeping	10
13. Teaching Observation	15
14. Teacher Assistant	20
15. Pupil Teaching (Practice Teaching)	20
TOTAL	<u>250</u>

NOTE: "This curriculum must be taught by a regular instructor or an instructor certified with a degree in education."

2.03. Curriculum for Barbers to Obtain Cosmetologist License to Adequately Pass the State Board Examination

	<u>LECTURE</u>	<u>DEMONSTRATION</u>	<u>CLINIC PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL</u>
Manicuring & Disorders	3	2		5	10
Hairdressing	15	10	30	75	130

	<u>LECTURE</u>	<u>DEMINISTRATION</u>	<u>CLINIC PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL</u>
Permanent Waving	30	30	60	160	280
Make-up	3	2		5	10
Haircoloring & Lightening	20	20		15	15
Dispensary				15	15
TOTALS	71	64	90	275	500

2.04 Curriculum for Cosmetologist to Obtain Barber License to Adequately Pass the State Board Examination.

	<u>LECTURE</u>	<u>DEMINISTRATION</u>	<u>CLINIC PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL</u>
Mustaches & Beards	4	2		21	27
Haircutting	10	10		85	105
Hairstyling	10	15		65	90
Honing, Stropping & Shaving	8	8		37	53
Hair Pieces	10	10	5		25
TOTALS	42	45	5	208	300

REQUIREMENT: Individuals must have completed 1800 hours of barber's training, or 2000 hours of cosmetologist's training, and hold a current license as a regular barber or beautician. Out-of-state applicants considered on individual basis. Requirements substantially equal are accepted. Requirements of less than 1800 hours barber's training or 2000 hours cosmetologist's training are usually accepted if supplemented by one (1) year of practical experience for every 300 hours of schooling not to exceed 1000 hours. All applicants upon completing the 500 hours cosmetology training or 300 hours barber training must submit to the 1800 hours barber examination or 2000 hours cosmetology examination.

Section 3. Qualification, Classrooms, Equipment and General Information

3.01. Qualifications A school owner; or any person who intends to

own a school of beauty culture in this state, is required to submit to the State Board of Barbers and Beauticians satisfactory evidence as to the character of the persons interested in managing and teaching in the school; literature and advertising material pertaining to the school; a copy of the contract to be signed by the prospective students; and establish any necessary facts regarding the ownership of the school.

3.02 Classrooms, Equipment Each school of beauty culture shall have at least two classrooms in use at all times. One room, to be used for demonstrations, or lecture, or clinical work, shall be fully equipped and arranged in a manner to comply in every way, and at all times with the rules and regulations promulgated by the State Board of Barbers and Beauticians. Following is an approved list of the minimum equipment with which a beauty school will be permitted to operate for not more than twenty students. Additional equipment must be installed in proportion to the increase in enrollment.

1. One (1) blackboard, not less than 4 x 8 feet in size.
2. Twenty (20) dresserettes and twenty (20) mirrors, or twenty (20) combination work tables. There must be a work station - table and chair - for each student enrolled in school at all times.
3. Five (5) shampoo bowls.
4. Ten (10) hairdryers.
5. Three (3) facial chairs.
6. Two (2) facial supply trays.
7. Two (2) hydraulic haircutting chairs.
8. Two (2) vibrators.

9. Two (2) therapeutic lamps.
10. Four (4) manicure tables.
11. Sufficient clean - linen cabinet space.
12. One (1) dip (wet) sterilizer for each booth and work stand.
13. Dry sterilization sufficient to accommodate as many students as are engaged in clinical work at any one time.
14. Sufficient training aids.
15. Twenty (20) hairdressing chairs.
16. Head manikins to be furnished by the school for each student, as part of kit for practical hairdressing.
17. Twenty (20) classroom chairs.
18. At least ten (10) waste containers.
19. One (1) large bulletin board conspicuously located for student permits, rules, regulations, notices, etc.
20. One (1) set of record files.

3.03. General Instructions

(a) The classroom shall be equipped with a chalkboard and scientific illustrations dealing with cosmetology. This room shall be used for lectures, demonstrations or scientific instruction to students.

(b) All schools shall provide and maintain adequate restroom facilities.

(c) No students will be permitted to enter any class for study, or given credit for any work done in school, prior to the time their certificate of registration has been received from the office of the State Board.

(d) All books and literature that will aid in student learning are encouraged to be used.

(e) Each school of beauty culture shall maintain a library of suitable reference books approved by the Board annually.

(f) Each school of beauty culture shall hold regular classes for the teaching of both the theory and the practice of all branches of beauty culture.

(g) Schools shall not guarantee positions to students, nor guarantee financial aid in equipping a shop.

