

**WEST VIRGINIA
SECRETARY OF STATE
NATALIE E. TENNANT
ADMINISTRATIVE LAW DIVISION**

Form #2

Do Not Mark In This Box

2011 JUN 13 PM 4: 27

OFFICE WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: Board of Barbers and Cosmetologists TITLE NUMBER: 3

RULE TYPE: Legislative CITE AUTHORITY: 30-27-5

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, Manicurists, and Aestheticians

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON June 15th, 2011 AT July 18th, 2011 10:00am ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS:


Rule Response _____

1201 Dunbar Ave. _____

Dunbar, WV 25064 _____

adam.l.higginbotham@wv.gov _____

THE ISSUES TO BE HEARD SHALL BE LIMITED TO THIS PROPOSED RULE.


Authorized Signature

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL



Earl Ray Tomblin
Governor

State of West Virginia
Board of Barbers and Cosmetologists
1201 Dunbar Avenue
Dunbar, WV 25064

p: 304.558.2924
f: 304.558.3450
www.wvbbc.org

Director
Adam L. Higginbotham

Board Members
Michael Belcher Justina Gabbert
Sarah Hamrick Susan Poveromo
Jim Ryan Rick Stache

MEMORANDUM

To: Natalie E. Tennant
 Secretary of State

From: Adam L. Higginbotham
 Director
 Board of Barbers and Cosmetologists

Date: June 13th, 2011


Subject: 3CSR1 Rule Submission

On behalf of the Board of Barbers and Cosmetologists, I submit 3CSR1, Procedures, Criteria and Curricula for Examination and Licensure of Barbers, Cosmetologists, Manicurists, and Aestheticians.

This rule change changes the curriculum to national standards and lowers the hour requirements for cosmetologists from 2,000 to 1,800, barbers from 1,800 to 800, and barber permanent waviest from 2,000 to 1,000.

APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: PROCEDURES, CRITERIA AND CURRICULA FOR EXAMINATION AND LICENSURE OF BARBERS, COSMETOLOGISTS, MANICURISTS AND AESTHETICIANS 

Type of Rule: Legislative Interpretive Procedural

Agency: Board of Barbers and Cosmetologists

Address: 1201 Dunbar Avenue
Dunbar, WV 25064

Phone Number: 304-558-2924 Email: adam.l.higginbotham@wv.gov

Fiscal Note Summary

Summarize in a clear and concise manner what impact this measure will have on costs and revenues of state government.

This rule change will no have fical impact.

Fiscal Note Detail

Show over-all effect in Item 1 and 2 and, in Item 3, give an explanation of Breakdown by fiscal year, including long-range effect.

FISCAL YEAR			
Effect of Proposal	Current Increase/Decrease (use "-")	Next Increase/Decrease (use "-")	Fiscal Year (Upon Full Implementation)
1. Estimated Total Cost			
Personal Services			
Current Expenses			
Repairs & Alterations			
Assets			
Other			
2. Estimated Total Revenues			

Rule Title: PROCEDURES, CRITERIA AND CURRICULA FOR EXAMINATION AND LICENSURE OF BARBERS, COSMETOLOGISTS, MANICURISTS AND AESTHETICIANS 

Rule Title: _____

3. **Explanation of above estimates (including long-range effect):**
Please include any increase or decrease in fees in your estimated total revenues.

NA

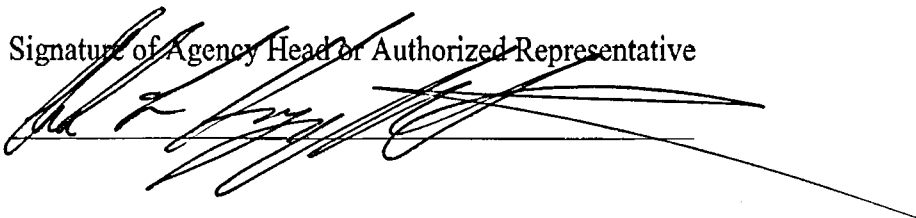
MEMORANDUM

Please identify any areas of vagueness, technical defects, reasons the proposed rule **would not** have a fiscal impact, and/or any special issues **not** captured elsewhere on this form.

