



WEST VIRGINIA SECRETARY OF STATE

MAC WARNER

ADMINISTRATIVE LAW DIVISION

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Office of West Virginia
Secretary Of State

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

AGENCY: Barbers And Cosmetologists TITLE-SERIES: 3-01
RULE TYPE: Legislative Amendment to Existing Rule: Yes Repeal of existing rule: No
RULE NAME: Procedures, Criteria and Curricula for Examination
and Licensure of Barbers, Cosmetologists, Nail
Technicians, Aestheticians, and Hair Stylists

CITE STATUTORY AUTHORITY: W. Va. Code §§ 30-27-5 and 30-27-6

The above rule has been authorized by the West Virginia Legislature.

Authorization is cited in (house or senate bill number) 4110

Section HB Passed On 3/9/2024 12:00:00 AM

This rule is filed with the Secretary of State. This rule becomes effective on the following date:

May 9, 2024

This rule shall terminate and have no further force or effect from the following date:

August 01, 2034

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.

Yes

Danielle J Cordle -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.

3CSR1

TITLE 3
LEGISLATIVE RULES
BOARD OF BARBERS AND COSMETOLOGISTS

SERIES 1
PROCEDURES, CRITERIA AND CURRICULA FOR EXAMINATION AND
LICENSURE OF BARBERS, COSMETOLOGISTS, NAIL TECHNICIANS, AESTHETICIANS, AND HAIR STYLISTS

§3-1-1. General.

1.1. Scope. -- This legislative rule establishes the minimum licensing and curriculum requirements for barbers, cosmetologists, hair stylists, aestheticians, and manicurists.

1.2. Authority. -- W. Va. Code §§ 30-27-5 and 30-27-6.

1.3. Filing Date. -- May 9, 2024

1.4. Effective Date. -- May 9, 2024

1.5. Sunset Provision. -- This rule shall terminate and have no further force or effect on August 1, 2034.

§3-1-2. License Requirement.

2.1. It is unlawful for any person to practice or offer to practice barbering, cosmetology, hair styling, manicuring, or aesthetics in this state without first obtaining a license for that purpose from the Board.

2.2. A person and student practicing barbering, cosmetology, hair styling, manicuring or aesthetics shall display his or her license or license renewal at the workstation the individual is currently working and shall exhibit the license to the board or its authorized representative.

2.3. In addition to the license that must be displayed every person practicing barbering, cosmetology, hair styling, manicuring or aesthetics in this state shall possess a government issued identification card containing the licensee's photograph.

§3-1-3. Qualification for Licensure.

3.1. An applicant for licensure shall present satisfactory evidence to the Board that he or she:

3.1.a. Is at least 18 years of age;

3.1.b. Has completed at least the twelfth grade of public school or its equivalent, or has passed an ability to benefit test approved by the U.S. Dept. Of Education;

3.1.c. Has graduated from a school of barbering, hair styling, or cosmetology approved by the WV Council for Community & Technical College Education (CCTCE), Department of Education in conjunction with CCTCE or Department of Education in conjunction with the Division of Corrections and Rehabilitation; or in the case of a manicurist or aesthetician, has successfully completed an approved course in manicuring or aesthetics in a school of cosmetology or graduated from a school of aesthetics or nail technology/manicuring;

- 3.1.d. Has passed the appropriate examination;
- 3.1.e. Has transmitted the appropriate application to the Board with the respective fee; and
- 3.1.f. Has presented a certificate of health from a licensed physician to the Board.
- 3.1.g. Is a citizen of the United State or is eligible for employment in the United States;
- 3.1.h. Has fulfilled any other requirement specified by the board.

§3-1-4. Minimum Curriculum for Barbers.

4.1. A barber student shall complete a course of study consisting of 1200 clock hours of barbering as defined pursuant to W. Va. Code § 30-27-3.

§3-1-5. Minimum Curriculum for Cosmetologists.

5.1. A cosmetologist student shall complete a course of study consisting of a minimum of 1800 clock hours consisting of hair, aesthetics, and nail technology as defined pursuant to W. Va. Code § 30-27-3.

§3-1-6. Minimum Curriculum for Manicurists.

6.1. A manicurist/nail technician student shall complete a course of study consisting of a minimum of 400 clock hours of nail technology as defined pursuant to W. Va. Code § 30-27-3.

§3-1-7. Minimum Curriculum for Barbers to Obtain a Cross-Over Cosmetologist's License.

