

**South Carolina Board of Barber Examiners**  
**OJT Overview Meeting Minutes**  
**August 1, 2022 9:00 a.m.**  
***Via WebEx Teleconference***

**1. Meeting Called to Order**

Meeting was called to order at 9:00am.

In attendance via Webex were Paul Robinson, Board Chair; Theresa Brown, Administrator; Mary League, Advice Counsel; Patrice Deas, Staff; Robynn Devine, Staff; Taishein Mahdi, Ernie Rivera, Shannon Jenkins, Isaiah Jeffery, Cynthia Singletary, Chris Pringle, Charles Pringle, Jalisa Pickney, William Harrington, Anthony Perso, Edward White Jr., Julio Portes-Navarro, Bryan Carrillo, Jorge Hernandez-Perez, Shanique Durant, Robin Robertson, and Ricky Lewis.

The roll was taken by Ms. Patrice Deas.

**2. Review of Statutes and Regulations**

Mr. Paul Robinson discussed the purpose of the OJT training and the requirements for both the instructors and students. During the discussion, Mr. Robinson discussed the purpose for OJT meeting is to make sure the instructors and students understand what is required of them in preparation for the state board exams as well as what is expected during the retaining process. The theory and practical exams has had a very low first attempt pass rate. The practical pass rate has increased recently but the theory pass rate is still low. The applicant is not considered enrolled in barber program until the date of issuance of the student permit by the Barber Board. Training may begin on today, 8/1/22, and it will be the official start date. Permits will be sent via mail and it will be sent to the address that was put on the application. Training permits are not transferrable even if the instructor have multiple locations. The training permit is for the location only. Students are not permitted to work on a mobile barbershop. Students must have the proper training material prior to beginning training.

Daily sign-in sheets are required. The sign in sheets can be maintained electronically or on paper. On the sign-in sheets, it documents the students time when they are on site. There are daily sign-in sheets on the LLR website. If they are electronic, it should be printed if and when the inspector comes by. Reports on hours can be mailed, emailed, or hand delivered by the Instructors. OJT hours are due on the 10<sup>th</sup> of every month. Fines will be issued if the hours are not turned in by the 10th. A 10 day grace period is given so that Instructors can turn in those hours. It is recommended that Instructors do not give the students the hours to turn. It is the responsibility of the Instructor to submit it. It does require the instructor's signature as well as the student. A copy of the monthly report should be maintain in the barbershop along with the daily sign in sheets and ay work that has been assigned. Every student should receive a copy of their hours. It is recommended that students keep their copy of the report off site in a safe place. If a student withdraws or graduates, training affidavits must be turned within five (5) days. Students should also receive a copy of the training affidavit. Instructors cannot withhold hours from students for any reason.

On the last Barber Board meeting, the board approved Barber Instructors to train using an online platform. 100% of theory maybe taught on an online platform. Both approved publications have an online component. An online or digital platform such as Zoom, FaceTime, One to One training, teaching the theory portion of the exam. For the practical, only 50% of the curriculum is allowed to be taught on an online or digital platform. This does not included the chemical portion of the Master Hair Care training. It has to be done in-person. If the instructor holds a Register Barber license and a Register Barber Instructor license can only be allowed to train a student to prepare to take the Register Barber exam. If the Instructor holds a Master Hair Care license and a Master Hair Care Instructor license can train a student to take either the Registered Barber exam or the Master Hair Care exam.

It is the Instructors are responsible for using the approved textbook materials for instructional purposes. It is the Instructors responsibility to assess the capabilities of the student and the preparation of that student in the theory and practical portion for the examinations. It is also the Instructors responsibility to make sure the approved materials, text books, workbooks, and review books, are used at least 1 hour per day while teaching theory to their students. The approved textbooks are Pivot Point Fundamentals of Barbering 1<sup>st</sup> edition and Milady Standard Professional Barbering 5<sup>th</sup> or 6<sup>th</sup> edition. