

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

Form #3

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AUG 29 11 01 AM '96

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

**NOTICE OF AGENCY APPROVAL OF A PROPOSED RULE
AND
FILING WITH THE LEGISLATIVE RULE-MAKING REVIEW COMMITTEE**

AGENCY: BOARD OF BARBERS & COSMETOLOGISTS TITLE NUMBER: 3

CITE AUTHORITY WV CODE 30-27-1 et seq

AMENDMENT TO AN EXISTING RULE: YES NO


IF YES, SERIES NUMBER OF RULE BEING AMENDED: 1

TITLE OF RULE BEING AMENDED: PROCEDURES, CRITERIA AND CURRICULA FOR
EXAMINATION AND LICENSURE OF BARBERS, COSMETOLOGISTS AND MANICURISTS

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: PROCEDURES, CRITERIA AND CURRICULA FOR
EXAMINATION AND LICENSURE OF BARBERS, COSMETOLOGISTS, MANICURISTS AND
(A) ESTHETICIANS

THE ABOVE PROPOSED LEGISLATIVE RULE HAVING GONE TO A PUBLIC HEARING OR A PUBLIC COMMENT PERIOD IS HEREBY APPROVED BY THE PROMULGATING AGENCY FOR FILING WITH THE SECRETARY OF STATE AND THE LEGISLATIVE RULE MAKING REVIEW COMMITTEE FOR THEIR REVIEW.


Authorized Signature

Rule Title: PROCEDURES, CRITERIA AND CURRICULA FOR EXAMINATION AND LICENSURE OF BARBERS, COSMETOLOGISTS, MANICURISTS AND (A) ESTHETICIANS.

4. Explanation of Overall economic Impact of Proposed Rule.

A. Economic Impact on State Government.

NONE

B. Economic Impact on Political Subdivisions; Specific Industries; Specific groups of Citizens.

THIS RULE WILL ALLOW THOSE PERSONS TRAINED IN (A) ESTHETICS FROM OTHER STATES TO WORK AND OPEN BUSINESSES RELATIVE TO THE (A) ESTHETICS PROFESSION.

C. Economic Impact on Citizens/Public at Large.

THIS RULE WILL OFFER EXPANDED SERVICES IN SKIN CARE AND ADDITIONAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES FOR OUR CITIZENS.

Date: 8/27/96

Signature of Agency Head or Authorized Representative

Hetcher O. King by J. K. Moody

DATE: 8/29/96

TO: LEGISLATIVE RULE-MAKING REVIEW COMMITTEE

FROM: BOARD OF BARBERS & COSMETOLOGISTS

LEGISLATIVE RULE TITLE: PROCEDURES, CRITERIA AND CURRICULA FOR EXAMINATION AND LICENSURE OF BARBERS, COSMETOLOGISTS, MANICURISTS AND (A) ESTHETICIANS.

1. Authorizing statute(s) citation

WV CODE 30-27-1 et seq

2. a. Date filed in State Register with Notice of Hearing

JULY 10, 1996

b. What other notice, including advertising, did you give of the hearing?

WE ADVERTISED THE COMMENT PERIOD IN NEWS PAPERS THROUGHOUT

THE STATE AND SENT NOTICES TO ALL LICENSED SHOPS WITHIN THE STATE.

c. Date of Hearing(s) COMMENT PERIOD- JULY 10, 1996 to AUGUST 9, 1996.

d. Attach list of persons who appeared at hearing, comments received, amendments, reasons for amendments.

Attached X No comments received

e. Date you filed in State Register the agency approved proposed Legislative Rule following public hearing: (be exact)

08/29/96

f. Name and phone number(s) of agency person(s) to contact for additional information:

LARRY W. ABSTEN 558-2924 or 558-3450

3. If the statute under which you promulgated the submitted rules requires certain findings and determinations to be made as a condition precedent to their promulgation:

a. Give the date upon which you filed in the State Register a notice of the time and place of a hearing for the taking of evidence and a general description of the issues to be decided.

NOTICE OF COMMENT PERIOD FILED ON JULY 10, 1996.

b. Date of hearing: COMMENT PERIOD JULY 10, 1996 TO AUGUST 9, 1996.

c. On what date did you file in the State Register the findings and determinations required together with the reasons therefor?

d. Attach findings and determinations and reasons:

Attached 08/29/96

WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS

RULE ABSTRACT

Title: Procedures, Criteria and Curricula for Examination and Licensure of Barbers, Cosmetologists, Manicurists and (A) Estheticians.

CSR Title & Series: 3 CSR 1

Type: Legislative

Summary: The proposed amendments: 1) adds (a) esthetician to the title of Series 1. 2) adds (a) esthetician curriculum and licensing requirements. 3) changes eighth grade requirement to twelfth grade or its equivalent. 4) other minor "clean up" changes.

For further information contact: West Virginia Board of Barbers and Cosmetologists, 1716 Pennsylvania Avenue, Suite 7, Charleston, West Virginia, 25302. Telephone: 558-2924.

State of West Virginia

Board of Barbers and Cosmetologists

1716 Pennsylvania Avenue, Suite 7, Charleston, West Virginia 25302

Phone (304) 558-2924 Phone/Fax (304) 558-3450



Larry W. Absten
Director

MEMO

DATE: July 2, 1996

TO: West Virginia Secretary of State
Ms. Judy Cooper
Administrative Law Division
Charleston, West Virginia 25305

FROM: Larry W. Absten, Director
Board of Barbers and Cosmetologists

RE: Title 3 Series 1 of the Board of Barbers and Cosmetologists Legislative Rules

The purpose of the amendment to this rule is to add the esthetician curriculum to the rule, increase the prerequisite for enrollment in schools of barbering and beauty culture to a 12th grade education or its equivalent, and make minor "clean up" changes to the rule.

APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: PROCEDURES, CRITERIA AND CURRICULA FOR
EXAMINATION AND LICENSURE OF BARBERS,
COSMETOLOGISTS, MANICURISTS AND (A) ESTHETICIANS.

Type of Rule: X Legislative Interpretive Procedural

Agency: BOARD OF BARBERS AND COSMETOLOGISTS

Address: 1716 PENNSYLVANIA AVENUE, SUITE 7
CHARLESTON, WV 25302

1. Effect of Proposed Rule

	ANNUAL FISCAL YEAR				
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
ESTIMATED TOTAL COST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PERSONAL SERVICES					
CURRENT EXPENSE					
REPAIRS & ALTERATIONS					
EQUIPMENT					
OTHER					

2. Explanation of above estimates: THE STATE WILL NOT INCUR ANY ADDITIONAL COST AS A RESULT OF THIS LEGISLATION.

3. Objectives of these rules: TO REGULATE THE PRACTICE OF (A) ESTHETICS BY THE BOARD.

TITLE 3
LEGISLATIVE RULES
BOARD OF BARBERS AND COSMETOLOGISTS

SERIES 1

PROCEDURES, CRITERIA AND CURRICULA FOR EXAMINATION AND
LICENSURE OF BARBERS, COSMETOLOGISTS, MANICURISTS AND (A) ESTHETICIANS

§ 3-1-1. General

1.1. **Scope** - This legislative rule establishes the minimum licensing and curriculum requirements for barbers, cosmetologists, (a)estheticians, and manicurists as promulgated by the West Virginia Board of Barbers and Cosmetologists (hereinafter Board).

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

1.3. **Filing Date** -

1.4. **Effective Date** -

§ 3-1-2. License Requirement

2.1. It is unlawful for any person to practice or offer to practice barbering, beauty culture, manicuring, or (a)esthetics in this state without first obtaining a license for such purposes from the Board.

§ 3-1-3. Qualification for Licensure

3.1. An applicant for licensure as a barber, cosmetologist, manicurist, or (a)esthetician, shall present satisfactory evidence to the Board that he or she:

- (a) Is at least eighteen years of age;
- (b) Is of good moral character and temperate habits;
- (c) Has completed at least the eighth twelfth grade of public school or its equivalent, or has passed an ability to benefit test approved by the U.S. Dept. of Education.
- (d) Has graduated from a school of barbering or beauty culture approved by the Board, or in the case of a manicurist or (a)esthetician, has successfully completed an approved course in manicuring or (a)esthetics in such a school;
- (e) Has passed the appropriate examination;

- (f) Has transmitted the appropriate application to the Board with the respective fee;
- (g) Has presented a certificate of health from a licensed physician to the Board.

§ 3-1-4. Minimum Curriculum for Barber Permanent Wave License

4.1. - Every student wishing to receive a barber permanent wave license shall complete a course of study consisting of at least two thousand (2,000) clock hours divided as specified in Table 3-1A of this rule and subdivided at the discretion of the faculty of each school.

4.2. Every student wishing to receive a license to perform permanent waving and hair coloring services ~~shall complete who has completed~~ one thousand eight hundred (1,800) hours of barber training, ~~shall complete a course of study consisting to acquire their barber permanent wave license. This course of study shall consist of a~~ minimum of three hundred seventy five (375) clock hours divided as specified in Table 3-1B of this rule. This course is designed to enable those persons who previously graduated to obtain their permanent wave license.

§ 3-1-5. Minimum Curriculum for Cosmetologists

5.1. Every student wishing to become licensed as a cosmetologist shall complete a course of study consisting of a minimum of two thousand (2,000) clock hours divided as specified in Table 3-1C of this rule. A licensed cosmetologist may also trim beards or mustaches.

5.2. Students wishing to become licensed cosmetologists shall perform practical work during the first three hundred (300) hours on manikins only.

§ 3-1-6. Minimum Curriculum for Manicurists

6.1. Every student wishing to become a licensed manicurist shall complete a course of study consisting of a minimum of four hundred (400) clock hours divided as specified in Table 3-1D of this rule.

§ 3-1-7. Minimum Curriculum for Barbers to Obtain a Cross-Over Cosmetologist's License

7.1. The curriculum for a barber to adequately pass the Beauty Culture examination in order to obtain a cross-over cosmetologist's license is specified in Table 3-1E of this rule. An individual must complete the two thousand (2,000) hours of barber's training prior to taking the three hundred (300) hours cosmetology cross-over 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 sit for both the two thousand (2,000) hours barber examination and the three hundred (300) hours cosmetologist examination. The Board may consider out-of-state applicants for licensure on an individual basis if the applicant's out-of-state requirements are substantially equal to the requirements in this state. The Board may accept less than two thousand (2,000) hours barber's training 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.

7.2. Barbers desiring a cross-over license and having graduated with the one thousand eight hundred (1,800) hours curriculum must take a cross-over curriculum of five hundred (500) hours as specified in Table 3-1F of this rule.

7.3. The cross-over curriculum from barbering to beauty culture shall be taught in all approved West Virginia schools of beauty culture.

§ 3-1-8. Minimum Curriculum for Cosmetologists to Obtain a Cross-Over Barber License

8.1. Every cosmetologist who wishes to pass the barber examination in order to obtain a cross-over barber license shall complete the courses as specified in Table 3-1G 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 cosmetologist examination. Upon completing both sets of training requirements, the individual must then sit for both the two thousand (2,000) hours cosmetologist examination and the three hundred (300) hours barber examination. The Board may consider out-of-state applicants for licensure on an individual basis if the applicant's out-of-state requirements are substantially equal to the requirements in this state. The Board may accept less than two thousand (2,000) hours cosmetologist's training 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.

8.2. The cross-over curriculum from beauty culture to barbering shall be taught in all approved West Virginia schools of barbering.

§ 3-1-9. Minimum Curriculum for (A) Estheticians

9.1 Every student wishing to become a licensed (a) esthetician shall complete a course of study consisting of a minimum of six hundred (600) clock hours divided as specified in Table 3-1-H of this rule.

~~§ 3-1-9.~~ § 3-1-10. Reciprocity

~~9.1.~~ 10.1 Students who have previously attended school, or who have graduated from a school of barbering or beauty culture in a state other than West Virginia, may receive credit towards the two thousand (2,000) hour requirement for graduation in this state if: Upon entrance into a school in this state, the student requests credit for hours obtained in another state and subsequently presents to the in-state school manager, credentials showing subjects studied and the hours of credit received, duly signed and certified by the manager of the school previously attended. The Board may also award credit to those applicants who can demonstrate work experience. The amount of credit awarded shall be twenty-five (25) hours credit for each month or three hundred (300) hours credit for one year, not to exceed an award of one thousand (1,000) hours total.

~~§ 3-1-10.~~ § 3-1-11. Administrative Due Process

~~10.1.~~ 11.1. Those persons adversely affected by the enforcement of this rule have the right to request a contested case hearing consistent with the provisions of W. Va. Code § 29A-5-1 et seq.

~~§ 3-1-11.~~ § 3-1-12. Severability

~~11.1.~~ 12.1. If any provision of this rule, or the application thereof, to any person or circumstance is determined to be invalid, the 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 severable.