NA

Date: 6/13/2011

Signature of Agency Head or Authorized Representative



**TITLE 3
LEGISLATIVE RULES
BOARD OF BARBERS AND COSMETOLOGISTS**

SERIES 1

FILED

2011 JUN 13 PM 4: 27

OFFICE OF THE CLERK
SECRETARY OF STATE

**PROCEDURES, CRITERIA AND CURRICULA FOR EXAMINATION AND
LICENSURE OF BARBERS, COSMETOLOGISTS, MANICURISTS AND AESTHETICIANS**

§3-1-1. General

1.1. **Scope** - This legislative rule establishes the minimum licensing and curriculum requirements for barbers, cosmetologists, aestheticians, and manicurists.

1.2. **Authority** - W. Va. Code § 30-27-5 and § 30-27-6.

1.3. **Filing Date** - ~~April 4, 2000~~

1.4 **Effective Date** - ~~July 1, 2011~~

§ 3-1-2. License Requirement

2.1. It is unlawful for any person to practice or offer to practice barbering, beauty culture, manicuring, or aesthetics in this state without first obtaining a license for that purpose from the Board.

2.2 A person and student practicing barbering, cosmetology, manicuring or aesthetics shall display his or her license or license renewal at the workstation the individual is currently working and shall exhibit the license to the board or its authorized representative.

2.3. In addition to the license that must be displayed as provided for in Subsection 3.2, of this section, every person practicing barbering, cosmetology, manicuring or aesthetics in this state shall possess a pocket identification card containing the licensee's photograph.

§ 3-1-3. Qualification for Licensure

3.1. An applicant for licensure shall present satisfactory evidence to the Board that he or she:

(a) Is at least 18 years of age;

(b) Is of good moral character and temperate habits;

(c) Has completed at least the 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 cosmetology approved by the Board, or in the case of a manicurist or aesthetician, has successfully completed an approved course in manicuring or aesthetics in a school of cosmetology or graduated from a school of aesthetics or nail technology/manicuring;

(e) Has passed the appropriate examination;

(f) Has transmitted the appropriate application to the Board with the respective fee; and

(g) Has presented a certificate of health from a licensed physician to the Board.

(h) Is a citizen of the United State or is eligible for employment in the United States;

(i) Has fulfilled any other requirement specified by the board.

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

4.1. A barber permanent wavist student shall complete a course of study consisting of at least ~~2,000~~ 1,000 clock hours divided as specified in Table 3-1A of this rule ~~and subdivided at the discretion of the faculty of each school desiring to obtain a barber permanent wave license.~~

4.2 A barber student shall complete a course of study consisting of 800 clock hours divided as specified in Table 3-1B of this rule to obtain a barber license.

4.3. A barber permanent wavist student shall have 300 clock hours before working on the general public in a licensed school.

4.4 A barber student shall have 264 clock hours before working on the general public in a licensed school.

4.24. A student who has completed ~~1,800~~ 800 clock hours of barber training specified in Table 3-1B, shall complete a course of study consisting of a minimum of ~~375~~ 200 clock hours divided as specified in Table 3-1B~~C~~ of this rule to obtain a barber permanent wave license.

§ 3-1-5. Minimum Curriculum for Cosmetologists

5.1. A student shall complete a course of study consisting of a minimum of ~~2,000~~ 1,800 clock hours divided as specified in Table 3-1E~~D~~ of this rule to become licensed as a cosmetologist; and

5.2. A cosmetology student shall have at least 300 clock hours before working on the general public in a licensed school. ~~Shall perform practical work during the first 300 hours on manikins only.~~

§ 3-1-6. Minimum Curriculum for Manicurists

6.1. A student shall complete a course of study consisting of a minimum of 400 clock hours divided as specified in Table 3-1DE of this rule to become a licensed manicurist.

