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CURRICULUM AND MINIMUM REQUIREMENTS  
SUBJECTS AND HOUR SCHEDULE  
RULES AND REGULATIONS  
FOR  
SCHOOLS OF BEAUTY CULTURE OPERATING IN WEST VIRGINIA

By

STATE BOARD OF BARBERS AND BEAUTICIANS  
Capitol Building  
Charleston, West Virginia 25305

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Adopted -  
Effective -  
Filed with Secretary of State -

OFFICE  
SECRETARY OF STATE

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RECEIVED

MINIMUM CURRICULUM  
FOR  
SCHOOLS OF BEAUTY CULTURE

SCHEDULE OF SUBJECTS AND HOURS

Every West Virginia school of beauty culture shall conduct a course of study consisting of at least 2000 clock hours, divided as follows. An accurate record of the number of hours devoted to the prescribed subjects for each student by permit number, must be posted on a bulletin board and available to all students on the first school day of each month and left for the number days in said month (a copy of the report to be used is attached.) The final examination of each student shall also be made a part of the application for examination of each student, before the West Virginia State Board of Barbers and Beauticians.

A copy of this curriculum and regulations must be posted on a bulletin board.

The objectives of this cosmetology curriculum are to train students in all phases of beauty culture, to adequately pass the State Board Examination, and to attain successful employment in the Beauty Industry.

Practical work during the first 300 hours shall be restricted to manikins only.

The following curriculum and regulations adopted by the State Board of Barbers and Beauticians, were placed in effect

	<u>LECTURE</u>	<u>DEMONSTRATION</u>	<u>MANIKIN PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL</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 Merchandizing . . . . .	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. . . . .	20	20	5		45
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SUB-TOTAL	124	70	106		300

	<u>LECTURE</u>	<u>DEMONSTRATION</u>	<u>MANIKIN PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL</u>
Sub-Total - First 300 Hours. . . . .	124	70	106		300

SUPERVISED CLINIC PRACTICE

Sanitation, Sterilization and Bacteriology . . . . .				120	120
Shampooing and Rinsing . . . . .				37	37
Hair and Scalp Treatment . . . . .				40	40
Manicuring and First Aid . . . . .		2		31	33
Haircutting. . . . .		13		300	313
Hairstyling. . . . .		13		400	413
Permanent Waving . . . . .		20		200	220
Wiggery and Hair Pieces . . . . .		2			2
Merchandizing. . . . .				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 . . . . .		13		155	168
<b>SUB-TOTAL</b>		<u>63</u>		<u>1419</u>	<u>1482</u>

LECTURE ON SCIENTIFIC SUBJECTS

Nail Disorders . . . . .	3				3
Chemistry . . . . .	15				15
Skin, Scalp and Hair Disorders . . . . .	9				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 . . . . .	10			5	15
<b>SUB-TOTAL</b>	<u>115</u>	<u>2</u>		<u>101</u>	<u>218</u>

TOTAL - - - - - 2000

SUMMARY

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

250 HOUR CURRICULUM

FOR

STUDENT-TEACHERS

	<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. Examinations 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>
TOTAL . . . . .	250

NOTE: "This curriculum must be taught by a regular instructor or an instructor certified with a degree in education."

RECOMMENDED REFERENCE BOOKS  
FOR  
STUDENT-TEACHERS' CURRICULUM

1. Cosmetology Teacher-Training Manual (CTTM) - by J. J. Yahm
2. 325 Teaching Hints for Professional Cosmetology Instruction - by J. J. Yahm
3. The Planned Course Outline for Cosmetology (Part 1)
4. Lesson Plans and Lesson Planning (Part 2)  
- by Joseph J. Junell and Gerald J. Ahern
5. Psychology in Teaching - by Henry P. Smith
6. Psychology and Life - by Floyd L. Ruch
7. History of Cosmetology - by Margaret B. Fleck
8. Beautician's Guide to Beauty, Charm and Poise - by Ruth Tolman
9. Call Me Mister - by Barry James
10. Workbook for Beauty Culture Theory
11. Practical Beauty Culture Workbook
12. Milady State Board Cosmetology Guide

CHEMISTRY REFERENCE BOOKS

13. Lectures in Hair Structure and Chemistry for Cosmetology Teachers  
- by A. H. Powitt, B., Bc.
14. Exam Review in Hair Structure and Chemistry
15. Student Textbook "Hair Structure and Chemistry—Simplified"  
(Ready January 1, 1972)
16. Workbook for Student Textbook "Hair Structure and Chemistry—Simplified"  
(Ready February 1, 1972)

VISUAL AIDS

17. Audio-Visual Methods in Teaching - by Edgar Dale
18. Manual of Audio-Visual Techniques - by DeKiefer and Cochran
19. Preparation and Use of Audio-Visual Aids
20. The Practical Audio-Visual Handbook for Teachers - by Herbert E. Scuorzo, Ed. D.