TABLE 3-1A. Minimum Curriculum for a Barber/Permanent Waving License.

SCIENTIFIC STUDY

1. Shop management, business law, ethics	100	hours
2. Bacteriology, sanitation, disease of skin	125	hours
3. Cells, anatomy	20	hours
4. Skin and appendages, biochemistry of hair	60	hours
5. Implements, honing, stropping, use and care	10	hours
6. Haircutting procedures, history of barbering	20	hours
7. Electricity, light therapy	5	hours
8. Theory of massage, tonics	5	hours
9. Hair coloring, effects on hair	<u>25</u>	<u>5</u> hours
10. Barber law and regulations, salesmanship	<u>20</u>	<u>50</u> hours
11. Theory of hair styling, methods	75	hours
11. <u>Chemistry</u>	<u>16</u>	<u>hours</u>
	<u>406</u>	<u>475</u> hours

DEMONSTRATION AND LECTURE ON SCIENTIFIC STUDY
(NO LECTURE ON SATURDAY)

1. Shop management, business law, ethics, salesmanship	25	hours
2. Bacteriology, sanitation, disease	10	hours
3. Cells, skin and appendages, biochemistry of hair	10	hours
4. Implements, honing, stropping, use and care	5	hours
5. Haircutting procedures, history of barbering	10	hours
6. Electricity, light therapy	5	hours
7. Theory of massage, tonics	5	hours
8. Hair coloring, effects on hair	10	hours
9. Use of audio visual aids for selling merchandise	10	hours
<u>9. First Aid</u>	<u>10</u>	<u>hours</u>
10. Shop arrangement, display of merchandise	10	hours
	100	hours

SUPERVISED PRACTICE

1. Scalp treatments, shampooing	50	hours
2. Honing and stropping	15	hours
3.2. Shaving	50	100 hours
4.3. Facials, massage, packs	50	hours
5.4. Haircutting	450	hours
6. Hair tonics	10	hours
7.5. Hair coloring, bleaching	135	30 hours
8.6. Hairstyling, methods	200	hours
9.7. Use of implements	20	hours
<u>8. Desk</u>	<u>19</u>	<u>hours</u>
<u>9. Dispensary</u>	<u>40</u>	<u>hours</u>
	<u>1014</u>	<u>950</u> hours

TABLE 3-1A. Minimum Curriculum for a Barber/Permanent Waving License, (Cont'd.).

ILLUSTRATED LECTURE AND DEMONSTRATION ON PRACTICAL WORK
(NO DEMONSTRATION OR LECTURE ON SATURDAY)

1.	Scalp treatments, shampooing	20	hours
2.	Honing and stropping	5	hours
3.	Shaving	10	hours
4.	Facials, massage, packs	10	hours
5.	Haircutting	10	hours
6.	Hair tonics	5	hours
7.	Hair coloring, bleaching	10	hours
8.	Hairstyling, demonstrations	10	hours
9.	Salesmanship	<u>15</u>	±0 hours
10.	Unassigned	<u>10</u>	<u>hours</u>
		<u>105</u>	±00 hours

PERMANENT WAVING

	<u>LECTURE</u>	<u>DEMONSTRATION</u>	<u>MANIKIN PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL HOURS</u>
1. Permanent Waving	15	30	40	200	285
2. Chemical Hair Relaxing and Hair Straightening	8	7	10	65	90
	<u>23</u>	<u>37</u>	<u>50</u>	<u>265</u>	<u>375</u>

SUMMARY

Scientific Study	575	hours
Supervised Practice	1050	hours
Permanent Waving	<u>375</u>	<u>hours</u>
	2000	hours

A student must perform a minimum of twenty-five (25) hairstyles before graduation.

TABLE 3-1B. Minimum Curriculum for Barber With One Thousand Eight Hundred (1,800) Hours Training to Acquire a Barber Permanent Waving License.

	<u>LECTURE</u>	<u>DEMONSTRATION</u>	<u>MANIKIN PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL HOURS</u>
1. Permanent Waving	15	30	40	145	230
2. Hair coloring	5	10	10	30	55
3. Chemical Hair Relaxing and Hair Straightening	8	7	10	65	90
	<u>28</u>	<u>47</u>	<u>60</u>	<u>240</u>	<u>375</u>

TABLE 3-1C. Minimum Curriculum for a Cosmetologist's 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

TABLE 3-1C. Minimum Curriculum for a Cosmetologist's License
(Cont'd.).

<u>SUPERVISED CLINIC PRACTICE</u>					
	<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
Beard & Mustache Shaping	5	5 15	5	40	15 60
Hairstyling		13		400	413
Permanent Waving		20		200	220
Waggery 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	5	<u>68</u> 70		<u>1364</u> 1399	<u>1437</u> 1482

TABLE 3-1C. Minimum Curriculum for a Cosmetologist's 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/Structure	3				<u>18</u> 3
Chemistry	15				15
Skin, Scalp and Hair Disorders/Structure	<u>29</u> -9				<u>29</u> -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>5</u>	<u>15</u>
SUB TOTAL	<u>135</u> 115	2		101	<u>253</u> 218
TOTAL					2000

SUMMARY

Scientific Subjects	239	<u>253</u>
Beginner's Demonstration	70	
Beginner's Manikin Practice	106	
Demonstrations, Clinic Manikin Practice	1585	<u>1571</u>
TOTAL PRESCRIBED TRAINING PERIOD	2000	

TABLE 3-1D. ~~Minimum Curriculum Requirements for a Manicuring License.~~

	<u>LECTURE</u>	<u>DEMONSTRATION</u>	<u>CLINIC</u>	<u>TOTAL</u>
Personal Hygiene				
Ethics	10	0	0	10
Visual Poise				
Personal Development				
Sanitation				
Sterilization	15	5	105	125
Bacteriology				
First Aid	1	1	4	6
Manicuring	3	3	90	96
Nail Disorders	3	0	0	3
State Law	20	0	0	20
Business and Salon				
Management	15	5	20	40
Advanced Nail	25	25	50	100
TOTAL	92	39	269	400

TABLE 3-1D is new, therefore, underlining has been omitted.

TABLE 3-ID. Minimum Curriculum Requirements for a Manicuring License.

	<u>LECTURE</u>	<u>DEMONSTRATION</u>	<u>CLINIC</u>	<u>TOTAL</u>
Professional Image, Ethics, Hygiene, Interpersonal Skills, Communication	10			10
Bacteriology, Decontamination, Sterilization, Personal Protection, Sanitation, Safety, OSHA	15	5	45	65
First Aid	1	1	4	6
Manicuring & Polish Techniques	4	6	70	80
Massage (Hand & Arm)	2	2	10	14
Physiology, Anatomy for the Manicurist	10			10
Skin and Skin Disorders/Diseases	5			5
Nail and Nail Disorders/Diseases (Including Fungus and Mold)	5			5
Chemistry for the Manicurists, Composition of Nail Products, Toxicity & Allergic Reactions	10	5		15
Electricity, Light Therapy, Machines Nail Equipment	4	2	5	11
Art of Nail Technology	5	10	65	80
West Virginia State Law, Rules and Regulations, Licensing Requirements	20			20
Management, Salesmanship 1. Salon Operations 2. Selling Techniques 3. Job Opportunities (Resume, Employment Applications, Conduct, Payroll Deductions)	15	5	20	40
Appointment Desk	1	1	10	12
Dispensary	1	1	5	7
Supplemental Techniques	<u>5</u>	<u>5</u>	<u>10</u>	<u>20</u>
TOTAL	113	43	244	400

TABLE 3-1E. Curriculum Requirements for Barbers With 2,000 Hours Barber/Permanent Wave Training to Obtain a Cross-Over Cosmetology 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
Haircutting	10	10	20	40	80
Makeup	3	2		5	10
Hair coloring & Lightening	20	20		15	55
Dispensary	—	—	—	<u>15</u>	<u>15</u>
TOTALS	51	44	50	155	300

TABLE 3-1F. Curriculum Requirements for Barbers With 1,800 Hours 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
Hair coloring & Lightening	20	20		15	55
Dispensary	—	—	—	<u>15</u>	<u>15</u>
TOTALS	71	64	90	275	500

TABLE 3-1G. Curriculum Requirements for a Cosmetologist 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

TABLE 3-1H is new, therefore, underlining has been omitted.

TABLE 3-1H. Minimum Curriculum Requirements for an (A) Esthetician License

	<u>LECTURE</u>	<u>DEMON- STRATION</u>	<u>CLINIC</u>	<u>TOTAL</u>
Professional Image, Ethics, Interpersonal Skills Communication	10			10
Bacteriology, Decontamination, Sterilization, Personal Protection, Sanitation, Safety & OSHA	20	5	45	70
First Aid	5			5
Physiology, Anatomy for the (A) Esthetician	15			15
Skin Structure and Function	8			8
Skin Disorders, Dermatology and Special (A) Esthetic Procedures	6	2	4	12
Chemistry for the (A) Esthetician	15			15
Product Knowledge, Ingredient and Product Analysis	2	21	6	10
Nutrition and Health of the Skin	5			5
Massage Theory and Techniques for Professional Massage	10	5	35	50
Facial and Skin Care Treatment Procedures, Packs and Masks	25	25	75	125
Professional Make-Up Techniques, Understanding Color Co-ordination	6	8	21	35
Theatrical/Photography Make-Up Techniques, Camouflage Make-Up, Corrective Make-Up	3	5	12	20
Electricity, Light Therapy, Machines and Professional Skin Care Equipment	10	5	65	80
West Virginia State Rules & Regulations 1. Licensing Requirements	20			20

TABLE 3-1H Minimum Curriculum Requirements for an (A) Esthetician License (continued)

	<u>LECTURE</u>	<u>DEMON- STRATION</u>	<u>CLINIC</u>	<u>TOTAL</u>
Management, Salesmanship, 1. Salon Operations 2. Selling Techniques 3. Job Opportunities (Resume, Employment Applications, Conduct, Payroll Deductions)	30			30
Hair Structure and Temporary Removal Methods	2	2	6	10
Eyebrow Arching, Tinting, Artificial Eye Lashes, Facial Hairpieces, Eyebrow Alternatives	2	2	6	10
Appointment Desk	1	1	18	20
Dispensary	1	1	18	20
Supplemental Techniques	<u>5</u>	<u>5</u>	<u>20</u>	<u>30</u>
TOTAL	201	68	331	600



International Beauty Schools

OUR FAX NUMBER (717) 295-5033

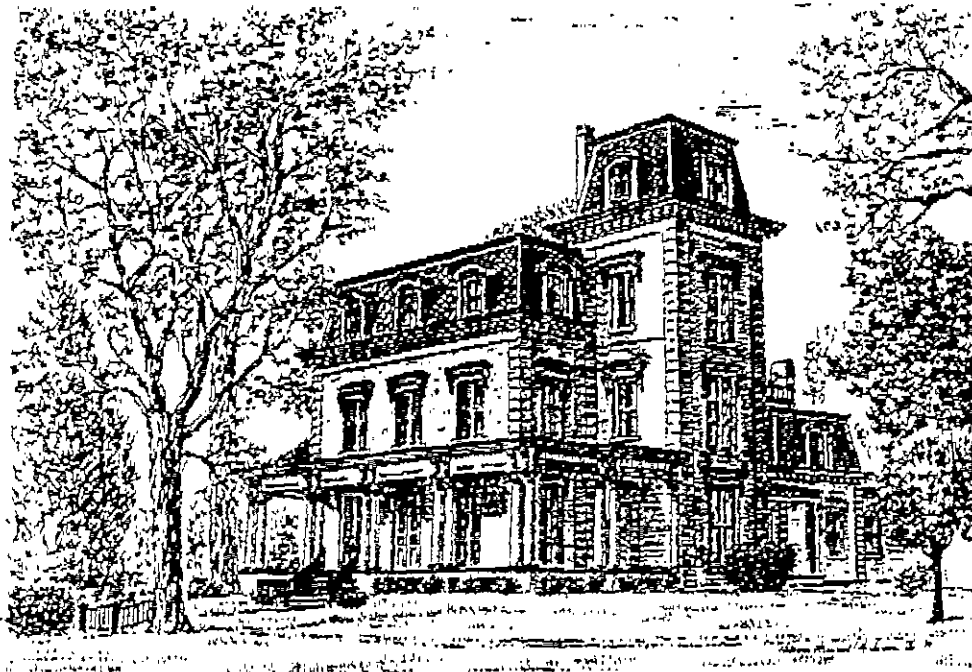
FAX COVER SHEET

Date 8/9 Time AM or 3:50 PM

To LARRY ABSTEN

From CHARLES LYNCH

We are transmitting 2 pages including this cover page
If transmission is not complete please call (717) 295-5030



Administrative Offices

407 West Chestnut Street - Suite 300
P.O. Box 1572
Lancaster, PA 17608-1572

(717) 295-5030

West Virginia State Board of Cosmetologist and Barbers

RE: TEACHERS CURRICULUM

Title 3 Series 1

3-1-3 Qualifications for licensure

C. High school diploma or GED is long overdue. I agree

3-1-9 Minimum curriculum for (A) Estheticians

9.1 750 hours is far too many for this course of study. 400 hours would be more realistic.