6.2. A manicuring student shall have at least 150 clock hours before working on the general public in a licensed school.

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

7.1. A barber student who has completed 800 hours or a licensed barber wishing to obtain a cross-over cosmetologist's license must complete 600 clock hours consisting of the manicuring (Table 3-1E) and aesthetic (Table 3-1G) curriculums and 200 clock hours of the "chemicals" course of cosmetology (Table 3-1F) in this rule. A barber permanent wavist student or licensed barber permanent wavist wishing to obtain a cross-over cosmetologist's license must complete 800 clock hours consisting of manicuring (Table 3-E) and aesthetic (Table 3-1G) curriculums outlined in this rule. ~~The curriculum for a barber to adequately pass the cosmetology 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 2,000 clock hours of barber's training prior to taking the 300 clock hours cosmetology cross over training. An individual who has completed the barber's training may 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 the cosmetologist examination and the barber examination. The Board may consider out-of-state applicants for licensure on an individual basis if the applicant's out-of-state licensure requirements are substantially equal to the requirements in this state. The Board may accept less than 2,000 clock hours barber's training if supplemented by 1 year of practical experience for every 300 clock hours of schooling not to exceed 1,000 clock hours.~~

7.2. ~~Barbers desiring a cross-over license and having graduated with the 1,800 clock hours curriculum must take a cross-over curriculum of 500 clock hours as specified in Table 3-1F of this rule.~~

7.32. The cross-over curriculum from barbering to cosmetology shall be taught in all approved West Virginia schools of cosmetology.

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

8.1. A cosmetology student who has completed 1,800 hours of cosmetology or a licensed cosmetologist wishing to obtain a cross-over barber's license must complete a 100 clock hour course specializing in just clipper cuts, shaving, and facial hair trimming. A cosmetologist shall complete the courses as specified in Table 3-1G of this rule to obtain a cross-over barber license. Individuals must have completed 2,000 hours of cosmetologist's training prior to taking the 300 hours barber cross-over license training. An individual who has completed the cosmetologist's training may 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 the cosmetologist examination and the barber examination. The Board may consider out-of-state

~~applicants for licensure on an individual basis if the applicant's out-of-state licensure requirements are substantially equal to the requirements in this state. The Board may accept less than 2,000 clock hours barber's training if supplemented by 1 year of practical experience for every 300 clock hours of schooling not to exceed 1,000 clock hours.~~

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

§ 3-1-9. Minimum Curriculum for Aestheticians

9.1. A student shall complete a course of study consisting of a minimum of 600 clock hours divided as specified in Table 3-1HG of this rule to become a licensed aesthetician.

9.2. An aesthetic student shall have at least 200 clock hours before working on the general public in a licensed school.

§ 3-1-10. Reciprocity

10.1. A student who has previously attended school, or who has graduated from a school of barbering or cosmetology in another state, may receive credit towards the 2,000 clock hour requirement for graduation in this state if, on 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 25 hours credit for each month or 300 hours credit for 1 year, not to exceed a total award of 1,000 hours.

§ 3-1-11. Administrative Due Process

11.1. A person adversely affected by the enforcement of this rule has the right to request a contested case hearing consistent with the provisions of W. Va. Code §30-27-1 et seq. and §29A-5-1 et seq.

Table 3-1A Minimum Curriculum for a Barber Permanent Wavist

<u>General Professional Information</u>	<u>Theory Work</u>	<u>Practical Work</u>
	<u>100 clock hours</u>	<u>0 clock hours</u>
<p><u>In this section, students will learn:</u></p> <ul style="list-style-type: none"> • <u>Professional Development</u> • <u>Effective Communication</u> • <u>Human Relations</u> • <u>Business Management/Ownership</u> • <u>State Law</u> • <u>Sanitation in the Licensed Facility</u> • <u>Sanitation Processes and Guidelines</u> • <u>First Aid</u> • <u>General Infection Control</u> 		
-		
<u>Introduction into Barber Permanent Waving</u>	<u>Theory Work</u>	<u>Practical Work</u>
	<u>3 clock hours</u>	<u>0 clock hours</u>
<p><u>In this section, students will learn:</u></p> <ul style="list-style-type: none"> • <u>Course Outlines</u> • <u>History of Barbering</u> • <u>Study Skills</u> • <u>Professional Image as a Student and Future Licensee</u> 		
<u>The Science of Barbering</u>	<u>Theory Work</u>	<u>Practical Work</u>
	<u>200 clock hours</u>	<u>50 clock hours</u>
<p><u>In this section, students will learn:</u></p> <ul style="list-style-type: none"> • <u>Microbiology</u> • <u>Infection Control Specifically to Barbering</u> • <u>Implements, Tools, and Equipment</u> • <u>Anatomy and Physiology</u> • <u>Chemistry</u> • <u>Electricity</u> • <u>Properties and Disorders of the Skin, Hair, and Scalp</u> 		

