

**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 10<sup>th</sup> 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 5<sup>th</sup> or 6<sup>th</sup> 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.