

South Carolina Board of Barber Examiners
OJT Overview Meeting
March 21, 2022 9:00 a.m.
Via Videoconference

1. Meeting Called to Order

Chairman Paul Robinson called the meeting to order at 9:03 a.m.

Staff members in attendance via videoconference included Theresa Brown, Administrator; Mary League, Advice Counsel; Kimberly Brooks, Staff; Patrice Deas, Staff ; and Melissa Jones Horton, Board Member.

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 been low, which is the reason for requiring the OJT overview.
- Students are not considered enrolled until they receive a permit. Hours cannot be earned prior to that.
- Permits are not transferable to a different shop or instructor.
- 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. 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.
- Instructors should provide students 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.
- Students and instructors should review the Candidate Information Bulletin (CIB).

3. Adjournment

Chairman Robinson adjourned the meeting at 9:25 a.m.