

(PROPOSED)

TITLE 3

LEGISLATIVE RULES
BOARD OF BARBERS AND BEAUTICIANS

QUALIFICATIONS, TRAINING, EXAMINATION AND LICENSURE
OF INSTRUCTORS IN BARBERING AND BEAUTY CULTURE

SERIES 2

1990

For Filing with the Legislative
Rule-Making Review Committee

(PROPOSED)

WEST VIRGINIA LEGISLATIVE RULES
BOARD OF BARBERS AND BEAUTICIANS

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OF INSTRUCTORS IN BARBERING AND BEAUTY CULTURE

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OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

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

3-2-1. General

1.1. Scope - This legislative rule establishes the qualifications, training, examination and licensure of instructors in barbering or beauty culture.

1.2. Authority - W. Va. Code 30-27-1. Related - 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 Rules - This rule supersedes and repeals "Qualifications, Training, Examination and Registration of Instructors in Barbering and Beauty Culture," Board of Barbers and Beauticians Legislative Rules, 3 CSR 2, filed June 27, 1989, and effective July 1, 1989.

3-2-2. Application and Enforcement

2.1. Application - This rule applies to any person seeking licensure as an instructor in barbering or beauty culture.

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

3-2-3. Age Limit for Instructors - An applicant for licensure as a student instructor in barbering or beauty culture must be at least nineteen (19) years of age, and to be eligible to apply for examination and licensure as a regular senior instructor, must be at least twenty-two (22) years of age.

3-2-4. Minimum Basic Educational Requirements

4.1. All applicants seeking licensure as a student or senior instructor in barbering or beauty culture must have completed the

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twelfth grade of free school education, or its equivalent, as certified by the State Board of Education or someone in authority to issue such record of education.

4.2. All applicants, before seeking licensure as a student instructor must have been employed at least one (1) year in a salon-shop. The applicant must then complete an additional two hundred and fifty (250) hours instructor's training as shown in Table 3-2A at the end of this rule and pass an examination before the Board. The curriculum shown in Table 3-2A must be taught by a senior instructor or an instructor certified with a degree in education.

4.3. All senior barber instructors must complete an additional one hundred (100) hours training in permanent waving and pass an examination before the Board in order to qualify to teach permanent waving in barber schools. The curriculum, which is shown in Table 3-2B, must be taught by a senior beauty instructor or a qualified senior barber instructor.

4.4. During the period of training as student instructor, all applicants must complete a minimum of fifteen hours (15) college credits (a minimum of two hundred and fifty (250) clock hours) on assigned subjects or subjects having the equivalent subject content, as indicated under minimum college requirements for licensure as a senior instructor in Table 3-2-C of this rule.

4.5. Applicants aspiring for licensure as a senior instructor in barbering or beauty culture must during the prescribed training period, secure a hairstyling certificate from an advanced hairstyling school approved by the Board, which certificate, or a copy thereof, shall become a part of the application for examination and/or registration as a senior instructor in beauty culture.

4.6. Applicants seeking licensure as a senior instructor, must have been employed as a student instructor for a minimum of three (3) years. Applicants who have a minimum of five (5) years salon shop experience, prior to employment as a student instructor, may seek senior licensure after two (2) years experience as a student instructor. All applicants seeking licensure as a senior instructor will secure the required and prerequisite training necessary to qualify for examination and licensure during employment as a student instructor and will at all times be under the supervision of a licensed senior instructor.

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4.7. There shall be no restriction on the number of times that an applicant may renew a student instructor's license.

3-2-5. General Regulations

5.1. All applicants for licensure as a student or a senior instructor in barbering or beauty culture must have graduated from a recognized school of barbering or beauty culture, as the case may be, and must be licensed to practice his profession in this State.

5.2. It is the duty of all school owners who expect to employ a student instructor to interview properly the applicant and make a recommendation to the Board, in writing, giving their opinion of all such applicants, to accompany the application for licensure as a student instructor. Progress reports must be submitted at least annually on all student instructors employed in any barber or beauty school.

5.3. An applicant from another state seeking licensure as a student or senior instructor may be considered eligible for licensure by reciprocity: Provided, that the applicant has acquired training in another state equal to that prescribed in this State, and is otherwise able to meet the general requirements in effect at the time of making application for such licensure.

5.4. An applicant for licensure as a senior instructor who has practiced barbering or beauty culture for a period of five (5) years in the State prior to making application for such licensure, who possesses the required college credits indicated in this rule, and who has acquired an acceptable certificate in advanced hairstyling, may secure licensure as a student instructor and qualify for examination a senior instructor after serving two (2) years as a student instructor in a duly licensed school of barbering or beauty culture in this State.

5.5. In order to renew a license as a student or senior instructor, an applicant must have been employed full-time for at least three (3) months within the preceding 12 month period as a student or senior instructor in an approved school of barbering or beauty culture. In the event an applicant has not been so employed, such applicant shall submit to an examination before the Board and complete a six (6) month "In-Service" training program in a state-approved barber or beauty college.

5.6. The examination for student or for senior instructors shall consist of a written, oral and demonstrative examination and shall include such subjects as the Board deems germane to the examination to determine the qualifications and fitness of an applicant to teach barbering or beauty culture.