<u>Professional Barbering</u>	<u>Theory Work</u>	<u>Practical Work</u>
<p>In this section, students will learn:</p> <ul style="list-style-type: none"> • <u>Treatment of the Hair and Scalp</u> • <u>Shaving and Facial Hair Design</u> • <u>Men's Haircutting and Styling</u> • <u>Men's Hair Replacements</u> 	<u>50 clock hours</u>	<u>397 clock hours</u>

<u>Advanced Barbering</u>	<u>Theory Work</u>	<u>Practical Work</u>
<p>In this section, students will learn:</p> <ul style="list-style-type: none"> • <u>Women's Haircutting and Styling</u> • <u>Chemical Texture Services</u> • <u>Hair coloring and Lightening</u> 	<u>100 clock hours</u>	<u>100 clock hours</u>

Table 3-1B Minimum Curriculum for a Barber

<u>General Professional Information</u>	<u>Theory Work</u>	<u>Practical Work</u>
	<u>100 clock hours</u>	<u>0 clock hours</u>
<p><u>In this section, students will learn:</u></p> <ul style="list-style-type: none"> • <u>Professional Development</u> • <u>Effective Communication</u> • <u>Human Relations</u> • <u>Business Management/Ownership</u> • <u>State Law</u> • <u>Sanitation in the Licensed Facility</u> • <u>Sanitation Processes and Guidelines</u> • <u>First Aid</u> • <u>General Infection Control</u> 		
-		
<u>Introduction into Barber Permanent Waving</u>	<u>Theory Work</u>	<u>Practical Work</u>
	<u>3 clock hours</u>	<u>0 clock hours</u>
<p><u>In this section, students will learn:</u></p> <ul style="list-style-type: none"> • <u>Course Outlines</u> • <u>History of Barbering</u> • <u>Study Skills</u> • <u>Professional Image as a Student and Future Licensee</u> 		
<u>The Science of Barbering</u>	<u>Theory Work</u>	<u>Practical Work</u>
	<u>200 clock hours</u>	<u>50 clock hours</u>
<p><u>In this section, students will learn:</u></p> <ul style="list-style-type: none"> • <u>Microbiology</u> • <u>Infection Control Specifically to Barbering</u> • <u>Implements, Tools, and Equipment</u> • <u>Anatomy and Physiology</u> • <u>Chemistry</u> • <u>Electricity</u> • <u>Properties and Disorders of the Skin, Hair, and Scalp</u> 		

<u>Professional Barbering</u>	<u>Theory Work</u>	<u>Practical Work</u>
<u>In this section, students will learn:</u> <ul style="list-style-type: none">• <u>Treatment of the Hair and Scalp</u>• <u>Shaving and Facial Hair Design</u>• <u>Men's Haircutting and Styling</u>• <u>Men's Hair Replacements</u>	<u>50 clock hours</u>	<u>397 clock hours</u>

Table 3-1C Barber to Barber Permanent Wavist

<u>Advanced Barbering</u>	<u>Theory Work</u>	<u>Practical Work</u>
<p><u>In this section, students will learn:</u></p> <ul style="list-style-type: none"> • <u>Women's Haircutting and Styling</u> • <u>Chemical Texture Services</u> • <u>Hair coloring and Lightening</u> 	<u>100 clock hours</u>	<u>100 clock hours</u>

