



WEST VIRGINIA SECRETARY OF STATE

KRIS WARNER

ADMINISTRATIVE LAW DIVISION

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Office of West Virginia
Secretary Of State

**NOTICE OF AGENCY APPROVAL OF A PROPOSED RULE AND FILING WITH THE LEGISLATIVE RULE-
MAKING REVIEW COMMITTEE**

AGENCY: Barbers And Cosmetologists TITLE-SERIES: 3-13
RULE TYPE: Legislative Amendment to Existing Rule: Yes Repeal of existing rule: No
RULE NAME: 3-13 Barber Apprenticeship

PRIMARY CONTACT

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CITE STATUTORY AUTHORITY: W. Va. Code §30-27-8(a).

EXPLANATION OF THE STATUTORY AUTHORITY FOR THE LEGISLATIVE RULE, INCLUDING A DETAILED SUMMARY OF THE EFFECT OF EACH PROVISION OF THE LEGISLATIVE RULE WITH CITATION TO THE SPECIFIC STATUTORY PROVISION WHICH EMPOWERS THE AGENCY TO ENACT SUCH RULE PROVISION:

Pursuant to W. Va. Code §30-27-8(a), the board is required to establish an apprenticeship program to become a barber or cosmetologist.

IS THIS FILING SOLELY FOR THE SUNSET PROVISION REQUIREMENTS IN W. VA. CODE §29A-3-19(e)? No

IF YES, DO YOU CERTIFY THAT THE ONLY CHANGES TO THE RULE ARE THE FILING DATE, EFFECTIVE DATE AND AN EXTENSION OF THE SUNSET DATE? No

DATE eFiled FOR NOTICE OF HEARING OR PUBLIC COMMENT PERIOD: 6/17/2025

DATE OF PUBLIC HEARING(S) OR PUBLIC COMMENT PERIOD ENDED: 7/25/2025

COMMENTS RECEIVED: No

(IF YES, PLEASE UPLOAD IN THE COMMENTS RECEIVED FIELD COMMENTS RECEIVED AND RESPONSES TO COMMENTS)

PUBLIC HEARING: No

(IF YES, PLEASE UPLOAD IN THE PUBLIC HEARING FIELD PERSONS WHO APPEARED AT THE HEARING(S) AND TRANSCRIPTS)

RELEVANT FEDERAL STATUTES OR REGULATIONS: No

WHAT OTHER NOTICE, INCLUDING ADVERTISING, DID YOU GIVE OF THE HEARING?

SUMMARY OF THE CONTENT OF THE LEGISLATIVE RULE, AND A DETAILED DESCRIPTION OF THE RULE'S PURPOSE AND ALL PROPOSED CHANGES TO THE RULE:

This legislative rule establishes a barber apprenticeship. Technical amendments were made to some of the language contained in the rule in order for the language to correspond with W.Va. Code § 30-27, chemical texture services and hair coloring were added to the curriculum, which is an optional service that may be taught to the apprentice, and some requirements which the Board considered to be unnecessary were removed.

STATEMENT OF CIRCUMSTANCES WHICH REQUIRE THE RULE:

Pursuant to W. Va. Code §30-27-8(a), the board is required to establish an apprenticeship program to become a barber or cosmetologist.

SUMMARIZE IN A CLEAR AND CONCISE MANNER THE OVERALL ECONOMIC IMPACT OF THE PROPOSED LEGISLATIVE RULE:

A. ECONOMIC IMPACT ON REVENUES OF STATE GOVERNMENT:

The Board does not anticipate any sort of economic impact on revenues of state government.

B. ECONOMIC IMPACT ON SPECIAL REVENUE ACCOUNTS:

The Board does not anticipate any sort of economic impact on special revenue accounts.

C. ECONOMIC IMPACT OF THE LEGISLATIVE RULE ON THE STATE OR ITS RESIDENTS:

The Board does not anticipate any sort of economic impact on the state or its residents.

D. FISCAL NOTE DETAIL:

Effect of Proposal	Fiscal Year		
	2025 Increase/Decrease (use "-")	2026 Increase/Decrease (use "-")	Fiscal Year (Upon Full Implementation)
1. Estimated Total Cost			
Personal Services			
Current Expenses			
Repairs and Alterations			
Assets			
Other			
2. Estimated Total Revenues			

E. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

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.

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TITLE 3
LEGISLATIVE RULES
WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS

SERIES 13
BARBER APPRENTICESHIP (~~NO CHEMICAL SERVICES~~)

§ 3-13-1. General.

1.1. Scope. -- This legislative rule establishes a barber apprenticeship.

1.2. Authority. -- W. Va. Code §30-27-8(a).

1.3. Filing Date. – ~~May 12, 2017.~~

1.4. Effective Date. – ~~May 12, 2017.~~

1.5. Sunset Provision: This rule shall terminate and have no further force or effect on ~~May 12, 2027~~
August 1, 2036.

§ 3-13-2. Definitions.

