

WEST VIRGINIA LEGISLATIVE RULES
BOARD OF BARBERS AND BEAUTICIANS

Minimum Curriculum for Schools of Barbering

FILED IN THE OFFICE OF
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SECRETARY OF STATE
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Administrative Law Division

WEST VIRGINIA LEGISLATIVE RULES
BOARD OF BARBERS AND BEAUTICIANS

Minimum Curriculum for Schools of Barbering

Chapter 30-27
Series VI
(1983)

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WEST VIRGINIA LEGISLATIVE RULES
BOARD OF BARBERS AND BEAUTICIANS

~~Chapter 30-27~~
Series VI 6
(1983)

Subject: Minimum Curriculum for Schools of Barbering

Section 1. General

1.1. Scope - These legislative rules establish the minimum curriculum equipment and operation for schools of barbering.

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

1.3. Filing Date - These legislative rules were filed on the 1 day of June, 1972 in the Secretary of State's office.

1.4. Effective Date - These legislative rules became effective on the 1 day of July, 1972.

1.5. Refiling Date - These legislative rules were refiled pursuant to Chapter 29A, Article 2, Section 5 of the West Virginia Code of 1931, as amended on the 30 day of December, 1982, in the Secretary of State's office.

Section 2. Application and Enforcement

2.1. Application - These legislative rules apply to the owners and operators of schools of barbering.

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

Section 3. Schedule of Subjects and Hours - Every West Virginia school of barbering shall conduct a course of study consisting of at least 1800

hours, divided as follows and subdivided at the discretion of the faculty of each school. An accurate record of the number of hours devoted to the following subjects and the final grade on each shall be presented to each student upon graduation, and shall also be made a part of each student's application for examination before the state board of barbers and beauticians.

3.1. Scientific Study

1.	Shop Management, business law, ethics, salesmanship	175 hrs.
2.	Bacteriology, sanitation, disease of skin	125 hrs.
3.	Cells, anatomy	20 hrs.
4.	Skin and appendages, biochemistry of hair	60 hrs.
5.	Implements, honing, stropping, use and care	10 hrs.
6.	Haircutting procedures, history of barbering	20 hrs.
7.	Electricity, light therapy	5 hrs.
8.	Theory of massage, tonics	5 hrs.
9.	Haircoloring, affects on hair	5 hrs.
10.	Barber law and regulations, salesmanship, merchandising	100 hrs.
11.	Theory of hair styling, methods	<u>75 hrs.</u>
		600 hrs.

3.2. Demonstration and Lecture on Scientific Study

(No Lecture on Saturday)

1.	Shop management, business law, ethics, salesmanship	25 hrs.
2.	Bacteriology, sanitation, disease	10 hrs.
3.	Cells, skin and appendages, biochemistry of hair	10 hrs.

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4.	Implements honing, stropping, use and care	5 hrs.
5.	Haircutting procedures, history of barbering	10 hrs.
6.	Electricity, light therapy	5 hrs.
7.	Theory of massage, tonics	5 hrs.
8.	Haircoloring, affects on hair	10 hrs.
9.	Use of audio visual aids for selling merchandise	10 hrs.
10.	Shop arrangement, display of merchandise	<u>10 hrs.</u>
		100 hrs.

3.3. Supervised Practice

1.	Scalp treatments, shampooing	75 hrs.
2.	Honing and stropping	15 hrs.
3.	Shaving	100 hrs.
4.	Facials, massage, packs	50 hrs.
5.	Haircutting	450 hrs.
6.	Hair tonics	10 hrs.
7.	Haircoloring; bleaching	30 hrs.
8.	Hairstyling, methods	200 hrs.
9.	Use of implements	<u>20 hrs.</u>
		950 hrs.

3.4. Illustrated Lecture and Demonstrations on Practical-Work

(No Demonstration or Lecture on Saturday)

1.	Scalp treatments, shampooing	20 hrs.
2.	Honing and stropping	5 hrs.
3.	Shaving	10 hrs.
4.	Facials, massage, packs	10 hrs.

5.	Haircutting	10 hrs.
6.	Hair tonics	5 hrs.
7.	Haircoloring, bleaching	10 hrs.
8.	Hairstyling, demonstrations	10 hrs.
9.	Salesmanship	10 hrs.
10.	Unassigned	<u>10 hrs.</u>
		100 hrs.

3.5. A minimum of (5) hairstyles required by each student before graduation.

(e)	Scientific study	700 hrs.
(f)	Supervised practice	1050 hrs.
(g)	Unassigned	<u>50 hrs.</u>
(h)	Total	1800 hrs.

Section 4. Qualifications - A school owner, or any person who intends to own a school of barbering must be registered within this state as an instructor and will be required to submit to the state board of barbers and beauticians satisfactory evidence as to the character of the person 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.

Section 5. Classrooms, Equipment, and General Instructions

5.1. Each school of barbering shall have at least two clinic rooms in use at all times, one to be known as the junior, or beginners, department and the other as the senior department. All beginners will receive instruc-

tions in the junior department and will advance to the senior department when they have proved themselves worthy. Both rooms shall be fully equipped and arranged in a manner to comply in every way and at all times with all the rules and regulations promulgated by the state board of barbers and beauticians. There shall be a third room in every school of barbering where class study, examinations, and lectures will be held. The minimum equipment with which a school will be permitted to operate is as follows:

1. One chair, lavatory, and backstand complete, providing proper cabinet for immediate linen supply and individual wet and dry sterilizers for each chair unit. There must be a total of not less than ten such sets in each school;

2. One recognized textbook on barbering for each student;

3. Three high frequency or violet ray outfits;

4. One standard vibrator to each four students enrolled;

5. One therapeutic lamp - infra-red, white, and blue for every four students enrolled;

6. One three-objective compound microscope with low, high, and oil immersion objective (Bausch and Lomb, or Spencer and Zeiss, brand suggested). (Such microscope slides on related sciences dealing with bacteria and human anatomy as may become available, and as prescribed from time to time.);

7. One S.V.E. slide projector, model AK300 watt for 2x2 slides;

8. One radiant hy-fleck glass beaded screen, model D.L., size 60"x60". (Such 2x2 Kodachrome and lantern slides on bacteriology, dis-

eases of the skin and scalp, and anatomy, as may become available and as prescribed from time to time.);

9. Sufficient clean linen cabinet space;
10. One blackboard, not less than 5'x 8' in size;
11. One large bulletin board, conspicuously located, for posting of rules and regulations, notices, etc.;
12. One set of record files;
13. One file for duplicate copies of reports sent to the office of the state board of barbers and beauticians;
14. One set of books used solely for history and activity of students;

5.2. The study and lecture room shall be equipped with the specified blackboard and charts showing illustrations of the skin, circulation of the blood, muscles and bones of the face, scalp, neck, arms, and hands. This room shall be used for the sole purpose of giving scientific instructions to students.

5.3. Each school of barbering shall maintain a library of suitable reference books including all of the required books later mentioned in this curriculum.

5.4. The use of question-and-answer books in schools of barbering is strictly forbidden.

5.5. Each school of barbering shall hold regular classes for the teaching of both the theory and practice of all phases of barbering.

5.6. No one in any way connected with any school of barbering shall guarantee positions to students nor guarantee financial aid in equipping a barber shop.

5.7. Schools are urged not to advocate the use of any particular equipment. Students should be familiar with the different supplies and equipment used in barber shops.

5.8. Each school shall advertise only under the designation of a barber 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 In This School Done By Students Only."

5.9. When service prices are displayed, or in any manner advertised by a school of barbering, 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.

5.10. Instructors, as well as students, must during school hours be attired in washable coats, which must be kept clean and neat at all times.

5.11. All bottles and containers in use must be distinctly and correctly labeled, showing the intended use of the contents.