(h) Schools are not limited to any particular system of teaching cosmetology. Students should be familiar with the various methods and practices in their profession and the different supplies and equipment used in the beauty industry.

(i) Each school must have an admission office, properly equipped with filing cabinet, etc., and maintain duplicate copies of records sent to the State Board of Barbers and Beauticians.

(j) Each school shall advertise only under the designation of a beauty school and shall display conspicuously at the entrance to said school a sign in plain block, display lettering at least one inch in height, as follows: "All work done by students only."

(k) All service prices must be displayed in the clinic area. The prices must be followed by the words, "STUDENT WORK", in lettering at least one-half the size of the lettering used to display the price.

(l) Instructors, as well as students, must, during school hours, be attired in washable uniforms, which must be kept clean and neat at all time. Uniforms worn by the instructors must be different from those worn by the students so they may be easily recognized.

(m) All bottles and containers in use must be distinctly and correctly labeled, showing the use for which the contents are intended.

(n) The State Board of Barbers and Beauticians shall be furnished with a copy of the current school catalog and copies of all student contracts. At any time changes are made in any of the above, the Board shall be furnished with a copy of same, as revised within thirty days of the change or revision.

Section 4. Attendance, Records, Teaching Staff

4.01. Attendance

(a) All schools of beauty culture must establish regular school hours.

(b) Schools shall require that all students attend classes at least eighty percent of the time enrolled school, not to exceed eight hours per day, exclusive of lunch period. Any absence for more than twenty percent of the time after enrollment, must be accounted for by a written excuse from a doctor, dentist, or someone acceptable to the Board, who can certify to the necessity for such absence.

NOTE: HOURS HEREIN REFERRED TO SHALL MEAN FULL CLOCK HOURS.

4.02. Records

(a) Daily Records - Each school shall keep a daily class record on each student, showing hours devoted to the respective subjects, and the total number of hours in attendance days present and days absent.

(b) Monthly Records - A monthly record of the entire enrollment must be sent to the office of the State Board of Barbers and Beauticians on, or before, the fifth working day of each month, on forms furnished to the schools for the purpose, showing the student's name, permit number, number

of months reported, hours absent, hours present, total hours, and their projected graduation date.

(c) Permanent Records A permanent record shall be compiled by the manager of each school from the daily class records. This record shall be kept up to date in a permanent file, and shall be subject to inspection at any time by any member of the State Board of Barbers and Beauticians, or any authorized representative.

(d) Final The manager of each school shall compile from his records a summary of each student's grades, hours, and attendance, which shall be presented to the student upon graduation, and shall also be made a part of his application for registration by examination. The manager must sign each copy of the required records, certifying that the record is correct, and that the student has received a diploma from his school.

4.03. Teaching Staff

(a) No school will be permitted to open or operate with less than two regularly registered, senior instructors. There must be one instructor for every twenty students, or reasonable average thereof, and an instructor shall be in the study and classrooms of the school at all hours, and supervise all practice student work.

(b) Each instructor in a beauty school shall devote his entire time during school hours to instruction, and shall not apply his time to the private, or public practice of beauty culture for compensation during school hours.

(c) Teaching by demonstrators is strictly forbidden, but may demonstrate to the students in school new processes, preparations and appliances,

in the presence of the registered instructors.

Section 5. Post Graduate Instruction - Credits that may be Accepted from Schools of Beauty Culture not Located in West Virginia

No licensed beautician who enters school for the purpose of taking post-graduate instruction will be permitted to remain in school for a period of more than 2000 hours.

A student who has been graduated from a recognized school of beauty culture not located in West Virginia, can be given credit only for the amount of hours required for graduation under the regulations in that particular state. These hours may apply on the 2000 hours required for graduation from a school in this state. All credits submitted and accepted under this regulation must be duly certified by the manager of the school the student attended, showing subjects studied, hours and grade received on each. This record will be held by the school manager until the student graduates, and then will be made a part of his application for examination as a beautician in this state.

Private lessons may be given to licensed beauticians who are desirous of gaining more knowledge in any subject, or subjects, which they are already licensed to practice.

Section 6. Required Forms

Required Beauty School Reports will be on forms approved and supplied by the Board of Barbers and Beauticians.

Section 7. Enforcement

Enforcement of these rules and regulations is vested with the State Board of Barbers & Beauticians.

Section 8. Public Hearing

Those affected persons desiring a public hearing shall do so in a manner prescribed in and by 29A-5-1 et. seq. of the West Virginia Code 1931, as amended.

Curriculum and Minimum Requirements Subject and
Hour Schedule, Rules and Regulations for Schools
of Beauty Culture Operating in West Virginia

Filing of Administrative Regulations
Chapter 16-14
Series I
1981

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