CURRICULUM FOR BARBERS TO OBTAIN COSMETOLOGIST LICENSE  
TO ADEQUATELY PASS THE STATE BOARD EXAMINATION

	<u>LECTURE</u>	<u>DEMONSTRATION</u>	<u>CLINIC PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL</u>
Manicuring & Disorders . . . . .	3	2		5	10
Hairdressing . . . . .	15	10	30	75	130
Permanent Waving . . . . .	30	30	60	160	280
Make-Up. . . . .	3	2		5	10
Haircoloring & Lightening. . . . .	20	20		15	55
Dispensary . . . . .				15	15
<b>TOTALS . . . . .</b>	<b>71</b>	<b>64</b>	<b>90</b>	<b>275</b>	<b>500</b>

CURRICULUM FOR COSMETOLOGISTS TO OBTAIN BARBER LICENSE  
TO ADEQUATELY PASS THE STATE BOARD EXAMINATION

	<u>LECTURE</u>	<u>DEMONSTRATION</u>	<u>CLINIC PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL</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
<b>TOTALS . . . . .</b>	<b>42</b>	<b>45</b>	<b>5</b>	<b>208</b>	<b>300</b>

REQUIREMENT: Individuals must have completed 1800 hours of barber's training, or 2000 hours of cosmetologist's training. Out-of-state applicants considered on individual basis. Requirements substantially equal are accepted. Requirements of less than 1800 hours barber's training or 2000 hours cosmetologist's training are usually accepted if supplemented by one (1) year of practical experience for every 300 hours of schooling not to exceed 1000 hours.

## REGULATIONS

### QUALIFICATIONS:

A school owner, or any person who intends to own a school of beauty culture in this state, will be required to submit to the State Board of Barbers and Beauticians satisfactory evidence as to the character of the persons interested in managing and teaching in the school; literature and advertising material pertaining to the school; a copy of the contract to be signed by the prospective students; and establish any necessary facts regarding the ownership of the school.

### CLASSROOMS, EQUIPMENT AND GENERAL INSTRUCTIONS:

Each school of beauty culture shall have at least two classrooms in use at all times. One room, to be used for demonstrations, and/or lecture, and clinical work, shall be fully equipped and arranged in a manner to comply in every way, and at all times with the rules and regulations promulgated by the State Board of Barbers and Beauticians. Following is an approved list of the minimum equipment with which a beauty school will be permitted to operate for not more than twenty students. Additional equipment must be installed in proportion to the increase in enrollment.

1. One (1) blackboard, not less than 4 x 8 feet in size.
2. Twenty (20) dresserettes and twenty (20) mirrors, or twenty (20) combination work tables. There must be a work station - table and chair - for each student enrolled in school at all times.
3. Five (5) shampoo bowls.
4. Ten (10) hairdryers.
5. Three (3) facial chairs.
6. Two (2) facial supply trays.
7. Two (2) hydraulic haircutting chairs.
8. Two (2) vibrators.
9. Two (2) therapeutic lamps.
10. Four (4) manicure tables.
11. Sufficient clean - linen cabinet space.
12. One (1) dip (wet) sterilizer for each booth and work stand.
13. Dry sterilization sufficient to accommodate as many students as are engaged in clinical work at any one time.
14. Sufficient Training Aids.

CLASSROOMS, EQUIPMENT AND GENERAL INSTRUCTIONS: (Cont'd)

15. Twenty (20) hairdressing chairs.
16. Head manikins to be furnished by the school for each student, as part of kit for practical hairdressing.
17. Twenty (20) classroom chairs.
18. At least ten (10) waste containers.
19. One (1) large bulletin board conspicuously located for student permits, rules, regulations, notices, etc.
20. One (1) set of record files.

The classroom shall be equipped with a chalkboard and scientific illustrations dealing with cosmetology. This room shall be used for lectures, demonstrations or scientific instruction to students.

All schools shall provide and maintain adequate restroom facilities.

No students will be permitted to enter any class for study, or given credit for any work done in school, prior to the time their certificate of registration has been received from the office of the State Board.

All books and literature that will aid in student learning are encouraged to be used.

Each school of beauty culture shall maintain a library of suitable reference books, to be approved by the Board annually.

Each school of beauty culture shall hold regular classes for the teaching of both the theory and practice of all branches of beauty culture.

Schools shall not guarantee positions to students, nor guarantee financial aid in equipping a shop.

Schools are not limited to any particular system of teaching cosmetology. Students should be familiar with the various methods and practices in their profession, and the different supplies and equipment used in the beauty industry.

Each school must have an admission office, properly equipped with filing cabinet, etc., and maintain duplicate copies of records sent to the State Board of Barbers and Beauticians.

Each school shall advertise only under the designation of a beauty school, and shall display conspicuously at the entrance to said school a sign in plain block, display lettering at least one inch in height, as follows: "All work done by students only."

All service prices must be displayed in the clinic area. They must be followed by the words, "STUDENT WORK", in lettering at least one-half the size of the lettering used to display the price.

GENERAL INSTRUCTIONS: (Cont'd)

Instructors, as well as students, must, during school hours, be attired in washable uniforms, which must be kept clean and neat at all times. Uniforms worn by the instructors must be different from those worn by the students, so they may be easily recognized.