5.12. No student enrolled in a school of barbering shall be permitted to work upon a patron who is paying for the service, or materials, until such student has been in attendance for a period of three hundred and fifty hours.

5.13. Each senior student, before graduation, must act in the capacity of manager of the school for at least one week; two weeks if possible. He shall be in full charge of the clinical division of the school, under the supervision of the manager of the school, during that time.

5.14. The state board of barbers and beauticians shall be furnished with a copy of the class schedule being used in each school of bar-

bering, and copies of all advertising material and student contracts. At any time any changes may be made in any of the above, the board shall be furnished with a copy of same, as revised.

5.15. In teaching the practical part of the training in schools of barbering, all schools will be governed by the "schedule of hours, lecture, demonstration, and clinic operations," as set forth on the chart in Section 12 in this curriculum which is designated as practical schedule 1-a.

Section 6. Enrollment - The enrollment in a school of barbering shall not, at any time, exceed fifteen students for each ten barber chairs in school. This shall be construed to mean not to exceed one and one-half students per chair.

Section 7. Attendance

7.1. All schools of barbering must establish regular school hours.

7.2. All schools shall require that all students attend classes at least eighty percent of the time enrolled in school, not to exceed eight hours in any twenty-four hour period, exclusive of lunch period.

7.3. A minimum of five recitations per week, of three hours each, shall be given all students. These periods shall include lectures, class study, and written examinations. All examinations and other written papers shall be carefully graded and returned to the students in order that they may see their errors.

NOTE: Hours herein referred to shall mean full clock hours.

Section 8. Records

8.1. Daily Records - Each school shall keep a daily class record of each student, showing hours devoted to the respective subjects, number of

clinical operations performed, the total number of hours in attendance, and days absent and present.

8.2. Monthly Records - A monthly record of the entire enrollment must be sent to the office of the state board of barbers and beauticians on forms furnished to the schools for that purpose, showing the permit number of each student; the number of months each student has been reported for; a record of the days absent and present; hours devoted to each subject, and number of clinical operations performed to date.

8.3. 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.

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

Section 9. Teaching Staff

9.1. In every school of barbering, there must be employed two regularly registered instructors for the first twenty students, or fraction thereof enrolled, three instructors, if the number of students be more than twenty and less than thirty-five. The instructor student ratio, in excess

of thirty-five students, shall be based on one instructor for each fifteen students, or fraction thereof, enrolled in school. Every instructor shall devote his entire time, during school hours, to instructing and supervision of all practice student work, and shall not apply his time to the private, or public, practice of barbering for any reason.

9.2. There must be at least one monthly illustrated, or demonstrated, lecture during the course of instruction, given by a duly licensed physician, or some person who has had special training in anatomy, hygiene, bacteriology, physiology, electricity and/or other science related to the study of barbering.

9.3. All students must be given a complete course in barbering as prescribed in this curriculum.

Section 10. Postgraduate

10.1. No registered barber who enters school for the purpose of taking a postgraduate course will be permitted to remain in school longer than 1800 hours.

10.2. Postgraduate courses may be arranged at the discretion of the faculty of the school and may be open to students who have previously attended school, or who have been graduated from another school of barbering, and credit from previous training may apply to the 1800 hours required for graduation. Upon entrance, students must present to the school manager credentials showing subjects studied and hours credit received, duly signed and certified by the manager of the school previously attended.

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

Section 11. Credits That May Be Accepted From Schools of Barbering Not Located in West Virginia - A student who has been graduated from a recognized school of barbering 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 1800 hours required for graduation from a school in this state. All credits accepted under this regulation must be duly certified to by the manager of the school the student attended and made a part of his application for examination as a barber in this state.