Title: Schedule of fees

Summary:

1. agree
2. agree
3. Reciprocity fee of \$50.00 is a fair cost. No need to increase.
4. Student permit fee of \$10.00 is a fair cost. Most states have discontinued student permits completely.
5. Booth rental is a salon in a salon. Fee should be \$25.00.
6. Booth relocation is the same as a new salon and fee should be the same \$25.00.

Series 2

3-2-4 Additional experience Master Instructor

4.3 Advanced hairstyling should also include educational techniques.

4.4 Should read the same as 4.3 with educational techniques

West Virginia State Board of Cosmetologist and Barbers

RE: TEACHERS CURRICULUM

#16 Principles of effective teaching and communication

#17 Educational Procedures

We do not object to the subject matter, however, we do not feel this needs to be taught by a non-school affiliated instructor. This would also place additional financial burden on schools. Under the Rule Title section it states there is no economic impact to anyone.

The above mentioned comments are being submitted by the following schools:

Valley Beauty School

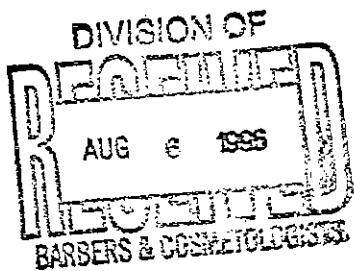
Angie Hacker

Scott College of Cosmetology

Mamie Scott

International Beauty School

Charles Lynch



Huntington School of Beauty Culture

5185 Rt. 60 East
Room 115
Huntington, WV 25705
(304)736-6289 Fax (304)736-6298

August 5, 1996

State Board of Barbers & Cosmetologists
1716 Pennsylvania Avenue, Suite 7
Charleston, WV 25302-3948

Re: Proposed Rules - Esthetician Course

Dear Mr. Absten:

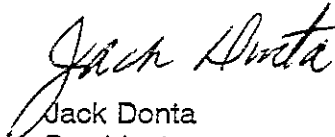
In reference to the minimum curriculum for Estheticians, I wish to voice my opposition to this course being 750 clock hours in length.

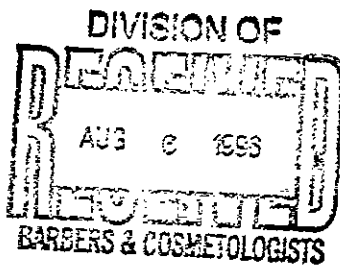
I feel the proposed original 600 clock hours is sufficient length for this course. I feel the subject matter and practical requirements can be taught in the 600 hour time frame.

As it stands now, a student could complete the requirements for both Esthetics and Nail Tech in 1000 clock hours. I feel that if the hours are increased for the Esthetics, the potential for enrollment would decrease.

If you require further information, or have questions, please do not hesitate to contact me.

Sincerely,


Jack Donta
President



Huntington School of Beauty Culture

5185 Rt. 60 East

Room 115

Huntington, WV 25705

(304)736-6289 Fax (304)736-6298

August 5, 1996

State Board of Barbers & Cosmetologists
1716 Pennsylvania Avenue, Suite 7
Charleston, WV 25302-3948

Re: Proposed Rules

Dear Mr. Absten:

A meeting of the WV Beauty School Association was held on August 4, 1996. Listed below are comments in reference to proposed rules:

- a. Supports all fee increases for various license and school fees.
- b. Opposes changing the educational requirements to twelfth grade or GED. The Clarksburg Beauty School and Morgantown Beauty School have high school students in attendance. A U.S. Department of Education regulation is that, prior to being enrolled in school, a prospective student must take, and successfully pass, an independently administered ATB exam approved both by the Department and NACCAS. At this time, we feel this test is sufficient screening for enrollment. If the requirement were changed to high school completion or GED, this would eliminate a number of qualified students receiving an education, especially those in their 30's who may have left high school for reasons beyond their control. All ATB students are screened prior to enrollment.