All bottles and containers in use must be distinctly and correctly labelled, showing the use for which the contents are intended.

The State Board of Barbers and Beauticians shall be furnished with a copy of the current school catalog and copies of all student contracts. At any time changes are made in any of the above, the Board shall be furnished with a copy of same, as revised.

ATTENDANCE:

All schools of beauty culture must establish regular school hours.

Schools shall require that all students attend classes at least eighty percent of the time enrolled in school, not to exceed eight hours per day, exclusive of lunch period. Any absence for more than twenty percent of the time after enrollment, must be accounted for by a written excuse from a doctor, dentist, or someone acceptable to the Board, who can certify to the necessity for such absence.

NOTE: HOURS HEREIN REFERRED TO SHALL MEAN FULL CLOCK HOURS.

RECORDS:

Daily Records - Each school shall keep a daily class record on each student, showing hours devoted to the respective subjects, and the total number of hours in attendance, days present and days absent.

Monthly Records - A monthly record of the entire enrollment must be sent to the office of the State Board of Barbers and Beauticians on, or before, the fifth working day of each month, on forms furnished to the schools for that purpose, showing the student's name, permit number, number of months reported, hours absent, hours present, total hours, and their projected graduation date.

Permanent Records - A permanent record shall be compiled by the manager of each school from the daily class records. This record shall be kept up to date in a permanent file, and shall be subject to inspection at any time by any member of the State Board of Barbers and Beauticians, or any authorized representative.

Final - The manager of each school shall compile from his records a summary of each student's grades, hours, and attendance, which shall be presented to the student upon graduation, and shall also be made a part of his application for registration by examination. The manager must sign each copy of the required records, certifying that the record is correct, and that the student has received a diploma from his school.

TEACHING STAFF:

No school will be permitted to open or operate with less than two regularly registered, senior instructors. There must be one instructor for every twenty students, or reasonable average thereof, and an instructor shall be in the study and classrooms of the school at all hours, and supervise all practice student work.

Each instructor in a beauty school shall devote his entire time during school hours to instruction, and shall not apply his time to the private, or public practice of beauty culture for compensation during school hours.

Teaching by demonstrators is strictly forbidden, but may demonstrate to the students in school new processes, preparations and appliances, in the presence of the registered instructors.

POST GRADUATE INSTRUCTION - CREDITS THAT MAY BE ACCEPTED FROM SCHOOLS OF BEAUTY CULTURE NOT LOCATED IN WEST VIRGINIA:

No licensed beautician who enters school for the purpose of taking post-graduate instruction will be permitted to remain in school for a period of more than 2000 hours.

A student who has been graduated from a recognized school of beauty culture not located in West Virginia, can be given credit only for the amount of hours required for graduation under the regulations in that particular state. These hours may apply on the 2000 hours required for graduation from a school in this state. All credits submitted and accepted under this regulation must be duly certified by the manager of the school the student attended, showing subjects studied, hours and grade received on each. This record will be held by the school manager until the student graduates, and then will be made a part of his application for examination as a beautician in this state.

Private lessons may be given to licensed beauticians who are desirous of gaining more knowledge in any subject, or subjects, which they are already licensed to practice.

NOTICE: The entire contents of this curriculum, or any part thereof, is subject to change by the State Board of Barbers and Beauticians at any time.





**Law Governing  
The Practice  
of  
Barbering and  
Beauty Culture  
in  
West Virginia**



**State Board of Barbers and Beauticians  
State Health Department  
Charleston, West Virginia 25305**

# **LAW GOVERNNG THE PRACTICE OF BARBERING AND BEAUTY CULTURE IN WEST VIRGINIA**

## **Article 14, Chapter 16, and Article 27, Chapter 30, of the Code of West Virginia**

This law was originally passed February 27, 1934. (Acts of the Legislature, Second Extraordinary Session, 1933, Chapter 82). It has been amended By Chapter 30, Acts of the Legislature, Regular Session, 1939; Chapter 155, Regular Session, 1951; Chapter 139, Regular Session, 1959, Chapters 22, 23, Regular Session, 1967, Chapter 7, Regular Session, 1968, Chapter 102, Regular Session, 1977, Chapter 109, Regular Session, 1980.

### **INDEX ARTICLE 16**

- Sec.
- 16-14-1. Jurisdiction over barbers and beauticians; powers and duties of director of health.
  - 16-14-2. Barbering, beauty culture and manicuring defined.
  - 16-14-3. Regulations to be promulgated by board of health; enforcement.

### **ARTICLE 27**

- 30-27-1. Board of barbers and beauticians; appointment; qualifications and terms of board members; compensation and expenses of members; powers and duties of board.
- 30-27-2. Revocation of license for violation.
- 30-27-3. Qualifications of applicants; fees, examinations; licensure.
- 30-27-4. Renewal of license; fee; penalty for late renewal; withdrawal from active practice.
- 30-27-5. Student's permit; qualifications; fee.
- 30-27-6. Display of license.
- 30-27-7. Shop to be managed by licensed barbers and beauticians; restrictions as to other businesses; sign; advertising of prices prohibited.
- 30-27-8. License to own or operate schools of barbering or beauty culture; application for license;

- qualifications; inspection; license fee; rules and regulations; suspension, etc., of license; qualifications and registration of instructors; registration fee; administrative procedures.
- 30-27-9. Health certificate and photograph required.
- 30-27-10. Requirements to operate shops and schools; sanitary rules and regulations.
- 30-27-11. Grounds for cancellation of or refusal to issue or renew license.
- 30-27-12. Violation to constitute misdemeanor; penalty; concurrent jurisdiction; injunction.
- 30-27-13. Chapter thirty, article one, applicable to board.
- 30-27-14. Collections and expenditures; disposition of funds.
- 30-27-15. Validity of certificates of registration and rules issued by board of barbers and beauticians.
- 30-27-16. Separability; conflicting acts repealed.

#### **ARTICLE 14. BARBERS AND BEAUTICIANS.**

##### **§ 16-14-1. Jurisdiction over barbers and beauticians; powers and duties of director of health.**

(a) There is hereby vested in the state department of health, jurisdiction over barbers and beauticians, except as otherwise specifically provided in this Code.

(b) The director of health or a designee shall be responsible for the enforcement of all laws, rules and regulations pertaining to sanitary conditions of barbering and beauty shops.

(c) The director or a designee shall provide administrative support to the board of barbers and beauticians as may be appropriate and reasonable.

(d) The director of health shall appoint not more than six inspectors, who shall be licensed barbers and beauticians of this State, as herein provided, and it shall be their duty to make frequent inspections of all barber and beauty shops, and all schools of barbering and beauty culture in this State, and to report all violations

to the director of health. The salaries and allowances for expenses of such inspectors shall be that fixed and allowed by the director of health. (1951, ch. 155; 1959, c. 139; 1977, c. 102).

##### **§ 16-14-2. Barbering, beauty culture and manicuring defined.**

For the purpose of this article "barbering" shall mean any one or combination of the following acts, when done on the human body, and not for the treatment of disease, to wit: Shaving, shaping and trimming the beard; cutting, singeing, shampooing or dyeing the hair, or applying tonics thereto; applications, treatment or massages of the face, neck or scalp with oils, creams, lotions, antiseptics, cosmetics, powders, clays or other preparations; and any such acts when done to encourage the use or sale of articles of trade, or for pay, rewards or other compensation, whether to be received directly or indirectly.

"Beauty culture;" shall mean any one or combination of the following acts, when done on the human body, and not for the treatment of disease, to wit: The care, preservation and beautification of the hands and nails, commonly called manicuring; the cleansing, curling, waving, permanent waving, straightening, arranging, dressing, bleaching, tinting, coloring and shaping the hair, including such cutting of the hair as is necessary for the purposes mentioned in this paragraph; the application to, or treatment and massage of, the scalp, face, neck, arms, hands, or upper part of the body with oils, creams, lotions, powders, clays, cosmetics, antiseptics, or other preparations; and any such acts when done to encourage the use or sale of articles of trade, or for pay, reward or other compensation, whether to be received directly or indirectly.

"Manicuring," when done on the human body and not for the treatment of disease, shall mean the care, preservation and beautification of the hands and nails only.

The performance of any of the acts enumerated in this section shall not be deemed barbering, beauty culture or manicuring when done by duly licensed physicians, surgeons, nurses, or morticians, in the proper discharge of their professional duties. (1951, c. 155; 1959, c. 139.)

**§ 16-14-3. Regulations to be promulgated by board of health; enforcement.**

The board of health shall promulgate rules and regulations pertaining to the sanitary conditions of barbering and beauty shops. The enforcement of all rules and regulations promulgated by the board of health shall be under the supervision and direction of the director. (1951, c. 155; 1959, c. 139; 1967, c. 22; 1977, c. 102.)

**ARTICLE 27.**

**BOARD OF BARBERS AND BEAUTICIANS.**

**§ 30-27-1. Board of barbers and beauticians; appointment; qualifications and terms of board members; compensation and expenses of members; powers and duties of board.**

(a) The board of barbers and beauticians heretofore established is continued and all members of the committee, serving for a term which has not expired on the effective date of this article, shall continue to serve the terms for which they were appointed. The board shall promulgate rules and regulations pertaining to the licensure and qualifications of barbers, beauticians and manicurists, and curricula and standards of instruction for schools of barbering and beauty culture. The board shall aid and assist in the enforcement of all rules and regulations in accordance with chapter sixteen, article fourteen, section one, et. seq. The board shall consist of four professional members to be appointed by the governor, by and with the advice and consent of the Senate, and one lay member to be appointed in accordance with the provisions of section four-a, article one of this chapter. Of the four professional members, one

[ 4 ]

shall be an employing barber, one an employee barber, one an employing beautician and one an employee beautician. Each professional member of the board shall have been engaged within this state in the practice of barbering or beauty culture, as the case may be, for a period of five years prior to his appointment, and no more than two of the four professional members may belong to the same political party. No member of the board shall own or have a pecuniary interest in a barber or beautician school licensed by or doing business within this state or shall be employed by such an institution.

