

**WEST VIRGINIA**  
**SECRETARY OF STATE**  
**KEN HECHLER**  
**ADMINISTRATIVE LAW DIVISION**

Form #6

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FILED  
1991 APR 24 AM 8:44  
OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED  
BY THE WEST VIRGINIA LEGISLATURE.**

AGENCY: WV Board of Barbers and Beauticians TITLE NUMBER: 3

AMENDMENT TO AN EXISTING RULE: YES x, NO \_\_\_\_\_

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 1

TITLE OF RULE BEING AMENDED: CURRICULUM AND MINIMUM REQUIREMENTS,  
SUBJECTS AND HOUR SCHEDULE; RULES AND REGULATIONS FOR SCHOOLS  
OF BEAUTY CULTURE OPERATING IN WEST VIRGINIA; JOINT BARBER  
AND BEAUTICIANS LICENSE

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: \_\_\_\_\_

TITLE OF RULE BEING PROPOSED: \_\_\_\_\_

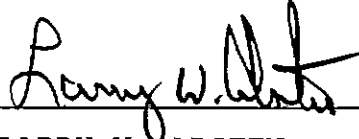
THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) SB 637

SECTION 64-9-5(j), PASSED ON March 9, 1991

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON

THE FOLLOWING DATE: 07/01/91

  
\_\_\_\_\_  
LARRY W. ABSTEN  
Executive Director

(PROPOSED)

TITLE 3

LEGISLATIVE RULES  
BOARD OF BARBERS AND BEAUTICIANS

CURRICULUM AND MINIMUM REQUIREMENTS SUBJECTS AND  
HOUR SCHEDULE, RULES AND REGULATIONS FOR SCHOOLS  
OF BEAUTY CULTURE OPERATION IN WEST VIRGINIA;  
JOINT BARBERS AND BEAUTICIANS LICENSE

SERIES 1

1990

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For Filing with the Legislative  
Rule-Making Review Committee

(PROPOSED)

LEGISLATIVE RULES  
BOARD OF BARBERS AND BEAUTICIANS

CURRICULUM AND MINIMUM REQUIREMENTS, SUBJECTS AND  
HOUR SCHEDULE, RULES AND REGULATIONS FOR SCHOOLS  
OF BEAUTY CULTURE OPERATION IN WEST VIRGINIA;  
JOINT BARBERS & BEAUTICIANS LICENSE

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(PROPOSED)

FILED

TITLE 3  
LEGISLATIVE RULES  
BOARD OF BARBERS AND BEAUTICIANS

1990 DEC -7 AM 9:24

OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

SERIES 1

CURRICULUM AND MINIMUM REQUIREMENTS, SUBJECTS AND HOUR SCHEDULE,  
RULES AND REGULATIONS FOR SCHOOLS OF BEAUTY CULTURE OPERATING  
IN WEST VIRGINIA; JOINT BARBER AND BEAUTICIANS LICENSE

3-1-1. General

1.1. Scope - This legislative rule establishes curriculum and minimum requirements, subjects and hour schedules, rules and regulations for schools of beauty culture operating in West Virginia.

1.2. Authority - W. Va. Code 30-27-1. Related - W. Va. Code 30-27-1 et seq.

1.3. Filing Date -

1.4. Effective Date -

~~1.5. Notice of Public Hearing --- June 6, 1990~~

~~1.6. Public Hearing --- July 8, 1990~~

1.7. Approval Date - This rule was approved by the West Virginia Board of Barbers and Beauticians on August 6, 1990.

1.8. Supersession and Repeal of Former Regulations - This rule supersedes and repeals "Curriculum and Minimum Requirements, Subjects and Hours Schedule, Rules and Regulations for Schools of Beauty Culture Operating in West Virginia; Joint Barber and Beautician License", Board of Barbers and Beauticians Legislative Rules, 3 CSR 1, filed June 27, 1989, and effective July 1, 1989.

3-1-2. Application and Enforcement

2.1. Application - This rule applies to owners and operators of schools of beauty culture and persons seeking a joint barber and beautician license.

2.2. Enforcement - The enforcement of this rule is vested with the West Virginia Board of Barbers and Beauticians.

3-1-3. Schedule of Subjects and Hours

3.1. Minimum Curriculum for Beautician License

3.1.1. Every West Virginia school of beauty culture shall conduct a course of study consisting of a minimum of two thousand (2000) clock hours, divided as shown in Table 3-1A at the end of this rule. On the first day of each month the school shall post on a bulletin board available to all students an accurate record of the

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number of hours devoted to the prescribed subjects during the previous month and the cumulative total of hours completed since the student's enrollment for each student by permit number. This record shall be left posted the entire 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 Board of Barbers and Beauticians.