Section 12

Schedule of Hours

Lecture Demonstration and Clinic Operations
for

SCHOOLS OF BARBERING IN WEST VIRGINIA

MINIMUM TOTAL HOURS PRACTICAL TRAINING 1050

Practical Schedule 1-a

PRACTICAL SUBJECTS	54 Days			54 Days			54 Days			54 Days		
	9 Weeks			9 Weeks			9 Weeks			9 Weeks		
	Hrs.	No. C.O.P.	Hrs. L-D	Hrs.	Op.	Hrs. L-D	Hrs.	Op.	Hrs. L-D	Hrs.	Op.	Hrs. L-D
1050 Hours Clinical Practice, Lecture and Demonstration.	10	50	3	13	15	3	13	15	2	12	10	2
Scalp Treatments	10	50	3	7	15	3	7	15	2	6	10	2
Shampooing	10	-	3	4	-	3	4	-	2	4	-	2
Honing and Strapping	10	375	4	81	75	4	81	75	1	81	110	1
Shaving	10	75	3	25	20	3	20	20	2	20	22	2
Facials, Massage, Steam Packs	10	540	3	100	120	3	100	125	2	100	130	2
Haircutting	10	100	2	6	25	1	6	25	1	6	25	1
Hair Tonics and Singeing	5	-	2	3	-	1	3	-	1	2	-	1
Dyeing and Bleaching	10	-	3	-	-	3	-	-	2	-	-	2
Instruments, Tonics, Scoops, etc.	10	-	3	-	-	3	-	-	2	-	-	2
Salesmanship	10	-	3	-	-	3	-	-	2	-	-	2
Unassigned	10	-	3	-	-	3	-	-	2	-	-	2
TOTAL UNITS	100	1190	32	239	270	30	234	275	19	231	307	19
TOTAL HOURS	-	-	271	-	-	264	-	-	250	-	-	265

NOTE: The mark - means no assignment
 D - - - Demonstration
 Op. - - - Operations
 L - - - Lecture
 Hrs. - - - Hours

Section 13. List of Prescribed 2x2 Kodachrome Transparencies (Lantern Slides) - Following is a partial list of Kodachrome slides, 2x2, 35 mm., prescribed for use in schools of barbering in West Virginia.

1. MS2-4 Chancre of the finger
2. MS2-9 Chancre of the lip
3. MS2-9.1 Syphilis, primary-lip
4. MS2-31 Chancre of the face
5. MS2-33 Chancre of the mouth and face
6. MS2-47 Secondary syphilis
7. MS2-58 Syphilitic alopecia
8. MS2-200.5 Acne vulgaris, face, male
9. MS2-200.6 Acne vulgaris, face, male
10. MS2-202 Alopecia areata
11. MS2-202.1 Alopecia capitis totalis
12. MS2-205A Comedones
13. MS2-208A Dermatitis seborrheica (impetigo sicca,
face)
14. MS2-210F Erysipelas-face
15. MS2-210H Favus capitis
16. MS2-210.H.1 Favus capitis, close-up
17. MC-84.0 Herpes zoster (scalp and face, 10th
day of eruption)
18. MS2-213 Herpes simplex - lip
19. MS2-213.1 Herpes simplex - face
20. MS2-216 Herpes zoster - close-up

- | | | |
|-----|-----------|---|
| 21. | MS2-216.3 | Herpes zoster close-up, head lesion |
| 22. | MS2-219A | Impetigo contagiosa, face |
| 23. | MS2-221 | Leprosy, face |
| 24. | MS2-225.2 | Lupus erythematosus, face |
| 25. | MS2-242A | Rosacea, face |
| 26. | MS2-246 | Sycosis vulgaris under chin |
| 27. | MS2-250-2 | Tinea capitis |
| 28. | MS2-252 | Vitiligo - hands |
| 29. | MS3-19 | Acute eczema |
| 30. | MS3-19a | Acute eczema |
| 31. | MS3-20 | Chronic eczema |
| 32. | MS3-21 | Psoriasis - early |
| 33. | MSc-23 | Pustular psoriasis |
| 34. | MS3-27 | Pityriasis rubra pilaris |
| 35. | MS3-44 | Acne varioliformis |
| 36. | MS3-67 | Keratosis seborrheica |
| 37. | MS3-92 | Herpes simplex |
| 38. | MS3-92a | Herpes simplex |
| 39. | MS3-93 | Verruca plana |
| 40. | MS3-93a | Verruca plana |
| 41. | MS4-1 | Ringworm of the scalp, clinical picture |
| 42. | MS4-2 | Circinate lesion, clinical picture |
| 43. | MS4-3 | Microsporum in hair |
| 44. | MS4-12 | Nail lesion, clinical picture |