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5.7. Approved schools of advanced hairstyling will be those listed from time to time by the Board as being acceptable for advanced training in hairstyling. A list of all such approved schools will be furnished by the Board upon request. An advanced hairstyling certificate from a school not approved by the Board will not be acceptable as evidence in the proficiency of advanced hairstyling to make an applicant eligible for examination as a senior instructor in barbering or beauty culture.

5.8. All certificates, records or transcripts of training required to make an applicant eligible for examination for registration as a student or senior instructor submitted with an application become the property of the Board.

5.9. The license of a student or senior instructor in barbering or beauty culture may be revoked by the Board for any reason specified in the law authorizing the Board to revoke, suspend or fail to renew the license of a regular barber or beautician. Any such license so revoked for a regular barber or beautician will automatically include the revocation of the instructor's license.

5.10. Any person whose license as a student or senior 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, but will forfeit all rights to act in any capacity in connection with the teaching of barbering or beauty culture in this State.

5.11. Every person registered in any capacity as a student or senior instructor in this State must keep his or her original or renewal license posted conspicuously in the school wherein they are employed.

5.12. No student or senior instructor shall teach any subject in any school of barbering or beauty culture not listed by the Board as a required subject in the curriculum governing the teaching of barbering or beauty culture in this State.

5.13. The fee for original or renewal licensure as a student instructor shall be fifty dollars (\$50.00). The examination or reciprocity fee for an applicant as a senior or student instructor shall be the sum of twenty-five dollars (\$25.00) plus the required fifty dollars (\$50.00) licensure fee.

3-2-6. Renewal of Instructor's License

6.1. All applicants desiring to renew a registration license as a student or senior instructor are required to submit evidence of

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having met the following applicable qualifications. (Inactive status as an instructor does not exempt an applicant from complying with this rule.)

6.1.1. Within each two (2) year period, acquire a minimum of three (3) hours additional credits in approved subjects relating to the art of teaching: Provided, that applicants who have renewed their license as a senior instructor for seven (7) years over a nine (9) year period, shall be exempt. These credits may be obtained in any state college or university approved for the original training of instructors, or in seminars endorsed by the West Virginia Board of Barbers and Beauticians. Hours and credits earned for attending annual and semiannual seminars will be established by the Board in cooperation with the State Supervisor of Trade and Industrial Education, State Department of Education and other agencies in or out of state where such seminars may be held.

6.1.2. Within each two (2) year period, renew the certificate indicating proficiency in advanced hairstyling, in an approved school of advanced hairstyling.

6.2. All student and senior instructor's renewal licenses expire with the calendar year.

6.3. The requirements indicated in this rule for instructors in barbering and beauty culture represent the minimum standards for teacher training. In order to maintain well-trained teachers, an "In-Service" training program should be continued in the art of pedagogy.

3-2-7. Minimum College Requirements for Senior Instructors in Barbering and Beauty Culture in West Virginia

7.1. Subjects and Required Hours - The minimum required college subjects and hours for senior instructors are shown in Table 3-2C found at the end of this rule. A minimum of two hundred fifty (250) clock hours is required.

7.2. The first five (5) courses listed may be taken in any junior college, or degree-granting institution approved by the State Board of Education. The courses may be taken either on campus or as extension courses. Students who satisfy the admission requirements of an institution and the prerequisites for a course may enroll for college credit. Students who do not meet the prerequisites for a course may audit the course. If the student takes work for credit, he will establish credit with the West Virginia Board of Barbers and Beauticians by having the transcript of the credit earned sent to the Board.

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7.3. If a student audits a course, he or she they shall be required to present a statement by the instructor of the course, indicating that the student has participated in all class activities and has performed satisfactorily. If a student audits a course, the instructor's statement shall indicate the number of clock hours for which the class was scheduled. The student shall be responsible for having the instructor send the above statement to the West Virginia Board of Barbers and Beauticians, thereby establishing credit for any course audited.

3-2-8. Administrative Due Process - Those persons individuals adversely affected by the enforcement of this rule shall have the right to request a contested case hearing in a manner pursuant to the provisions of Chapter 29A, Article 5 of the West Virginia Code.

3-2-9. 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.

TABLE 3-2A. 250 Hour Curriculum for Student Instructors

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

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

	<u>THEORY & 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	<u>10</u> 30	<u>8</u> 22	<u>18</u> 48	<u>36</u> 100

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

<u>Subjects</u>	<u>Semester Hours</u>	<u>Clock Hours</u>
*Psychology of Learning	2-3	30-45
*Methods of Teaching	2-3	30-45
<u>*Methods of Examination</u>	2-3	30-45
*Public Speaking	2-3	30-45
English Composition	2-3	30-45
<u>Teacher Education Orientation</u>	<u>2-3</u>	<u>30-45</u>
<u>Introduction to Vocational Education</u>	<u>2-3</u>	<u>30-45</u>
<u>Occupational Analysis</u>	<u>2-3</u>	<u>30-45</u>
<u>Course Construction</u>	<u>2-3</u>	<u>30-45</u>
<u>Safety in Vocational Education</u>	<u>2-3</u>	<u>30-45</u>
<u>Organizational and Management</u>	<u>2-3</u>	<u>30-45</u>
**Summer Short Course		30
**Seminars		50
	Total	410-575

*Required courses

**Requires prior approval of the Board