3.1.2. A copy of this rule must be posted on a bulletin board.

3.1.3. The objectives of this cosmetology curriculum are to train students in all phases of beauty culture to adequately pass the Board examination and to attain successful employment in the beauty industry.

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

3.2. Curriculum for Barbers to Obtain a Cross-Over Cosmetologist License - The curriculum for a barber to adequately pass the cosmetologist examination in order to obtain a cross-over cosmetologist license is shown in Table 3-1B found at the end of this rule. An individual must have completed the one thousand eight hundred hours (1,800) of barber's training prior to taking the five hundred (500) hour cosmetology cross-over license training. An individual who has completed the barber's training may, however, take the cosmetology cross-over training prior to taking the barber examination. Upon completing both sets of training requirements, the individual must then submit to both the one thousand eight hundred (1,800) hour barber examination and the five hundred (500) hours cosmetology examination. Out-of-state applicants shall be considered on an individual basis. Requirements which are substantially equal are accepted. Requirements of less than one thousand eight hundred (1,800) hours barber's training are usually accepted if supplemented by one (1) year of practical experience for every three hundred (300) hours of schooling not to exceed one thousand (1,000) hours.

3.3. Curriculum for Cosmetologists to Obtain a Cross-Over Barber License - The curriculum for a cosmetologist to adequately pass the barber examination in order to obtain a cross-over barber license is shown in Table 3-1C found at the end of this rule. Individuals must have completed two thousand (2,000) hours of cosmetologist's training prior to taking the three hundred (300) hours barber cross-over license training. An individual who has completed the cosmetologist's training may, however, take the barber cross-over training prior to taking the cosmetology examination. Upon completing both sets of training requirements, the individual must then submit to both the two thousand (2,000) hour cosmetology examination and the three hundred (300) hours barber examination. Out-of-state applicants shall be considered on an individual basis. Requirements

substantially equal are accepted. Requirements of less than two thousand (2,000) hours cosmetologist's training are usually accepted if supplemented by one (1) year of practical experience for every three hundred (300) hours of schooling not to exceed one thousand (1,000) hours.

3.4. Individuals Persons who have completed the cross-over curriculum from barbering to beauty culture or beauty culture to barbering shall be issued a joint Barber/Cosmetology license and shall be liable for only one annual renewal fee of twenty-five dollars (\$25.00).

3-1-4. Qualifications, Classrooms, Equipment and General Instructions

4.1. 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 West Virginia Board of Barbers and Beauticians satisfactory evidence as to the character and competency 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.

4.2. Classrooms, Equipment - Each school of beauty culture shall have a minimum of two (2) classrooms in use at all times. One (1) 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 promulgated by the West Virginia 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 a maximum of twenty (20) students. Additional equipment must be installed in proportion to the increase in enrollment.

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

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- (i) Two (2) therapeutic lamps.
- (j) Four (4) manicure tables.
- (k) Sufficient clean linen cabinet space.
- (l) One (1) dip (wet) sterilizer for each booth and work table.
- (m) Dry sterilization sufficient to accommodate as many students as are engaged in clinical work at any one time.
- (n) Sufficient training aids.
- (o) Twenty (20) hairdressing chairs.
- (p) Head manikins to be furnished by the school for each student, as part of kit for practical hairdressing.
- (q) Twenty (20) classroom chairs.
- (r) At least ten (10) waste containers.
- (s) One (1) large bulletin board conspicuously located for student permits, rules, regulations, notices, etc.
- (t) One (1) set of record files.

4.3. 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 rest-room 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 license has been received from the office of the 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.

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(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 West Virginia 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 (1) 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 (1/2) 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 times. 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 West Virginia 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 (30) days of the change or revision.

3-1-5. Attendance, Records, Teaching Staff

5.1. 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 (80%) of the time enrolled in school. Attendance shall not be required to exceed eight (8) hours per days, exclusive of lunch period. Any absence for more than twenty percent (20%) 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

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to the necessity for such absence.

Note: Hours herein referred to shall mean full clock hours.

5.2. 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 West Virginia Board of Barbers and Beauticians on or before the fifth working day of each month on forms furnished to the schools for that 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 subject to inspection at any time by any member of the West Virginia Board of Barbers and Beauticians, or any authorized representative.

(d) Final - The manager of each school shall compile from his or her 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 or her application for licensure 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 or her school.

5.3. Teaching Staff

(a) No school will be permitted to open or operate with less than three (3) licensed senior instructors: Provided, that schools having a valid license as of the effective date of this rule shall employ a minimum of two (2) licensed senior instructors. There must be one (1) senior or student instructor for every twenty (20) 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 or her entire time during school hours to instruction, and shall not apply his or her time to the private or public practice of beauty culture for compensation during school hours.

