

**South Carolina Board of Barber Examiners
OJT Overview Meeting
January 11, 2022 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; Kimberly Brooks, Staff; 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. Paul Robinson included:

- The reason for requiring the OJT Overview is due in part to the high exam failure rate of OJT students.
- 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.
- 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.
- 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.
- Instructors and students should go to the exam provider website to download the Candidate Information Bulletin.
- Mr. Robinson encourage all instructors to attend the NABBA Mid-Year Conference on February 20-21, 2022. This event will be held at the DoubleTree hotel in Columbia, South Carolina.

3. Adjournment

Chairman Robinson adjourned the meeting at 9:30 a.m.