Table 3-1D Minimum Curriculum for a Cosmetologist

<u>General Professional Information</u>	<u>Theory Work</u>	<u>Practical Work</u>
<p>In this section, students will learn:</p> <ul style="list-style-type: none"> • <u>Professional Development</u> • <u>Effective Communication</u> • <u>Human Relations</u> • <u>Business Management/Ownership</u> • <u>State Law</u> • <u>Sanitation in the Licensed Facility</u> • <u>Sanitation Processes and Guidelines</u> • <u>First Aid</u> • <u>General Infection Control</u> 	<u>100 clock hours</u>	<u>0 clock hours</u>
<u>The Science of Cosmetology</u>	<u>Theory Work</u>	<u>Practical Work</u>
<p>In this section, students will learn:</p> <ul style="list-style-type: none"> • <u>Infection Control Specifically for Cosmetology</u> • <u>General Anatomy and Physiology</u> • <u>Skin Diseases and Disorders and Structure</u> • <u>Properties of the Hair and Scalp</u> • <u>Basics of Chemistry</u> • <u>Basics of Electricity</u> 	<u>200 clock hours</u>	<u>50 clock hours</u>
<u>Professional Cosmetology</u>	<u>Theory Work</u>	<u>Practical Work</u>
<p>In this section, students will learn:</p> <ul style="list-style-type: none"> • <u>Principles of Hair Design</u> • <u>Scalp Care, Shampooing, and Conditioning</u> • <u>Haircutting</u> • <u>Hairstyling</u> • <u>Braiding and Extensions</u> • <u>Wigs and Hair Additions.</u> 	<u>50 clock hours</u>	<u>397 clock hours</u>

<u>Chemicals</u>	<u>Theory Work</u> <u>100 clock hours</u>	<u>Practical Work</u> <u>100 clock hours</u>
<u>In this section, students will learn:</u> <ul style="list-style-type: none"> • <u>Chemical Texture Services</u> • <u>Hair Coloring</u> 		

<u>The Science of Aesthetics</u>	<u>Theory Work</u> <u>117 clock hours</u>	<u>Practical Work</u> <u>50 clock hours</u>
<u>In this section, students will learn:</u> <ul style="list-style-type: none"> • <u>Infection Control Specifically for Aesthetics</u> • <u>General Anatomy and Physiology</u> • <u>Basics of Chemistry</u> • <u>Basics of Electricity</u> • <u>Basics of Nutrition</u> 		

<u>Skin Sciences</u>	<u>Theory Work</u> <u>40 clock hours</u>	<u>Practical Work</u> <u>90 clock hours</u>
<u>In this section, students will learn:</u> <ul style="list-style-type: none"> • <u>Physiology and Histology of the Skin</u> • <u>Disorders and Diseases of the Skin</u> • <u>Skin Analysis</u> • <u>Skin Care Products: Chemistry, Ingredients and Selection</u> 		

<u>General Aesthetics</u>	<u>Theory Work</u>	<u>Practical Work</u>
	<u>36 clock hours</u>	<u>167 clock hours</u>
<p><u>In this section, students will learn:</u></p> <ul style="list-style-type: none"> • <u>The Treatment Room</u> • <u>Basic Facial</u> • <u>Facial Massage</u> • <u>Hair Removal</u> • <u>Advance Topics and Treatments</u> • <u>Makeup</u> 		

<u>The Science of Nail Technology</u>	<u>Theory Work</u>	<u>Practical Work</u>
	<u>64 clock hours</u>	<u>10 clock hours</u>
<p><u>In this section, students will learn:</u></p> <ul style="list-style-type: none"> • <u>Infection Control Specifically for Nail Technicians</u> • <u>General Anatomy and Physiology</u> • <u>Skin Structure and Growth</u> • <u>Nail Structure and Growth</u> • <u>Nail Diseases and Disorders</u> • <u>Basics of Chemistry</u> • <u>Nail Product Chemistry</u> • <u>Electricity</u> 		

<u>Basic Procedures</u>	<u>Theory Work</u>	<u>Practical Work</u>
	<u>12 clock hours</u>	<u>80 clock hours</u>
<p><u>In this section, students will learn:</u></p> <ul style="list-style-type: none"> • <u>Pre and Post Service Procedures</u> • <u>Handling and Exposure Incidents</u> • <u>Performing Basic Manicures and Pedicures</u> • <u>Hand, Arm, Foot, and Leg Messages</u> • <u>Disinfecting Tools and Implements</u> • <u>Wraps, Tips, Paraffin Wax Treatments</u> • <u>Polishing, UV Gel, and Design</u> 		