(c) A demonstrator may demonstrate to the students in school new processes, preparations and appliances in the presence of the licensed instructors.

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3-1-6. Post Graduate Instruction Credits that may be Accepted  
from Schools of Beauty Culture not Located in West Virginia

A student who has 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 two thousand (2,000) hours required for graduation from a school in this State. All credits submitted and accepted under this rule 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 or her 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.

3-1-7. Required Forms - Required beauty school reports will be on forms approved and supplied by the West Virginia Board of Barbers and Beauticians.

3-1-8. Enforcement - Enforcement of this rule is vested with the West Virginia Board of Barbers and Beauticians.

3-1-9. Administrative Due Process - Those affected persons desiring a contested case hearing shall do so in a manner pursuant to the provisions in Chapter 29A, Article 5 of the West Virginia Code.

3-1-10. Severability - If any provision of this rule or the application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the provisions or applications of this rule which can be given effect without the invalid provision or application, and to this end the provisions of this rule are declared to be severable.

3-1-11. REPEAL OF RULE. THIS RULE WILL AUTOMATICALLY BE REPEALED ON JULY 1, 1992, UNLESS EXTENDED PRIOR TO THAT DATE BY AN ACT OF THE LEGISLATURE.

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Table 3-1A. Minimum Curriculum for a Beautician License

	<u>LECTURE</u>	<u>DEMON- STRATION</u>	<u>MANIKIN PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL HOURS</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
Safety Precautions	10				10
Salesmanship and Merchandising	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	<u>20</u>	<u>20</u>	<u>5</u>		<u>45</u>
SUB TOTAL First 300 Hours	124	70	106		300

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TABLE 3-1a. Minimum Curriculum for a Beautician License (Cont'd.)

SUPERVISED CLINIC PRACTICE

	<u>LECTURE</u>	<u>DEMON- STRATION</u>	<u>MANIKIN PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL HOURS</u>
Sanitation, Sterilization and Bacteriology				60	60
Shampooing and Rinsing				37	37
Hair and Scalp Treatment				40	40
Manicuring and First Aid		2		31	33
Haircutting		13		300	313
<u>Beard &amp; Mustache Shaping</u>	<u>5</u>	<u>15</u>		<u>40</u>	<u>60</u>
Hairstyling		13		400	413
Permanent Waving		20		200	220
Wiggery and Hair Pieces		2			2
Merchandising				20	20
Unassigned				7	7
Facials, Massage, Paks and Eyebrow Arching				44	44
Chemical Hair Relaxing and Hair Straightening				65	65
Hair Coloring and Lightening		<u>13</u>		<u>155</u>	<u>168</u>
SUB TOTAL	<u>5</u>	<u>78</u>		<u>1399</u>	1482

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TABLE 3-1A. Minimum Curriculum for a Beautician License (Cont'd.)

LECTURE ON SCIENTIFIC SUBJECTS

	<u>LECTURE</u>	<u>DEMON- STRATION</u>	<u>MANIKIN PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL HOURS</u>
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	<u>10</u>	<u>—</u>	<u>—</u>	<u>5</u>	<u>15</u>
SUB TOTAL	115	2		101	218
TOTAL					2000

SUMMARY

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

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TABLE 3-1B. Curriculum Requirements for Barbers to Obtain a Cross-Over Cosmetologist License

	<u>LECTURE</u>	<u>DEMON- STRATION</u>	<u>CLINIC PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL HOURS</u>
Manicuring & Disorders	3	2		5	10
Hairdressing	15	10	30	75	130
Permanent Waving & Haircutting	30	30	60	160	280
Makeup	3	2		5	10
Haircoloring & Lightening	20	20		15	55
Dispensary	—	—	—	<u>15</u>	<u>15</u>
TOTALS	71	64	90	275	500

TABLE 3-1C. Curriculum Requirements for Cosmetologists to Obtain a Cross-Over Barber License.

	<u>LECTURE</u>	<u>DEMON STRATION</u>	<u>CLINIC PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL HOURS</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	<u>10</u>	<u>10</u>	<u>5</u>	—	<u>25</u>
TOTALS	42	45	5	208	300

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Table 3-1D. Curriculum requirements for barbers with 2,000 hour  
barber/permanent wave training to obtain a cross-over  
cosmetology license.

	LECTURE	DEMON- STRATION	CLINIC PRACTICE	CLINIC	TOTAL HOURS
Manicuring & Disorders	3	2		5	10
Hairdressing	15	10	30	75	130
Haircutting	10	10	20	40	80
Makeup	3	2		5	10
Haircoloring & Lightening	20	20		15	55
Dispensary				15	15
<b>TOTALS</b>	<b>51</b>	<b>44</b>	<b>50</b>	<b>155</b>	<b>300</b>