(b) On or before the thirtieth day of June of each year the governor shall appoint one member of the board to serve for a term of four years, to begin on the first day of July. No professional member of the board may serve for more than two complete terms.

(c) The board shall designate one of its members as chairperson.

(d) Each member of the board shall receive as compensation a per diem of fifty dollars for each day of attendance at board sessions, but such compensation for each member shall not exceed the sum of two thousand dollars in any calendar year. Each member shall be reimbursed for actual and necessary expenses incurred in the performance of their duties, upon presentation of an itemized sworn statement thereof.

(e) The board shall examine all applicants for licensure and shall issue licenses to those entitled thereto and collect examination and licensure fees, in accordance with regulations promulgated by the board of health pursuant to article fourteen, chapter sixteen of this code or the board of barbers and beauticians.

(f) It shall be unlawful for any person to practice or offer to practice barbering, beauty culture or manicuring in this state without first obtaining a license for purposes from the board of barbers and beauticians.

(g) The board shall have the power to promulgate rules and regulations generally regarding the practice and conduct of barbering and beauty culture, including but not limited to the procedures, criteria and curricula for examination and qualifications of applicants for

[ 5 ]

licensure, and for the licensing of instructional personnel for schools of barbering and beauty culture.

The power of the board to promulgate such rules and regulations shall be concurrent with that of the board of health as authorized in article fourteen, chapter sixteen of this code, provided that in the case of conflicting provisions regarding requirements for health and sanitation, the rule or regulation of the board of health shall be deemed to apply. The board of health and the board of barbers and beauticians shall for a reasonable fee make available upon request to any licensee a copy of such rules and regulations. (1951, c. 155; 1959, c. 139; 1967, c. 22; 1977, c. 102.)

**§ 30-27.2 Revocation of license for violation.**

For violation of any regulation authorized by the terms of this article or promulgated by the board of health, the board of barbers and beauticians may cancel and revoke the license issued such violator, and may refuse to renew or reissue the same. (1951, c. 155; 1959, c. 139; 1967, c. 22; 1977, c. 102.)

**§ 30-27.3. Qualifications of applicants; fees; examinations; licensure.**

An applicant for licensure as a barber, beautician or manicurist shall present satisfactory evidence that he or she is at least eighteen years of age, of good moral character and temperate habits, has completed at least the eighth grade of school, or the equivalent thereof, and has been graduated from a school of barbering or beauty culture approved by the state board of barbers and beauticians, or in the case of a manicurist has successfully completed an approved course in manicuring in such a school, and shall transmit with his application an examination fee of twenty-five dollars. The examination shall be of such character as to determine the qualifications and fitness of the applicant to practice barbering, beauty culture or manicuring as defined by this article, and shall cover such subjects germane to the inquiry as the board may deem proper. If an applicant for licensure as a barber or beautician successfully passes such examination and presents a certificate of health from a licensed physician and is otherwise qualified as required by this section, the board shall license the applicant as a duly qualified barber or beautician. Any applicant for license as a manicurist

[ 6 ]

may be licensed as a duly qualified manicurist after he has passed the examination. The board shall charge twenty-five dollars for the issuance of a license.

The state board of barbers and beauticians shall promulgate rules and regulations to establish a joint barber-beautician license.

Any person who meets the requirements of this section as to age, character and health, who is a graduate of a recognized school of barbering or beauty culture in another state, or has successfully completed an approved course in manicuring in such a school, and who holds a current license as a registered barber, beautician or manicurist in another state, may file with the board an application for licensure without examination, together with a fee of fifty dollars. If in the opinion of the board such applicant has had a prescribed course of instruction in barbering, beauty culture or manicuring equivalent to that required in this state at the time such course was completed, or is otherwise properly qualified, the board may without examination issue to such applicant a license as a duly qualified barber, beautician or manicurist. (1951, c. 155; 1959, c. 139; 1967, c. 22; 1977, c. 102.)

**§ 30-27.4. Renewal of license; fee; penalty for late renewal; withdrawal from active practice.**

Every licensed barber, beautician or manicurist who desires to continue in active practice or service shall, annually upon or before the first day of January, renew his license and pay an annual renewal fee of twenty-five dollars. For any renewal which is more than thirty days late, a penalty of five dollars shall be added to the regular renewal fee, and an additional five dollar penalty for each successive thirty-day period said renewal fee is late. Every licensed barber, beautician or manicurist who does not desire to continue in active practice, shall notify the board in writing, and shall during such period, be listed by the board as being inactive, and shall not be required to renew his license until such time as he shall again become active, and during such inactive period he or she shall not be liable for any renewal fees. (1951, c. 155; 1959, c. 139; 1967, c. 22; 1977, c. 102.)