<u>The Art of Nail Technology</u>	<u>Theory Work</u>	<u>Practical Work</u>
	<u>21 clock hours</u>	<u>110 clock hours</u>
<p><u>In this section, students will learn:</u></p> <ul style="list-style-type: none">• <u>Advanced Manicuring and Pedicuring</u>• <u>Electric Filing</u>• <u>Nail Tips and Wraps</u>• <u>Monomer Liquid and Polymer Powder Nail Enhancements</u>• <u>UV Gels</u>• <u>Creative Design</u>		

Table 3-1E Minimum Curriculum for Manicurists/Nail Technicians

<u>General Professional Information</u>	<u>Theory Work</u>	<u>Practical Work</u>
	<u>100 clock hours</u>	<u>0 clock hours</u>
<p><u>In this section, students will learn:</u></p> <ul style="list-style-type: none"> • <u>Professional Development</u> • <u>Effective Communication</u> • <u>Human Relations</u> • <u>Business Management/Ownership</u> • <u>State Law</u> • <u>Sanitation in the Licensed Facility</u> • <u>Sanitation Processes and Guidelines</u> • <u>First Aid</u> • <u>General Infection Control</u> 		

<u>The Science of Nail Technology</u>	<u>Theory Work</u>	<u>Practical Work</u>
	<u>64 clock hours</u>	<u>10 clock hours</u>
<p><u>In this section, students will learn:</u></p> <ul style="list-style-type: none"> • <u>Infection Control Specifically for Nail Technicians</u> • <u>General Anatomy and Physiology</u> • <u>Skin Structure and Growth</u> • <u>Nail Structure and Growth</u> • <u>Nail Diseases and Disorders</u> • <u>Basics of Chemistry</u> • <u>Nail Product Chemistry</u> • <u>Electricity</u> 		

<u>Basic Procedures</u>	<u>Theory Work</u>	<u>Practical Work</u>
	<u>12 clock hours</u>	<u>80 clock hours</u>
<p><u>In this section, students will learn:</u></p> <ul style="list-style-type: none"> • <u>Pre and Post Service Procedures</u> • <u>Handling and Exposure Incidents</u> • <u>Performing Basic Manicures and Pedicures</u> • <u>Hand, Arm, Foot, and Leg Messages</u> • <u>Disinfecting Tools and Implements</u> • <u>Wraps, Tips, Paraffin Wax Treatments</u> • <u>Polishing, UV Gel, and Design</u> 		

<u>The Art of Nail Technology</u>	<u>Theory Work</u>	<u>Practical Work</u>
	<u>21 clock hours</u>	<u>110 clock hours</u>
<p><u>In this section, students will learn:</u></p> <ul style="list-style-type: none">• <u>Advanced Manicuring and Pedicuring</u>• <u>Electric Filing</u>• <u>Nail Tips and Wraps</u>• <u>Monomer Liquid and Polymer Powder Nail Enhancements</u>• <u>UV Gels</u>• <u>Creative Design</u>		

Table 3-1F Barber to Obtain Cosmetology Cross-Over

<u>Chemicals</u>	<u>Theory Work</u>	<u>Practical Work</u>
<u>In this section, students will learn:</u> <ul style="list-style-type: none">• <u>Chemical Texture Services</u>• <u>Hair Coloring</u>	<u>100 clock hours</u>	<u>100 clock hours</u>