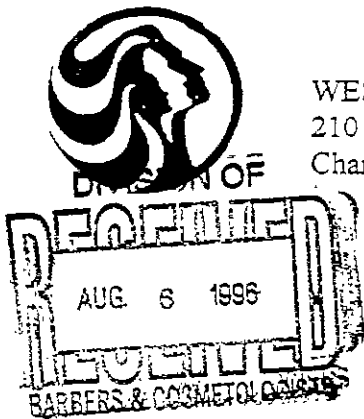
If you have questions or require further information, please contact me.

Sincerely,

A handwritten signature in cursive script that reads "Jack Donta".

Jack Donta

cc: Clarksburg Beauty School
Morgantown Beauty School
Mountaineer Beauty School
Charleston School of Beauty Culture



WEST VIRGINIA COSMETOLOGISTS ASSOCIATION
210 Capitol Street
Charleston, West Virginia 25301

August 5, 1996

West Virginia State Board of Barbers & Cosmetologists
1716 Pennsylvania Avenue, Suite #7
Charleston, West Virginia 25302

Ref: Proposed Rule Changes WV CODE 30-27-1 et seq

Dear Sir:

The West Virginia Cosmetologists Association Board of Directors met in Charleston on July 28, 1996. At this meeting the proposed rule changes were reviewed by the board members present.

Series 1: Procedures, Criteria and Curricula for Examination and Licensure of Barbers, Cosmetologists, and Manicurists: The West Virginia Cosmetology Association is definitely in favor of an Esthetician Course for the State of West Virginia. West Virginia has been too long in passing this course for those persons who only want to do skin care and make-up. We feel the demand is high for this profession, and you have our complete support of this 750 clock hour curriculum.

Series 2: QUALIFICATIONS, TRAINING, EXAMINATION AND LICENSURE OF INSTRUCTORS IN BARBERING AND BEAUTY CULTURE: We are happy to see the one year salon experience dropped from the requirements for a Student Instructor to achieve their license. Although, we can see the use of salon experience as a tool for teaching, we have board members who are instructors in this field, and they inform us that while salon experience can be an asset it is offset by other factors that affect the teaching of basic procedures for the foundation of styling techniques. In addition, it is harder to recruit individuals for teaching after they have built up a clientele in the salon. They are more hesitant in leaving their present positions.

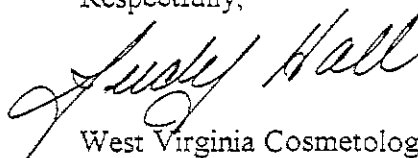
Series 6: SCHEDULE OF FEES: We found the changes in the fee schedule to be nominal in it's changes, and this should not affect any individual adversely. The West Virginia Cosmetology Association is in support of the fee changes.

The discussion also arose in the matter of continuing education for cosmetologists in the State of West Virginia. The West Virginia Cosmetology Association Board of Directors would like to have some input on this matter when you begin meeting to set the requirements for continuing education hours. We feel we can be of help in this area.

The West Virginia Cosmetology offers two trend release training seminars per year, and we would be very willing to work with hairdressers in the State of West Virginia, as well as, area school to offer continuing education. We do not feel that simply attending a trade show will suffice as education on a continuing basis. There needs to be some real educational material planned for these hairdressers, barbers and manicurists.

Thank you for your consideration in this matter.

Respectfully,

A handwritten signature in cursive script that reads "Judy C. Hall". The signature is written in black ink and is positioned above the typed name and title.

West Virginia Cosmetologists Association
Judy. C. Hall, President

SERIES 1

PROCEDURES, CRITERIA AND CURRICULA FOR EXAMINATION AND LICENSURE OF BARBERS, COSMETOLOGISTS, MANICURISTS AND (A) ESTHETICIANS

1. The Board received comments which represented eight schools within the State. Seven of the eight schools commenting expressed their concern that the proposed 750 hour curriculum for (a)estheticians was excessive. Therefore, the Board has agreed to reduce the proposed curriculum to 600 hours and will monitor the progress of the students and review the curriculum after one year.
2. The Board received comments representing eight schools regarding the increase in licensure requirements from an eighth grade level to a twelfth grade level or equivalent. The majority of the respondents felt that the increase would prevent deserving applicants who were previously forced to drop out of school from furthering their education. The Board does not wish to deprive any qualified student from receiving an education, therefore, the Board has agreed to extend the educational opportunities to those who are able to pass an ability to benefit test which is approved by the U.S. Department of Education. This will raise our educational standards to the current federal level without denying enrollment to all non-high school graduates.