[ 7 ]

**§ 30-27-5. Student's permit; qualifications; fee.**

All students, before entering upon their studies in approved schools of barbering or beauty culture in this State, shall apply for and receive a student's permit from the board. The application shall be upon forms provided by the board and shall include a health certificate from a duly licensed physician. An applicant for licensure as a student shall present satisfactory evidence that he or she is at least seventeen years of age, of good moral character and temperate habits, and has completed at least the eighth grade of school or the equivalent thereof. Upon receipt of a fee of five dollars, the board shall license each qualified applicant as a student barber, beautician or manicurist and shall issue the appropriate student's permit, which shall be good during the prescribed period of study for such student. A student may perform any or all acts constituting barbering, beauty culture or manicuring in a school of barbering or beauty culture under the immediate supervision of a registered instructor, but not otherwise. (1951, c. 155; 1959, c. 139; 1977, c. 102.)

**§ 30-27-6. Display of license.**

Every person practicing barbering, beauty culture or manicuring and every student shall display his license or renewal thereof in a conspicuous place in the shop wherein he practices or is employed and whenever required shall exhibit such license to the state board of barbers and beauticians or its authorized representative. (1951, c. 155; 1959, c. 139; 1967, c. 22; 1977, c. 102.)

**§ 30-27-7. Shop to be managed by licensed barbers and beauticians; restrictions as to other businesses; signs; advertising of prices prohibited.**

Every barber or beauty shop in this state shall be operated under the supervision and management of a barber or beautician who is licensed as such in this state. No business or trade other than that of barbering shall be conducted in a barbershop and no business or trade other than beauty culture shall be conducted in a beauty shop, except the display or sale, or both, of commodities or other articles used in connection with barbering or beauty culture shall be conducted in a beauty shop, except the display or sale, or both, of commodities or other articles used in connection with

barbering or beauty culture, and no such barber or beauty shop shall be operated in a store, dwelling house, or other building or space used for any purpose other than barbering or beauty culture unless such barber or beauty shop is separated by stationary partitions extended from floor to ceiling: *Provided*, That nothing in this article shall be construed as prohibiting a barber-shop from carrying on the business of shoe shining or manicuring or both shoe shining and manicuring. A suitable sign shall be displayed at the main entrance of all barber and beauty shops, plainly indicating the business conducted therein: *Provided, however*, That no sign shall be displayed outside any barber or beauty shop or inside the same, so as to be clearly visible from the outside and for the ostensible purpose of attracting trade, which in any way advertises the prices to be charged in such barber or beauty shop for services to be therein performed. (1951, c. 155; 1959, c. 139; 1967, c. 22; 1977, c. 102.)

**§ 30-27-8. License to own or operate of barbering or beauty culture; application for license; qualifications; inspection; license fee; rules and regulations; suspension, etc., of license; qualifications and registration of instructors; registration fees; administrative procedures.**

No person, firm or corporation, whether public or private, and whether organized for profit or not, shall own or operate a school of barbering or beauty culture in this state without first obtaining a license so to do from the board. The application for such license shall be made in writing on forms prescribed and furnished by the board and shall be signed and verified by the applicant. The applicant shall, in addition to such other information as may be reasonably required by the board, furnish evidence that (a) the applicant is professionally competent and financially responsible, (b) adequate physical facilities will be available for the school, and (c) persons teaching or instructing therein are licensed by the board as fully qualified instructors. If an applicant desires to own or operate more than one school of barbering or beauty culture, a separate application shall be made and a separate license shall be issued for each.

All applicants for a license to own or operate a school of barbering or beauty culture shall permit an inspection of such proposed school by the inspectors appointed pursuant to subsection (d), section one, article fourteen,

chapter sixteen of this code to determine whether it is properly fitted and equipped for instruction in barbering or beauty culture. The board of health shall promulgate reasonable rules and regulations to implement and make effective the powers, duties and responsibilities vested in such board in connection with the licensing of schools of barbering and beauty culture. If the applicant has met all of the standards and qualifications prescribed herein by the board of health and has complied with the rules and regulations pertaining to the issuance of the license applied for, the board shall issue such license to the applicant. Thereafter, the board may suspend, revoke or refuse to renew the license of a school whenever it fails to meet the minimum standards and qualifications required for the issuance of an original license. The director of health or his designees shall administer and enforce such actions of the board.

The initial license fee for each school of barbering and for each school of beauty culture shall be five hundred dollars and the annual renewal fee shall be two hundred fifty dollars, to be paid in such manner as the board may prescribe, on or before January first of each year. The license shall be permanently displayed in the school, and a suitable sign shall be kept on the front of the school which shall plainly indicate that a school of barbering or beauty culture is operated therein.