7.1. A barber student who has completed 1200 hours or a licensed barber, without chemical services, wishing to obtain a cross-over cosmetologist's license must complete 300 clock hours consisting of nail technology, 500 clock hours consisting of aesthetics, and 100 clock hours of the "chemicals" course of cosmetology as defined pursuant to W. Va. Code § 30-27-3.

§3-1-8. Minimum Curriculum for Cosmetologists to Obtain a Cross-Over Barber License.

8.1. A cosmetology student who has completed 1800 clock-hours of cosmetology or a licensed cosmetologist wishing to obtain a cross-over barber's license must complete a 300 clock-hour course specializing in just clipper cuts, shaving, and facial hair trimming.

§3-1-9. Minimum Curriculum for Aestheticians.

9.1. An aesthetician student shall complete a course of study consisting of a minimum of 600 clock hours consisting of aesthetics as defined pursuant to W. Va. Code § 30-27-3.

§3-1-10. Minimum Curriculum for Hair Stylists.

10.1. A hair stylist student shall complete a course of study consisting of a minimum of 1000 clock-hours of hair styling as defined pursuant to W. Va. Code § 30-27-3.

§3-1-11. Reciprocity.

11.1. A applicant who has previously attended school, or who has graduated from a school of barbering or cosmetology in another state, may receive credit towards the 1800 clock-hours for cosmetology, 1500 clock-hours for barbering with chemical services, or 1200 clock-hours for barbering without chemical services, 1000 clock-hours for hair styling, 600 clock-hours for aesthetics, and 400 clock-hours for nail technology for graduation in this state if, on entrance into a school in this state, the applicant requests credit for hours obtained in another state and subsequently presents to the in-state school manager, credentials showing subjects studied and the hours of credit received, duly signed and certified by the manager of the school previously attended. The Board may also award credit to those applicants who can demonstrate work experience. The amount of credit awarded shall be 25 hours credit for each month or 300 hours credit for 1 year, not to exceed a total award of 50% of West Virginia's hour requirements.

11.2. The Board shall recognize reciprocity for military barbers with a DD214.

§3-1-12. Administrative Due Process

12.1. A person adversely affected by the enforcement of this rule has the right to request a contested case hearing consistent with the provisions of W. Va. Code § 30-27-1 et seq. and § 29A-5-1 et seq.

Minimum Curriculum for a Barber

GENERAL PROFESSIONAL INFORMATION

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation Processes and Guidelines
- First Aid
- General Infection Control

INTRODUCTION INTO BARBERING

In this section, students will learn:

- Course Outlines
- Study Skills
- Professional Image as a Student and Future Licensee

THE SCIENCE OF BARBERING

In this section, students will learn:

- Microbiology
- Implements, Tools, and Equipment
- Anatomy and Physiology
- Chemistry
- Electricity
- Properties and Disorders of the Skin, Hair and Scalp

PROFESSIONAL BARBERING

In this section, students will learn:

- Treatment of the Hair and Scalp
- Shaving and Facial Hair Design
- Men's Haircutting and Styling
- Men's Hair Replacements

Minimum Curriculum for a 1500 Barber

GENERAL PROFESSIONAL INFORMATION

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation Processes and Guidelines
- First Aid
- General Infection Control

INTRODUCTION INTO BARBERING

In this section, students will learn:

- Course Outlines
- Study Skills
- Professional Image as a Student and Future Licensee

THE SCIENCE OF BARBERING

In this section, students will learn:

- Microbiology
- Infection Control Specifically to Barbering
- Implements, Tools, and Equipment
- Anatomy and Physiology
- Chemistry
- Electricity
- Properties and Disorders of the Skin, Hair and Scalp

PROFESSIONAL BARBERING

In this section, students will learn:

- Treatment of the Hair and Scalp
- Shaving and Facial Hair Design
- Men's Haircutting and Styling
- Men's Hair Replacements

CHEMICALS

In this section, students will learn:

- **Chemical Texture Services**
- **Hair Coloring**

Minimum Curriculum for a Cosmetologist

GENERAL PROFESSIONAL INFORMATION

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation Processes and Guidelines
- First Aid
- General Infection Control

THE SCIENCE OF COSMETOLOGY

In this section, students will learn:

- General Anatomy and Physiology
- Skin Diseases and Disorders and Structure
- Properties of the Hair and Scalp
- Basics of Chemistry
- Basics of Electricity