Table 3-1G Minimum Curriculum for Aestheticians

<u>General Professional Information</u>	<u>Theory Work</u>	<u>Practical Work</u>
	<u>100 clock hours</u>	<u>0 clock hours</u>
<p><u>In this section, students will learn:</u></p> <ul style="list-style-type: none"> • <u>Professional Development</u> • <u>Effective Communication</u> • <u>Human Relations</u> • <u>Business Management/Ownership</u> • <u>State Law</u> • <u>Sanitation in the Licensed Facility</u> • <u>Sanitation Processes and Guidelines</u> • <u>First Aid</u> • <u>General Infection Control</u> 		
<u>The Science of Aesthetics</u>	<u>Theory Work</u>	<u>Practical Work</u>
	<u>117 clock hours</u>	<u>50 clock hours</u>
<p><u>In this section, students will learn:</u></p> <ul style="list-style-type: none"> • <u>Infection Control Specifically for Aesthetics</u> • <u>General Anatomy and Physiology</u> • <u>Basics of Chemistry</u> • <u>Basics of Electricity</u> • <u>Basics of Nutrition</u> 		
<u>Skin Sciences</u>	<u>Theory Work</u>	<u>Practical Work</u>
	<u>40 clock hours</u>	<u>90 clock hours</u>
<p><u>In this section, students will learn:</u></p> <ul style="list-style-type: none"> • <u>Physiology and Histology of the Skin</u> • <u>Disorders and Diseases of the Skin</u> • <u>Skin Analysis</u> • <u>Skin Care Products: Chemistry, Ingredients and Selection</u> 		

<u>General Aesthetics</u>	<u>Theory Work</u>	<u>Practical Work</u>
<u>In this section, students will learn:</u> <ul style="list-style-type: none">• <u>The Treatment Room</u>• <u>Basic Facial</u>• <u>Facial Massage</u>• <u>Hair Removal</u>• <u>Advance Topics and Treatments</u>• <u>Makeup</u>	<u>36 clock hours</u>	<u>167 clock hours</u>

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

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	25 hours
10.	Barber law and regulations, salesmanship	20 hours
11.	Chemistry	16 hours
		406 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.	First Aid	10 hours
10.	Shop arrangement, display of merchandise	10 hours
		100 hours

SUPERVISED PRACTICE

1.	Scalp treatments, shampooing	50 hours
2.	Shaving	50 hours
3.	Facials, massage, packs	50 hours
4.	Haircutting	450 hours
5.	Hair coloring, bleaching	135 hours
6.	Hairstyling, methods	200 hours
7.	Use of implements	20 hours
8.	Desk	19 hours
9.	Dispensary	40 hours
		1014 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	10 hours
8. Hairstyling, demonstrations	10 hours
9. Salesmanship	15 hours
10. Unassigned	<u>10 hours</u>
	105 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
	23	37	50	265	375

SUMMARY

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

A student shall 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
	28	47	60	240	375

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

	<u>LECTURE</u>	<u>DEMONSTRATION</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, Packs 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 (Contd.).

<u>SUPERVISED CLINIC PRACTICE</u>					
	<u>LECTURE</u>	<u>DEMONSTRATION</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		5	15
Hairstyling		13		400	413
Permanent Waving		20		200	220
Wiggery and Hair Pieces		2			2
Merchandising				20	20
Unassigned				7	7
Facials, Massage, Packs and Eyebrow Arching				44	44
Chemical Hair Relaxing and Hair Straightening				65	65
Hair Coloring and Lightening		13		155	168
SUB TOTAL	5	68		1364	1437

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

<u>LECTURE ON SCIENTIFIC SUBJECTS</u>					
	<u>LECTURE</u>	<u>DEMONSTRATION</u>	<u>MANIKIN PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL HOURS</u>
Nail Disorders/Structure	3				18
Chemistry	15				15
Skin, Scalp and Hair Disorders/Structure	29				29
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	135	2		101	253
TOTAL					2000

SUMMARY

Scientific Subjects	253
Beginner's Demonstration	70
Beginner's Manikin Practice	106
Demonstrations' Clinic Manikin Practice	1571
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>
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 & Skin Disorders/Diseases	5			5
Nail & Nail Disorders/Diseases (Including Fungus and Mold)	5			5
Chemistry for the Manicurist, 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 Licensing Requirements	20			20
Management, Salesmanship	15	5	20	40
—1. Salon Operations				
—2. Selling Techniques				
—3. Job Opportunities (Resume, Employment Applications, Conduct, Payroll Deductions)				
Appointment Desk	1	1	10	12
Dispensary	1	1	5	7
Supplemental Techniques	5	5	10	20
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>DEMONSTRATION</u>	<u>MANIKIN 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				15	15
TOTAL	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>DEMONSTRATION</u>	<u>MANIKIN 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				15	15
TOTAL	71	64	90	275	500

TABLE 3-1G. Curriculum Requirements for a Cosmetologist to Obtain a Cross-Over Barber License.