The board of barbers and beauticians shall promulgate reasonable rules and regulations prescribing the standards and requirements to be met by applicants for licensure of duly qualified instructors in schools of barbering or beauty culture. Such rules and regulations may provide for the issuance of certificates for instructors, including temporary certificates, and shall prescribe minimum qualifications as to age, education and training for applicants for such certificates. Minimum qualifications to become applicants as student instructors shall include one year's experience as a licensed full-time practicing barber or beautician and two hundred fifty hours of advanced instruction beyond the normal licensure requirements. Each licensed instructor in barbering and beauty culture shall pay an initial registration fee of fifty dollars, and shall renew his certificate annually and pay a renewal fee of fifty dollars on or before the first day of January of each

[ 10 ]

year. An expired certificate may be reinstated only upon the payment of all lapsed renewal fees, unless such instructor shall have notified the board that he or she desires to be placed on an inactive status during which time he or she shall not be liable for any renewal fees. The applicant for reinstatement shall also be required to meet the qualifications for registration in effect at the time application for reinstatement is made.

Recognizing that all of the provisions of chapter twenty-nine-a of this code are fully applicable to any and all administrative procedures, and the right of judicial review, in connection with the provisions of this article, but also recognizing that the question has been raised as to whether rules and regulations adopted under the provisions of this section must be promulgated in accordance with the provisions of said chapter twenty-nine-a, it is hereby expressly provided that all such rules and regulations shall be promulgated in compliance with the provisions of said chapter twenty-nine-a. (1951, c. 155; 1959, c. 139; 1967, c. 22; 1977, c. 102.)

**§ 30-27-9. Health certificate and photograph required.**

No person shall practice barbering, beauty culture or manicuring, or serve as a student in this state while having an infectious, contagious or communicable disease. No person shall be licensed as a barber, beautician, manicurist or student until he or she shall have obtained a certificate of health from a licensed physician under article three of this chapter certifying such person to be free of all infectious, contagious and communicable diseases. Such certificate shall be filed with the state board of barbers and beauticians within ten days after the examination of the person is made by the physician and a photograph of the applicant must accompany the application with such certificate. The certificate shall be in such form as the board may prescribe. The board shall be empowered to compel any registered barber, beautician, manicurist or student to submit to a physical examination and file a certificate of health at any reasonable time. (1951, c. 155; 1959, c. 139; 1967, c. 22; 1977, c. 102.)

**§ 30-27-10. Requirements to operate shops and schools; sanitary rules and regulations.**

It shall be unlawful for any person, firm or corporation to own or operate a beauty shop or barbershop, or

[ 11 ]

a school of beauty culture or barbering, or to act as a barber, beautician or manicurist, unless:

(a) Such beauty shop, barbershop, or school of beauty culture or barbering shall before opening its place of business to the public, have been approved by the board as having met all the requirements and qualifications for such places of business as are required by this article and for this purpose. It shall be the duty of the owner or operator of each such beauty shop, barbershop, or school of beauty culture or barbering to notify the board, in writing, at least ten days before the proposed opening date of such shop or school, whereupon it shall become the duty of the board, through the inspectors herein provided for, to inspect such shop or school, the owner or operator thereof shall pay to the board an inspection fee of twenty-five dollars. In the event the shop or school fails to meet the requirements of this article, and is not approved, the inspection fee shall be returned to the person paying same. Any shop or school meeting the prescribed requirements shall be granted a license permitting it to do business as such. If, however, after the lapse of ten days after the giving of such notice of opening to the board, an inspection is not made or such certificate of opening has not been granted or refused, the owner or operator of such shop or school may open provisionally subject to later inspection and to all other provisions, rules and regulations provided for in this article;

(b) All such shops and schools, and bathrooms, toilets and adjoining rooms used in connection therewith, are kept clean, sanitary, well lighted and ventilated at all times. The use of chunk alum, powder puffs and styptic pencils in any such shop is prohibited;

(c) Each barber, beautician, manicurist, instructor and student shall thoroughly cleanse his or her hands with soap and water immediately before serving any patron;

(d) Each patron is served with clean, freshly laundered linen which is kept in a closed cabinet used for that purpose alone. All linens, immediately after being used, shall be placed in a receptacle used for that purpose alone.

The board of health shall prescribe such other rules and regulations in regard to sanitation and cleanliness in such shops and schools as it may deem proper and

[ 12 ]

necessary. The director of health or inspectors designated pursuant to subsection (d) of section one of article fourteen of chapter sixteen of the code shall have the power to enforce compliance therewith. Such rules and regulations shall be kept posted in a conspicuous place in each shop or school. (1951, c. 155; 1959, c. 139; 1967, c. 22; 1977, c. 102.)

**§ 30-27-11. Grounds for cancellation or refusal to issue or renew license.**

The board may refuse to issue a license of registration to any applicant, or may refuse to renew, or may suspend or revoke the same for any holder thereof, for any of the following causes: (1) Conviction of the commission of a felony, as shown by a certified copy of the record of the court of conviction; (2) obtaining or attempting to obtain a license to practice barbering or beauty culture in this state by false pretenses, fraudulent misrepresentation, or bribery by the use of money or other considerations; (3) gross incompetency; (4) the continued practice of barbering or beauty culture by a person knowing himself or herself to be afflicted with a contagious or infectious disease; (5) the use knowingly of any false or deceptive statements in advertising; (6) habitual drunkenness or habitual addiction to the use of morphine, cocaine or other habit-forming drugs; (7) conviction for the illegal sale of any intoxicating beverage, as shown by a certified copy of the record of the court of conviction; (8) violation of any of the rules and regulations prescribed by the board of health; (9) violation of any of the rules and regulations prescribed by the board of barbers and beauticians. (1951, c. 155; 1959, c. 139; 1967, c. 22; 1977, c. 102.)

