

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Qualifications, Training, Examination and Registration of Instructors in Barbering and Beauty Culture (3 CSR 2)

Type of Rule: Legislative Interpretive Procedural

Agency W.Va. Board of Barbers and Beauticians Address 4860 Brenda Lane, Guthrie Center
Charleston, WV 25312

1. Effect of Proposed Rule	ANNUAL		FISCAL YEAR		
	Increase	Decrease	Current	Next	Thereafter
Estimated Total Cost	\$	\$	\$ 0	\$ 0	\$ 0
Personal Services					
Current Expense					
Repairs and Alterations					
Equipment					
Other					

2. Explanation of above estimates.

These changes will not alter the overall existing workload of the WV Board of Barbers and Beauticians.

3. Objectives of these rules:

The proposed amendments: 1) insert a 250-hour student instructor curriculum which is in the process of being deleted from WV 3 CSR 1, "Curriculum and Minimum Requirements Subjects and Hour Schedule, Rules and Regulations for Schools of Beauty Culture operation in West Virginia; Joint Barbers and Beauticians License"; 2) add various requirements for instructors; and 3) add a requirement of an additional 100 hours training in permanent waving and an examination, in order for barber instructors to qualify to teach permanent waving; and 4) make other minor "clean up" changes.

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.

The additional 100 hour curriculum and examination required for a barber instructor to qualify to teach permanent waving may cost from \$200 - \$500. In some instances this cost will probably be paid by the school at which the instructor is employed.

C. Economic Impact on Citizens/Public at Large.

NONE

Date September 14, 1987

Signature of Agency Head or Authorized Representative



Edwin B. Roush
Executive Director

FILED

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STATE OF WEST VIRGINIA
SECRETARY OF STATE

[PROPOSED]

TITLE 3

WEST VIRGINIA LEGISLATIVE RULES
BOARD OF BARBERS AND BEAUTICIANS

Qualifications, Training, Examination and Registration
of Instructors in Barbering and Beauty Culture

Series 2

198_

For Public Hearing
October 26, 1987

[PROPOSED]
WEST VIRGINIA LEGISLATIVE RULES
BOARD OF BARBERS AND BEAUTICIANS

Qualifications, Training, Examination and Registration
of Instructors in Barbering and Beauty Culture

3 CSR 2

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TITLE 3
WEST VIRGINIA LEGISLATIVE RULES
BOARD OF BARBERS AND BEAUTICIANS
Series 2

Title: Qualifications, Training, Examination and Registration of Instructors in Barbering and Beauty Culture

Section 1. General

1.1. Scope - ~~These~~ This legislative rules establishes the qualifications, training, examination and registration of instructors in barbering or beauty culture.

1.2. Authority - ~~These-legislative~~ This rules are is issued under the authority of and are is related to Chapter 30, Article 27, Section 1 of the West Virginia Code of 1931, as amended.

1.3. Filing Date -

1.4. Effective Date -

1.5. Supersession and Repeal of Former Rules -

Section 2. Application and Enforcement

2.1. Application - ~~These-legislative~~ This rules apply applies to any person seeking licensure as an instructor in barbering or beauty culture.

2.2. Enforcement - ~~Enforcement of these-legislative~~ this rules is vested in the-director-of the West Virginia board of barbers and beauticians.

Section 3. Age Limit for Instructors - An applicant for registration as a student instructor in barbering or beauty culture must be at least eighteen years of age, and to be eligible to apply for examination and registration as a regular instructor, must be at least twenty-one years of age.

Section 4. Minimum Basic Educational Requirements

4.1. All applicants seeking registration as a student, or regular, instructor in barbering or beauty culture, must have completed the 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 registration as a student instructor must have been employed at least one year in a salon. The applicant must then complete an additional 250 hours instructor's training and pass an examination before the board. The following curriculum must be taught by a regular instructor or an instructor certified with a degree in education.

250 Hour Curriculum for Student-Instructors.

1. Orientation

HOURS

10

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

4.3. All barber instructors must complete an additional 100 hours training in permanent waving and pass an examination before the board in order to qualify to teach permanent waving in the barber schools. The following curriculum must be taught by a regular beauty instructor or a qualified barber instructor:

4.3.1. 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>
<u>1.</u>	<u>Hair Structure</u>	<u>2</u>		<u>2</u>
<u>2.</u>	<u>Chemistry: Physical & Chemical Action</u>	<u>4</u>		<u>4</u>
<u>3.</u>	<u>Permanent Waving: Scalp & Hair Analysis</u>	<u>10</u>	<u>10</u>	<u>20</u>
<u>4.</u>	<u>Razor Shaping & Procedures</u>	<u>4</u>	<u>4</u>	<u>10</u>
<u>5.</u>	<u>Hairstyling</u>	<u>10</u>	<u>8</u>	<u>18</u>
	<u>30</u>	<u>22</u>	<u>48</u>	<u>100</u>

4-2-4.4. 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 clock hours) (250) on assigned subjects or subjects having the equivalent subject content, as indicated under minimum college requirements in these regulations- this rule.