2.1. “Barber Apprentice” means a permitted person seeking to learn barbering under a permitted master barber.

2.2. ~~“Master Barber”~~ “Apprenticeship Provider” means a permitted licensed barber that instructs and is responsible for a barber apprentice during the time of the apprenticeship.

2.3. “Barber Apprenticeship” means the program in which a ~~master barber~~ apprenticeship provider instructs a barber apprentice in the profession of barbering which includes theory and practical instruction.

2.4. “Paying Customer” means an individual paying for services.

2.5. “Cosmetologist” means a person licensed under the provisions of this article 27 chapter 30 who engages in the practice of cosmetology.

§ 3-13-3. Qualifications for a Barber Apprentice.

3.1 To be eligible to practice as a barber apprentice an applicant:

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

~~3.1.b. Is of good moral character;~~

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~~3.1.e.~~ 3.1.b. Has a high school diploma, a GED, or has passed the “ability to benefit test” approved by the US Department of Education;

~~3.1.d.~~ 3.1.c. Has paid the application fee;

~~3.1.e.~~ 3.1.d. Has a certificate of health from a licensed physician;

~~3.1.f.~~ 3.1.e. Is a citizen of the United States or is eligible for employment in the United States; and

~~3.1.g.~~ 3.1.f. Has submitted completed application to the Board.

§ 3-13-4. Qualification for a ~~Master Barber~~ Apprenticeship Provider Offering Barber Apprenticeship

4.1. To be eligible to be a ~~master barber~~ apprenticeship provider, a licensee:

4.1.a. Has had an active Barber license in West Virginia for at least five years;

4.1.b. Has worked in a licensed barber shop in West Virginia or in another state for the last five years with at least two barber chairs in the barber shop;

~~4.1.c. Is of good moral and responsible character;~~

~~4.1.d.~~ 4.1.c. Has consistent history of satisfactory inspections conducted by Board’s agent at shop.

~~4.1.e.~~ 4.1.d. Has an individual license currently in good standing with the Board; and works in a barber shop currently in good standing with the Board;

~~4.1.f.~~ 4.1.e. Has paid the application fee; and

~~4.1.g.~~ 4.1.f. Has submitted completed application to the Board.

§ 3-13-5. Apprentice Requirements

5.1. To obtain a barber’s license a barber apprentice:

5.1.a. Shall complete 2,400 hours of apprenticeship training offered solely by a ~~master barber~~ apprenticeship provider as in Table 1 or in conjunction with a school teaching theory courses outlined in Table 2 prior to commencing practical work in a licensed facility or through a Board pre-approved online theory educational program for teaching theory courses outlined in Table 2.

5.1.b. Shall complete the curriculum listed in Table 1.

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5.1.c. Shall obtain a work permit from the Board immediately after completing apprenticeship hours and while waiting to take the examination. A work permit can only be issued if the applicant is registered for the upcoming examination and can only be renewed once.

~~5.1.d. May receive compensation after earning no less than 600 hours of apprenticeship hours.~~

~~5.1.e.~~ 5.1.d. Shall obtain 100 hours of complete theory work focusing on General Professional Information, The Science of Barbering, and Professional Barbering categories, as indicated in Table 1, before commencing practical work on a mannequin. Applicant must also obtain at least 50 hours of practical work on a mannequin before practicing on a live individual in a licensed facility.

~~5.1.f.~~ 5.1.e. Shall use Milady Barbering Textbook or Pivot Point Barbering Textbook, less than 5 years from published date, for apprenticeship theory work.

~~5.1.g.~~ 5.1.f. Shall successfully pass each chapter review examination with at least a 70% and shall retain each examination for a period of two years after completion of apprenticeship program.

~~5.1.h.~~ 5.1.g. Shall complete apprenticeship program within 30 months of commencing studies.

~~5.1.i.~~ 5.1.h. Shall have direct supervision from the registered ~~Master Barber~~ Apprenticeship Provider while performing services.

~~5.1.j.~~ 5.1.i. Shall work with ~~Master Barber~~ Apprenticeship Provider to ensure accurate record keeping including, but not limited to, daily hours attended, number of customers serviced, hours spent learning theory, and other information to assist with ensuring completion of the apprentice program. A Board created and required records form will be issued to the apprentice and ~~Master Barber~~ Apprenticeship Provider. Tracking of hours, services, and education progress will be indicated on the form.

~~5.1.k.~~ 5.1.j. Shall keep all records on file at the ~~Master Barber's~~ Apprenticeship Provider's shop for inspection by the Board or its agents.

~~5.1.l.~~ 5.1.k. Shall have access to all records pertaining to his/her apprenticeship within three days of request from ~~Master Barber~~ the Apprenticeship Provider.