**§ 30-27-12. Violation to constitute misdemeanor; penalty; concurrent jurisdiction; injunction.**

Any violation of the provisions of this article or of the rules and regulations of the board of health when promulgated by it as set out in section three [ § 16-14-3 ], article fourteen, chapter sixteen of this Code, shall constitute a misdemeanor, punishable, upon conviction, by a fine of not less than ten dollars, nor more than one hundred dollars, or by imprisonment in the county jail for not more than sixty days, or by both such fine and imprisonment. Magistrates shall have concurrent jurisdiction with circuit courts for the enforcement of

[ 13 ]

the provisions of this article and the rules and regulations of the board of health.

Notwithstanding the existence or pursuant of any other remedy, the director of health or board of barbers and beauticians may, in the manner provided by law, maintain an action in the name of the State for an injunction against any person, partnership, association or corporation to restrain or prevent the establishment, conduct, management or operation of any barbershop, beauty shop, school of barbering or beauty culture, or related agency, when such person, partnership, association or corporation repeatedly refuses to obtain registration or license therefor and continues the practice or teaching of barbering or beauty culture without first obtaining registration or a license therefor in the manner thereinbefore provided. (1951, c. 155; 1977, c.102.)

**§ 30-27-13. Chapter thirty, article one, applicable to board.**

Unless otherwise specifically provided herein, the provisions of article one [§ 30-1-1 et seq.], chapter thirty of the Code of West Virginia shall apply to the state board of barbers and beauticians. (1951, c. 155; 1977, c. 102.)

**§ 30-27-14. Collections and expenditures; disposition of funds.**

All money collected under the provisions of this article shall be deposited in the state treasury as provided by law, and shall be credited to the board of barbers and beauticians in a special fund to be known as the "barbers and beauticians special fund." All money in such fund shall be expended only for the administration and enforcement of the provisions of this article, except that at the end of each fiscal year there shall be transferred from this fund to the general revenue fund of the State ten percent of all money collected by the board during the year. (1951, c. 155; 1977, c. 102.)

**§ 30-27-15. Validity of certificates of registration and rules issued by board of barbers and beauticians.**

Any certificate of registration issued prior to the effective date of this article [July 1, 1977] by the

committee of barbers and beauticians shall be valid as a license under the provisions of this article, except as modified by the board of barbers and beauticians; and all rules and regulations issued by the committee of barbers and beauticians prior to the effective date of this article shall remain in effect unless modified in accordance with the provisions of article fourteen [§ 16-14-1 et seq.], chapter sixteen of this Code. (1977, c.102)

**§ 30-27-16. Separability; conflicting acts repealed.**

The various provisions of this article shall be considered as separable and several, and should any of the provisions or parts thereof be construed or held to be unconstitutional, or for any other reason invalid the remaining provisions of this article shall not be thereby affected. All acts and parts of acts in conflict with the provisions of this article, or any part thereof, are hereby repealed. Any ordinances of any municipalities in this State now in effect and having for their purposes the regulation of the practice of barbering or beauty culture, which are in conflict with the provisions of this article, or any part thereof, shall be null and void and of no effect on and after the date this article goes into effect [July 1, 1977]. (1951, c. 155; 1977, c. 102.)

Clark Hansbarger, M.D.  
Director of Health



**State of West Virginia**

**BOARD OF BARBERS AND BEAUTICIANS  
CAPITOL BUILDING  
CHARLESTON 25305  
PHONE 348-3450**

February 25, 1981

**FILED IN THE OFFICE OF  
SECRETARY OF STATE OF  
WEST VIRGINIA**

**THIS DATE 2/25/81**

Honorable A. James Manchin  
Secretary of State  
Capitol Building  
Charleston, West Virginia 25305

Dear Mr. Manchin:

The State Board of Barbers and Beauticians feels that an emergency exists requiring that the attached temporary rules and regulations be promulgated and that such temporary rules and regulations become effective immediately.

The attached rules and regulations contain a joint curriculum for registered barbers requesting beautician licenses, and for registered beauticians requesting barber licenses; and we have had a large number of applicants requesting to enroll in school to complete the required hours for joint licenses and they are desiring immediate entrance in school and usage of said curriculums.

Also, the rules and regulations contain a 250-hour curriculum for student instructors, which is now required in order to apply for a student instructor's license, and we have applicants requesting to begin this 250-hour course so that they may apply for a student instructor's license in schools of barbering or beauty culture.

Very truly yours,

A handwritten signature in cursive script that reads "E. B. Roush".

E. B. Roush, Director  
Board of Barbers and Beauticians

EBR:bsb  
Attachments