PROFESSIONAL COSMETOLOGY

In this section, students will learn:

- Principles of Hair Design
- Scalp Care, Shampooing, and Conditioning
- Haircutting
- Hairstyling
- Braiding and Extensions
- Wigs and Hair Additions

CHEMICALS

In this section, students will learn:

- Chemical Texture Services
- Hair Coloring

THE SCIENCE OF AESTHETICS

In this section, students will learn:

- Basics of Nutrition

SKIN SCIENCES

In this section, students will learn:

- Physiology and Histology of the Skin
- Skin Analysis
- Skin Care Products: Chemistry, Ingredients and Selection

GENERAL AESTHETICS

In this section, students will learn:

- The Treatment Room
- Basic Facial
- Facial Massage
- Hair Removal
- Advance Topics and Treatments
- Makeup

THE SCIENCE OF NAIL TECHNOLOGY

In this section, students will learn:

- Skin Structure and Growth
- Nail Structure and Growth
- Nail Diseases and Disorders
- Nail Product Chemistry
- Electricity

BASIC PROCEDURES

In this section, students will learn:

- Pre and Post Service Procedures
- Handling and Exposure Incidents
- Performing Basic Manicures and Pedicures
- Hand, Arm, Foot, and Leg Massages
- Disinfecting Tools and Implements
- Wraps, Tips, Paraffin Wax Treatments
- Polishing, UV Gel, and Design

THE ART OF NAIL TECHNOLOGY

In this section, students will learn:

- Advanced Manicuring and Pedicuring
- Electric Filing
- Nail Tips and Wraps

- **Monomer Liquid and Polymer Powder Nail Enhancements**
- **UV Gels**
- **Creative Design**

Minimum Curriculum for a Manicurist/Nail Technician

GENERAL PROFESSIONAL INFORMATION

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation Processes and Guidelines
- First Aid
- General Infection Control

THE SCIENCE OF NAIL TECHNOLOGY

In this section, students will learn:

- General Anatomy and Physiology
- Skin Structure and Growth
- Nail Structure and Growth
- Nail Diseases and Disorders
- Basics of Chemistry
- Nail Product Chemistry
- Electricity

BASIC PROCEDURES

In this section, students will learn:

- Pre and Post Service Procedures
- Handling and Exposure Incidents
- Performing Basic Manicures and Pedicures
- Hand, Arm, Foot, and Leg Massages
- Wraps, Tips, Paraffin Wax Treatments
- Polishing, UV Gel, and Design

THE ART OF NAIL TECHNOLOGY

In this section, students will learn:

- **Advanced Manicuring and Pedicuring**
- **Electric Filing**
- **Nail Tips and Wraps**
- **Monomer Liquid and Polymer Powder Nail Enhancements**
- **UV Gels**
- **Creative Design**

Minimum Curriculum for a Barber to Obtain Cosmetology Cross-Over

Chemicals

In this section, students will learn:

- Chemical Texture Services
- Hair Coloring

Minimum Curriculum for a Aesthetician

GENERAL PROFESSIONAL INFORMATION

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation Processes and Guidelines
- First Aid
- General Infection Control

THE SCIENCE OF AESTHETICS

In this section, students will learn:

- General Anatomy and Physiology
- Basics of Chemistry
- Basics of Electricity
- Basics of Nutrition

SKIN SCIENCES

In this section, students will learn:

- Physiology and Histology of the Skin
- Disorders and Diseases of the Skin
- Skin Analysis
- Skin Care Products: Chemistry, Ingredients and Selection

GENERAL AESTHETICS

In this section, students will learn:

- The Treatment Room
- Basic Facial
- Facial Massage
- Makeup
- Hair Removal
- Advance Topics and Treatments

Minimum Curriculum for a Hair Stylist

GENERAL PROFESSIONAL INFORMATION

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation Processes and Guidelines
- First Aid
- General Infection Control

THE SCIENCE OF HAIR STYLING

In this section, students will learn:

- General Anatomy and Physiology
- Skin diseases and Disorders and Structure
- Properties of the Hair and Scalp
- Basics of Chemistry
- Basics of Electricity

PROFESSIONAL HAIR STYLING

In this section, students will learn:

- Principles of Hair Design
- Scalp Care, Shampooing, and Conditioning
- Haircutting
- Hairstyling
- Braiding and Extensions
- Wigs and Hair Additions

CHEMICALS

In this section, students will learn:

- Chemical Texture Services
- Hair Coloring