

**South Carolina Board of Barber Examiners  
OJT Overview Meeting  
December 6, 2021 9:00 a.m.  
Via Videoconference**

### **1. Meeting Called to Order**

Chairman Paul Robison called the meeting to order at 9:00 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 students and instructors of what is required of each of them and what they will be expected to do in order to pass the exams. The OJT Overview is a requirement for obtaining an OJT student permit.

Topics addressed by Mr. Robinson included:

- Pass rates for OJT students have been low, which is the reason for requiring the OJT overview.
- Permits are not transferable to a different shop or instructor.
- Training hours will not count until a permit is issued. Permits are not transferable to other shops or instructors.
- Acceptable teaching materials were reviewed. Each student should have a book and a workbook. If an instructor has two students, they need two books and two workbooks.
- You should be using the 5th or 6th edition of the Milady Barbering textbooks and workbooks or the Pivot Point textbooks.
- 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.
- Registered barber instructors can only train registered barber students. Those students cannot test as master hair care specialists. Master hair care instructors can train either master hair care or registered barber students.
- Exam handbooks and study materials are available on the PSI website.
- Students should be taught and will be tested against the exam standards. They should follow the guidelines for safety and sanitation as outlined in the exam prep, not what is practiced in the shop.
- A final transcript should be provided to the student and to the board within 5 business days of ending the student/teacher relationship.
- Students must receive at least one hour of theory instruction a day.
- Students are not allowed to work in a mobile unit.
- Students and instructors should review the Candidate Information Bulletin (CIB).
- Encourage instructors to partake in the annual test prep held in June.

### **3. Adjournment**

Chairman Paul Robinson adjourned the meeting 9:32a.m