~~5.1.m.~~ 5.1.l. Shall submit to questions from Board's agent pertaining to sanitation steps and processes used.

~~5.1.n.~~ 5.1.m. Shall submit an application for registration for licensure after completing apprenticeship and passing the barber examination.

§ 3-13-6. ~~Master Barber~~ Apprenticeship Provider Requirements.

6.1 To be a ~~master barber~~ Apprenticeship Provider, a licensed barber shall:

6.1.a. Follow the curriculum listed in Table 1 if apprentice follows Table 1 for licensure.

6.1.b. Promote good attendance from applicant that would ensure completion of the barber apprenticeship within 30 months of commencing studies.

6.1.c. Ensure apprentice completes at least 150 hours and is professionally competent before practicing on a live individual in a licensed facility.

6.1.d. Grade and oversee completion of theory work and written examinations.

6.1.e. Oversee and check all practical work performed during the apprenticeship.

6.1.f. Use Milady Barbering Textbook or Pivot Point Barbering Textbook, less than 5 years from published date, for apprenticeship theory work.

6.1.g. Keep accurate records to include name of apprentice(s), daily hours attended, number of customers serviced, hours spent learning theory, and other information to assist with ensuring completion of the apprentice program.

6.1.h. Submit monthly records on a form created by the Board electronically.

6.1.i. Have no more than two apprentices at any time.

6.1.j. Assume professional responsibility over apprentice at all times while apprentice is in the shop and must have direct supervision over apprentice while apprentice is performing services.

6.1.k. Perform frequent practical demonstrations for the apprentice to include haircuts, shaves, styling, and other techniques commonly used by licensed barbers. Demonstrations may be done on paying customers or mannequin. ~~Master Barber will determine when an apprentice is ready to perform on paying customer, provided that, apprentice has completed at least 350 hours of the apprenticeship program.~~

6.1.l. Submit to inspection of shop, apprentice documents, and other required records ensuring compliance with this rule and other rules created by the Board.

~~6.1.m. Earn 3 hours of continuing education every other year in accordance to series 11.~~

§ 3-13-7. ~~Master Barber's~~ Apprenticeship Provider Shop Requirements

7.1. Shop shall have at least two working ~~barber~~ hydraulic chairs.

7.2. Shop shall maintain proper equipment in good repair and products to perform daily services typically offered in a barber shop.

7.3. Shop shall have and post a sign clearly visible to the public indicating a barber apprentice is on staff and shall have service prices indicating the cost for barber apprentice.

§3-13-8. Cosmetologist Requirements for Barber Apprenticeship

8.1 A cosmetologist who wants to obtain licensure as a barber through an apprentice program shall:

8.1.a. Submit application to the Board;

8.1.b. Pay the applicable issuance fee;

8.1.c. Have a West Virginia license in good standing;

8.1.d. ~~Complete 20 hours of apprenticeship in shaving and its techniques with 2 hours being in theory and 18 hours being in practical work and demonstration observations;~~ Graduate from a school of cosmetology with 1,800 or 2,000 clock hours, and complete the required clock hours of training in clipper cuts and face shaving in theory work, practical work, and demonstration observations, for a total of 2,100 hours.

~~8.1.e. Complete 60 hours of apprenticeship in clipper technique and style with 5 hours being in theory and 55 hours being in practical work and demonstration observations;~~

~~8.1.f. 8.1.e.~~ Complete the ~~total 80 hour apprentice~~ apprenticeship program within 6 months of commencing studies; ~~and,~~

~~8.1.g. Sit for the barber examination and must pass within 6 months of completing apprenticeship.~~

§ 3-13-9. Revocation of ~~Master Barber~~ Apprenticeship Provider and Barber Apprentice Permit

9.1. The permit of a ~~Master Barber~~ Apprenticeship Provider and Barber Apprentice may be revoked or suspended by the Board for any reason specified in W.Va. Code § 30-27-1 *et seq.*

§ 3-13-10. Administrative Due Process

10.1. Those persons adversely affected by the enforcement of this rule have the right to request a hearing in a manner pursuant to the provisions of W.Va. Code § 30-27-1 *et seq.*

TABLE 1

(Option 1: Full Apprentices in a Shop Under ~~Master Barber~~ Apprenticeship Provider)

