

South Carolina Board of Barber Examiners
OJT Overview Meeting
June 7, 2021 9:00 a.m.
Via Videoconference

1. Meeting Called to Order

Chairman Paul Robinson called the meeting to order at 9:01 a.m.

Staff members in attendance via videoconference included Theresa Brown, Administrator; Mary League, Advice Counsel and Patrice Deas, Staff

2. Review of Statutes and Regulations

The purpose of the Overview meeting is to inform prospective OJT students and instructors of what is required of each of them. The OJT Overview is a requirement for obtaining an OJT student permit.

Topics addressed by Mr. Robinson included:

- Pass rates for OJT students have gone up in the past six (6) months now.
- Students are not considered enrolled until they receive a permit. Hours cannot be earned prior to that.
- After the training today, the office will mail out the student permits and the students may also begin obtaining hours.
- Permits are not transferable to a different shop or instructor. You will need to submit a new student application.
- Acceptable teaching materials were reviewed. Each student should have a book, workbook, and kit.
- Monthly hour sheets are due no later than the 10th of each month for each student. Instructors can face a potential fine of \$500 per student for late hours. Daily hours should also be documented in the shop and should match the monthly records. A final transcript should also be provided to the student and to the board within 5 business days after ending the student/teacher relationship. It is the instructor's responsibility to turn in hours.
- A monthly report should be submitted every month even if the student did not receive any hours. The form must be signed by both the instructor and the student.
- Instructors should provide students with a transcript when the student/teacher relationship is ended; transcripts should not be held if tuition has not been paid.
- Registered barber instructors can only train registered barber students. Master hair care instructors can train students for either the master hair care or registered barber exam.
- The training affidavit should not have any hours over 1920.
- Instructors must make sure that they are doing one (1) hour or more of theory every day.
- Students and instructors should review the Candidate Information Bulletin (CIB).
- The instructor should make sure to send in the student monthly reports. They should not have the student to submit the monthly hours to the Board.
- You should be using the 5th or 6th edition of the Milady Barbering textbooks and workbooks or the Pivot Point textbooks.
- There is an exam overview for all instructors, which is being held this month. Instructors are encourage to attend.

3. Adjournment

Chairman Robinson adjourned the meeting at 9:27 a.m.