

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

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OFFICE WEST VIRGINIA  
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Form #6

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

AGENCY: Board of Barbers and Cosmetologists TITLE NUMBER: 3

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 2

TITLE OF RULE BEING AMENDED: Qualification, Training, Examination, and Certification  
of Instructors in Barbering and Beauty Culture

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

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

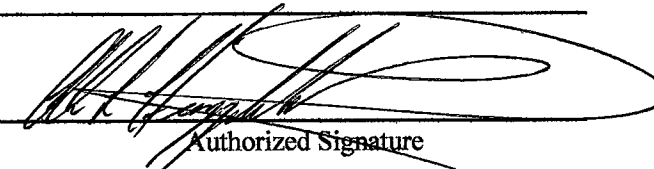
THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) HB 4108

SECTION 64-9-6, PASSED ON 4/1/2010

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

FOLLOWING DATE: 07/01/2010

  
Authorized Signature

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TITLE 3  
LEGISLATIVE RULES  
BOARD OF BARBERS AND COSMETOLOGISTS

2010 APR 13 PM 1:43

SERIES 2  
QUALIFICATIONS, TRAINING, EXAMINATION AND  
CERTIFICATION OF INSTRUCTORS IN BARBERING AND BEAUTY CULTURE

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

§ 3-2-1. General

- 1.1. Scope - This legislative rule establishes the qualifications, training, examination and certification of both instructors and master instructors in schools of barbering or beauty culture which have been promulgated by the Board of Barbers and Cosmetologists (hereinafter Board).
- 1.2. Authority - W. Va. Code § 30-27-5. Related § 30-27-6 et seq.
- 1.3. Filing Date - April 13, 2010
- 1.4. Effective Date - July 1, 2010

§ 3-2-2. General Qualifications for Licensure as an Instructor

- 2.1. An individual seeking certification must:
  - 2.1.1. Be at least nineteen (19) years of age;
  - 2.1.2. Be of good moral character and of temperate habits;
  - 2.1.3. Have a high school diploma, GED, or "ability to benefit" test approved by the United States Department of Education;
  - 2.1.4. Have graduated from a recognized school of barbering or beauty culture;
  - 2.1.5. Have submitted an application to the Board with the appropriate fees. All material attached to the application becomes the property of the Board;
  - 2.1.6. Have passed an examination administered by the Board consisting of a written, oral and demonstrative section including subject areas adopted by the Board with at least a 70% pass percentage.
  - 2.1.7. Have completed 375 hours of instructor's training as stated in Table 3-2A in this rule.
  - 2.1.8. Submit an application to the Board to include, but not limited to Name, address, email, telephone number, education background, professional background, professional recommendation from school

owner/manager, and any other document to establish identity or professional capabilities.

- 2.1.9. Submit a letter from a school owner or manager certifying that the applicant has completed 375 hours of instructor training and attesting to the applicant's professional capabilities.
- 2.1.10. Present a portfolio to include, but not limited to photos of hairstyles performed or created, lesson plans, letters of past students or instructors, list of goals or ambitions, and other information pertaining to the industry.
- 2.1.11. Have passed a practical presentation, written, and oral skills test with a 70% or higher pass rate and have trained under a master instructor.
- 2.1.12. Have an active license in the subject or specialty wishing to teach.
- 2.1.13. Pay all applicable certification, examination, and registration fees.

**3-2-3 General Qualifications for Certification as a Master Instructor**

- 3.1 An individual seeking certification as a master instructor in a school of barbering and/or beauty culture must:
  - 3.1.1. Be at least twenty-two (22) years of age with all prerequisites mentioned in the Qualifications for Certification as an Instructor.
  - 3.1.2. Complete fifteen (15) hours of college credits from a degree granting institution or junior college in collaboration with Table 3-2C.
  - 3.1.3. Complete 375 hours of instructor training.
  - 3.1.4. Have three (3) years experience as an instructor in beauty culture.
  - 3.1.5. Submit an application to the Board to include, but not limited to Name, address, email, telephone number, education background, professional background, professional recommendation from school owner/manager, and any other document to establish identity or professional capabilities.
  - 3.1.6. Submit a letter from a school owner or manager certifying that the applicant has completed 375 hours of instructor training and attesting to the applicant's professional capabilities and employment and instructing experience.
  - 3.1.7. Present a portfolio to include, but not limited to photos of hairstyles performed or created, lesson plans, and other information pertaining to the industry.
  - 3.1.8. Have passed a practical presentation, written, and oral skills test with a 70% or higher pass rate and have trained under a master

instructor.

- 3.1.9 Have an active license in the subject or specialty wishing to teach.
- 3.1.10 Pay all applicable certification, examination, and registration fees.
- 3.1.11. Meet any other applicable and reasonable request of the Board or the Director of the Board in direct relation to teaching or practical knowledge set forth by the Board or the Director.
- 3.2. An instructor certification must be renewed annually or biennially on or before January 1.;
- 3.3. Every person certified in any capacity as an instructor or master instructor in this State must keep his or her original or renewed certificate posted conspicuously in the school wherein they are employed.