General Professional Information	Theory Work 100 Clock Hours	Practical Work 0 Clock Hours
<p>In this section, students will learn by reading required textbook, lectures from Master Barber <u>Apprenticeship Provider</u>, and chapter review examinations:</p> <ul style="list-style-type: none"> · Professional Development · Effective Communication · Human Relations · Business Management/Ownership · State Law · Sanitation in the Licensed Facility · Sanitation Processes and Guidelines · First Aid · General Infection Control 		
Introduction into Barbering	Theory Work 3 Clock Hours	Practical Work 0 Clock Hours
<p>In this section, students will learn by reading required textbook, lectures from Master Barber <u>Apprenticeship Provider</u>, and chapter review examinations:</p> <ul style="list-style-type: none"> · Course Outlines · History of Barbering · Study Skills · Professional Image as a Student and Future Licensee 		
The Science of Barbering	Theory Work 200 Clock Hours	Practical Work 150 Clock Hours
<p>In this section, students will learn by reading required textbook, lectures from Master Barber <u>Apprenticeship Provider</u>, and chapter review examinations:</p> <ul style="list-style-type: none"> · Microbiology · Infection Control Specifically to Barbering · Implements, Tools, and Equipment · Anatomy and Physiology · Chemistry · Electricity · Properties and Disorders of the Skin, Hair, and Scalp · <u>Chemical Texture Services and Hair Coloring (Optional)</u> 		

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Professional Barbering	Theory Work 150 Clock Hours	Practical Work 1797 Clock Hours
<p>In this section, students will learn by watching demonstrations of the items below, reading required textbook, lectures from Master Barber <u>Apprenticeship Provider</u>, and chapter review examinations:</p> <ul style="list-style-type: none"> · Treatment of the Hair and Scalp · Shaving and Facial Hair Design · Men’s Haircutting and Styling · Men’s Hair Replacements 		
Total Barbering Program TOTAL HOURS-2,400	Theory Work 453 Clock Hours	Practical Work 1947 Clock Hours

TABLE 2

(Option 2 Part 1: Theory of Apprenticeship at a School)

General Professional Information	Theory Work 100 Clock Hours	Practical Work 0 Clock Hours
<p>In this section, students will learn by reading required textbook, lectures from Master Barber <u>Apprenticeship Provider</u>, and chapter review examinations:</p> <ul style="list-style-type: none"> · Professional Development · Effective Communication · Human Relations · Business Management/Ownership · State Law · Sanitation in the Licensed Facility · Sanitation Processes and Guidelines · First Aid · General Infection Control 		
Introduction into Barbering	Theory Work 3 Clock Hours	Practical Work 0 Clock Hours
<p>In this section, students will learn by reading required textbook, lectures from Master Barber <u>Apprenticeship Provider</u>, and chapter review examinations:</p> <ul style="list-style-type: none"> · Course Outlines · History of Barbering · Study Skills · Professional Image as a Student and Future Licensee 		
The Science of Barbering	Theory Work 200 Clock Hours	Practical Work 0 Clock Hours
<p>In this section, students will learn by reading required textbook, lectures from Master Barber <u>Apprenticeship Provider</u>, and chapter review examinations:</p> <ul style="list-style-type: none"> · Microbiology · Infection Control Specifically to Barbering · Implements, Tools, and Equipment · Anatomy and Physiology · Chemistry · Electricity · Properties and Disorders of the Skin, Hair, and Scalp 		

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Professional Barbering	Theory Work 150 Clock Hours	Practical Work 0 Clock Hours
<p>In this section, students will learn by watching demonstrations of the items below, reading required textbook, lectures from Master Barber <u>Apprenticeship Provider</u>, and chapter review examinations:</p> <ul style="list-style-type: none"> · Treatment of the Hair and Scalp · Shaving and Facial Hair Design · Men’s Haircutting and Styling · Men’s Hair Replacements 		
Total Barbering Theory by school/online TOTAL HOURS of THEORY 453 hours	Theory Work 453 Clock Hours	Practical Work 0 Clock Hours

TABLE 3

(Option 2 Part 2: Practical Work in a Shop Under ~~Master Barber~~ Apprenticeship Provider)

The Science of Barbering/General Professional Information (continued)	Theory Work 0 Clock Hours	Practical Work 150 Clock Hours
<p>In this section, students will learn by reading required textbook, lectures from Master Barber <u>Apprenticeship Provider</u>, and chapter review examinations:</p> <ul style="list-style-type: none"> · Microbiology · Infection Control Specifically to Barbering · Implements, Tools, and Equipment · Anatomy and Physiology · Chemistry · Electricity · Properties and Disorders of the Skin, Hair, and Scalp · Sanitation in the Licensed Facility · Sanitation Processes and Guidelines · First Aid · General Infection Control 		
Professional Barbering	Theory Work 0 Clock Hours	Practical Work 1,797 Clock Hours
<p>In this section, students will learn by watching demonstrations of the items below, reading required textbook, lectures from Master Barber <u>Apprenticeship Provider</u>, and chapter review examinations:</p> <ul style="list-style-type: none"> · Treatment of the Hair and Scalp · Shaving and Facial Hair Design · Men's Haircutting and Styling · Men's Hair Replacements 		
Total Barbering Practical with Master Barber	Theory Work	Practical Work
TOTAL HOURS 1,947	0 Clock Hours	1,947 Clock Hours