	<u>LECTURE</u>	<u>DEMONSTRATION</u>	<u>MANIKIN 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	10	10	5		25
TOTALS	42	45	5	208	300

TABLE 3-1H. Minimum Curriculum Requirements for an Aesthetician License.

	<u>LECTURE</u>	<u>DEMONSTRATION</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 Aesthetician	15			15
Skin Structure and Function	8			8
Skin Disorders, Dermatology and Special Esthetic Procedures	6	2	4	12
Chemistry for the Aesthetician	15			15
Product Knowledge, Ingredient and Products Analysis	5	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 Law, Rules and Licensing Requirements	20			20

TABLE 3-1H—Minimum Curriculum Requirements for an Aesthetician License (continued)

	<u>LECTURE</u>	<u>DEMONSTRATION</u>	<u>CLINIC</u>	<u>TOTAL</u>
Management, Salesmanship,	30			30
1. Salon Operations				
2. Selling Techniques				
3. Job Opportunities (Resume,				
Employment Applications,				
Conduct, Payroll Deductions)				
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>
	201	68	331	600

TABLE 3-11 Minimum Curriculum for 1800-Clock Hour Barber License

SCIENTIFIC STUDY

1. History of Barbering	10
2. Professional Images, Ethics, Hygiene, Good Grooming & Personality	10
3. Bacteriology, Sterilization & Sanitation, Decontamination & Safe Work Places	125
4. First Aid, Hazard Communication	10
5. Implements, tools, and equipment; Haircutting methods	65
6. Honing, stropping, use and care; Shaving fundamentals, Mustache & Beard Design	30
7. Properties and Disorders of the Skin, Scalp, and Hair	10
8. Theory of Massage; Hair and Scalp Treatments, Shampooing & Tonics	10
9. Facial Massage & Treatments	10
10. Anatomy & Physiology	20
11. Electricity & Light Therapy	5
12. Chemistry	20
13. Nail Structure, Disorders & Diseases	5
14. Artificial Hairpieces theory & development	10
15. Hairstyling Techniques and methods	10
16. Hair coloring & Lightening theory and effects	35
17. Shop Management, merchandising, salesmanship, job search, business law	70
18. West Virginia State Regulations & Barber law	20
Total	475

DEMONSTRATION AND LECTURE ON SCIENTIFIC STUDY

1. History of Barbering	5
2. Professional Images, Ethics	5
3. Bacteriology, Sterilization & Sanitation, Decontamination & Safety in the Work Place	10
4. First Aid & Hazard Communication	10
5. Implements, tools, honing & stropping use and care	5
6. Haircutting procedures & Hairstyling techniques	20
7. Properties and Disorders of the skin, scalp & hair	5
8. Theory of Massage, tonics	5
9. Electricity & Light Therapy	5
10. Chemistry	5
11. Cells, Anatomy & Physiology	5
12. Hair coloring, effects on hair	10
13. Shop Arrangement, display of merchandise, business	10
Total	100

SUPERVISED PRACTICE

1. Scalp Treatments, tonics, Shampooing	85
2. Honing & Stropping	15
3. Shaving	100
4. Facials, massage, packs	60
5. Hair coloring & Hair lightening	50
6. Haircutting Techniques	500
7. Hairstyling methods	225
8. Use of tools & implements & equipment	20
9. Artificial hair pieces	<u>20</u>
Total	1075

ILLUSTRATED LECTURE AND DEMONSTRATIONS ON PRACTICAL WORK

1. Scalp treatments, shampooing	20
2. Honing and stropping	5
3. Shaving	20
4. Facials, massage, packs	10
5. Haircutting	25
6. Hair tonics	5
7. Hair coloring & hair lightening	15
8. Hairstyling demonstrations	15
9. Artificial hair pieces	15
10. Retail display & salesmanship	10
11. Unassigned	<u>10</u>
Total	150

Scientific Study	575 hrs.
Supervised Practice	1215 hrs.
Unassigned	<u>10 hrs.</u>
	1800 hrs.