- | | |
|-------------|--|
| 45. MS4-13 | Trichophyton in hair, endothrix |
| 46. MS4-14 | Trichophyton in hair, favus type |
| 47. MS4-15 | Trichophyton in the skin |
| 48. MS4-26 | Epidermophyton, clinical picture |
| 49. MS4-43 | Pityrosporum ovale in dandruff, scale |
| 50. MS4-44 | Pityrosporum ovale (In wort agar and oleic acid) |
| 51. MS4-45 | Pityrosporum ovale (Microscopic of culture) |
| 52. MS2-212 | Hatband dermatitis |
| 53. MC-81.0 | Erysipelas (venenata face, 6th day of rash) |
| 54. MC-82.0 | Erysipelas (dermatitis venenata face, 6th day of rash) |
| 55. MC-82.1 | Erysipelas (close-up of face) |
| 56. MC-90.0 | Impetigo, lesion of face |
| 57. MC-91.0 | Impetigo, lesion of face |
| 58. MC-92.1 | Impetigo, close-up of face, chest, and abdomen |
| 59. MS3-96 | Impetigo contagiosa |
| 60. MC-83-0 | Dermatitis venenata (face, 3rd day of rash) |

These slides may be purchased from - Clay-Adams Company, Inc., 44 East 23rd Street, New York City 10, N.Y.

It is recommended that all schools write the Clay-Adams Company for the general catalogue on visual aids and complete listing of all medichrome slides.

Section 14. Library - All schools of barbering operating in West Virginia will be required to maintain a library for the benefit of students enrolled, consisting of all of the following books:

- a 1. Gray's Anatomy
- b 2. The Principles and Practice of Beauty Culture, by Florence E. Wall
- d 3. Electricity and Light, by Noble M. Eberhart
- e 4. Physics and Physiology of Infra-Red Radiation, by Herman Goodman, M.D.
- e 5. Fundamentals of Selling, by Walters & Wingate (Fourth Edition)
The above named books may be purchased through the MiLady Publishing Corporation, 3839 White Plains Avenue, New York 67, New York.
- f 6. Economics in Everyday Life, by Goodman - Moore
The above named book may be purchased through Ginn & Company, New York.
- g 7. A textbook of Microbiology, by Kenneth L. Burdon, Ph.D., Second Edition - The MacMillan Company, New York.
- h 8. Diseases of the Hair, by McCarthy - C. V. Mosby Company, St. Louis, Missouri
- i 9. Diseases of the Hair and Scalp, by Hubbard - Lea and Febiger, Philadelphia, Pennsylvania

- 3 10. Chemistry for Nurses (with laboratory manual), by Harry C. Biddle, M. A. F. A. Davis Company Publishers, Philadelphia, Pennsylvania
- ✓ 11. The American Pocket Medical Dictionary, by Dorland The W. V. Saunders Company, Philadelphia, Pennsylvania
- Q 12. Webster's Collegiate Dictionary, Fifth Edition
- ✓ 13. Standard Textbook on Barbering
- ✓ 14. The Master Barber and Beautician Magazine - Associated Master Barbers and Beauticians of America - 537 South Dearborn Street, Suite 1106, Chicago 5, Illinois
015. Textbook on Practical and Scientific Barbering
- ✓ 16. The Journeyman Barber Hairdresser and Cosmetologist J.B.H.C.I.U. of A., Delaware at 12th Street, Indianapolis, Indiana
- ✓ 17. The Art and Science of Barbering - Fourth Edition Press of the Wolfer Printing Company, Inc., 416 Wall Street, Los Angeles 13, Calif.