§ 3-2-4. Additional Requirements for Certification as an Instructor.

- 4.1. All barber and beauty school owners who expect to employ an instructor shall properly interview the applicant and make a recommendation to the Board, in writing, concerning their knowledge of such applicant's abilities. This recommendation shall accompany the student's application for licensure as an instructor. School owners must submit annual progress reports on all instructors employed in their barber or beauty school to the Board.

§ 3-2-5. Additional Educational Requirements for Certification as a Master Instructor

- 5.1., The minimum required college subjects and hours for master instructors are specified in Table 3-2C of this rule. A minimum of three hundred seventy five hours (375)clock hours is required.
- 5.2. All applicants to become master barber instructors must complete an additional one hundred (100) hours of training in permanent waving and pass an examination administered by the Board. The curriculum which is specified in Table 3-2B must be taught by a master beauty instructor or a master barber instructor who has the required one hundred (100) hours. This section applies to only 1800 hour barber graduates.
- 5.3. The first five (5) courses listed in Table 3-2C of this rule may be taken in any junior college, or degree-granting institution approved by the West Virginia State Board of Trustees. These courses may be taken either on campus or as extension courses

or any other means officially approved by the degree-granting institution. The student shall report the credit received to the Board by evidence of an official school transcript.

§ 3-2-6. Renewal of Certification as an Instructor or Master Instructor

- 6.1. Continuing education requirements must be completed in order to receive certificate renewal.
- 6.2. The renewal requirements for instructors represent minimum standards for teacher training. In order to maintain well-trained teachers, the Board recommends that an "In-Service" training program be conducted in both the schools of barbering and of beauty culture in the art of teaching.
- 6.3. The applicant for renewal must submit the appropriate fee as specified in 3 CSR 6.

§ 3-2-7. Reciprocity

- 7.1. An applicant from another state seeking certification as an instructor or master instructor is eligible for certification by reciprocity if the applicant has acquired training in another state equal to the requirements established in this rule for the respective certificate requested: Provided, that the state in which said applicant is certified extends the same privilege to certified instructors from this state.

§ 3-2-8. Revocation of Certificate

- 8.1. The certificate of a student or master instructor in barbering or beauty culture may be revoked or suspended by the Board for any reason specified in W. Va. Code § 30-27-1 et seq.
- 8.2. Any person who is certified as a student or master instructor has been suspended or revoked for good and sufficient reasons, including incompetency or gross neglect in teaching barbering or beauty culture, may at the discretion of the Board, be entitled to practice barbering or beauty culture in this State.

§ 3-2-9. Administrative Due Process

- 9.1. Those persons adversely affected by the enforcement of this rule have the right to request a hearing in a manner pursuant to the provisions of W. Va. Code § 30-27-20 et seq.

TABLE 3-2A. 375 Hour Curriculum for Student Instructors

<u>SUBJECTS</u>	<u>HOURS</u>
1. Orientation	10
2. Psychology of Student Training	15
3. Introduction to Teaching	20
4. Good Grooming and Personality Development	10
5. Course Outlining and Development	15
6. Lesson Planning	30
7. Teaching Techniques (Methods)	40
8. Teaching Aids - Audio-Visual Techniques	20
9. Demonstration Techniques	30
10. Examination and Analysis	20
11. Classroom Management	15
12. Record Keeping	10
13. Teaching Observation	40
14. Teacher Assistant	40
15. Pupil Teaching (Practice Teaching)	60
	375

TABLE 3-2B. 100 Hour Curriculum for Barber Instructors to Qualify to Teach Permanent Waving

	<u>THEORY &amp; LECTURE</u>	<u>DEMONSTRATION</u>	<u>PRACTICE</u>	<u>TOTAL HOURS</u>
1. Hair Structure	2			2
2. Chemistry: Physical & Chemical Action	4			4
3. Permanent Waving Scalp & Hair Analysis	10	10	20	40
4. Razor Shaping & Procedures	4	4	10	18
5. Hairstyling	10 30	8 22	18 48	36 100

TABLE 3-2C. Required College Subjects and Hours for Master Instructors

<u>SEMESTER SUBJECTS</u>	<u>HOURS</u>	<u>CLOCK HOURS</u>
*Psychology of Learning	2-3	30-45
*Methods of Teaching	2-3	30-45
*Methods of Examination	2-3	30-45
*Public Speaking	2-3	30-45
English Composition	2-3	30-45
Teacher Education Orientation	2-3	30-45
Introduction to Vocational Education	2-3	30-45
Occupational Analysis	2-3	30-45
Course Construction	2-3	30-45
Safety in Vocational Education	2-3	30-45
Organization and Management	2-3	30-45
**Summer Short Course		30
**Seminar	<u>50</u>	
TOTAL	410-575	

\*Required courses

\*\*Requires prior approval of the Board