4-3-4.5. Applicants aspiring for registration as an instructor in 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 regular instructor in beauty culture.

4.4+ 4.6. No applicant may secure student registration and/or renewal for a gross period of more than three years. All applicants will secure the required, and prerequisite, training necessary to qualify for examination and registration during the three-year period, and must, at all times, during practice teaching, be under the supervision of a regularly registered instructor.

Section 5. General Regulations

5.1. All applicants, for registration as an instructor in barbering or beauty culture, must have been graduated from a recognized school of barbering or beauty culture, as the case may be, and must be registered to practice his profession in this state. ~~Junior-barbers-and-beauticians-may-qualify-as-student-instructors,-provided-they-have-the-proper-qualifications-and-are-approved-for-such-training-by-the-board.~~

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 student registration. 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 registration as an instructor, may be considered eligible for registration by reciprocity - provided 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 registration.

5.4. An applicant, for registration as an instructor, who has practiced barbering or beauty culture for a period of five years in the state, prior to making application for such registration, who possesses the required college credits indicated in ~~these regulations,~~ this rule, and in the case of a beautician, who has acquired an acceptable certificate in advanced hairstyling, may secure registration as a student instructor and qualify for examination as a regular instructor, after serving two years as a student instructor in a duly licensed school of barbering or beauty culture in this state.

5.5. An applicant, meeting all requirements set forth in ~~these regulations,~~ this rule, who has been recorded as making good grades during the training period, and has earned a recommendation from the school owner where employed, may be registered as a regular instructor without submitting to an examination, at the discretion of the board at the end of the training period. Otherwise, all applicants will submit to the regular instructors examination to secure a certificate of registration.

5.6. An applicant, in order to renew a certificate of registration as an instructor, must have been employed full-time for at least three (3) consecutive months within the calendar

year as an 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-month "inservice" training program in a state-approved barber or beauty college.

5.7. The examination for 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.

5.8. 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 an instructor.

5.9. All certificates, records, or transcripts, of training required to make an applicant eligible for examination, or registration as an instructor, submitted with an application, becomes the property of the board.

5.10. The certificate of registration as a student, or regular, 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 certificate of registration of a regular barber or beautician. Any such certificate of registration so revoked as a regular barber or beautician will automatically include the certificate of registration as instructor.

5.11. Any person whose certificate of registration as 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.

5.12. Every person registered in any capacity as instructor in this state must keep his certificate of registration, or renewal, posted conspicuously in the school wherein he is employed.

5.13. No 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.

5.14. The fee for registration, or renewal, as a student instructor shall be \$50.00. The examination, or reciprocity, fee for an applicant as instructor shall be the sum of \$25.00 plus the required \$50.00 registration fee.

Section 6. Renewal of Instructors Certificate of Registration

6.1. All applicants desiring to renew a certificate of registration as instructor, are required to submit evidence of having met the following qualifications. (Inactive status as an instructor does not exempt an applicant from complying with this regulation rule.)

6.1.1. Within each two-year period, acquire a minimum of three hours additional credits in approved subjects relating to the art of teaching, provided that senior applicants who have renewed a certificate of registration as an instructor for seven years over a nine-year period, shall be exempt. ~~from complying with part (1) of this regulation rule, pertaining to additional college credits for teaching.~~ These credits may be obtained in any state college or university approved for the original training of instructors, or in seminars endorsed by the state board of barbers and beauticians. Hours and credits earned for attending annual, and semi-annual, seminars--will be established by the board in cooperation with the state supervisor of trade and industrial education, state department of education, or other agency, in or out of state, where such seminars may be held.

6.1.2. Within each two-year period, renew the certificate indicating proficiency in advanced hairstyling, in an approved school of advanced hairstyling. (This applies to instructors in beauty culture only.)

6.1.3. Every person now registered as a regular instructor on the effective date of this regulation, this rule, who has not been employed in an approved school of barbering or beauty culture for at least three (3) consecutive months within the calendar year, shall in order to renew the certificate of registration, submit to an examination before the board and complete a six-month "inservice" training program in a state approved barber or beauty college.

6.2. All instructor's certificates of renewal expire with the calendar year.

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

Section 7. Minimum College Requirements for Instructors in Barbering and Beauty Culture in West Virginia

7.1. Subjects and Required Hours:

	<u>Semester</u> <u>Hours</u>	<u>Clock</u> <u>Hours</u>
*Psychology of Learning	2-3	30-45
*Methods of Teaching	2-3	30-45
*Audio-Visual Aids	2-3	30-45
*Public Speaking	2-3	30-45

English Composition
Summer Short Course
Seminars

2-3

30-45

30

50

Total 230-305

*Required courses

A minimum of 250 clock hours is required.

7.2. The first five 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 in extension. 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 state board of barbers and beauticians by having the transcript of the credit earned sent to the board.

7.3. If a student audits a course, he 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 state board of barbers and beauticians, thereby establishing credit for any course audited.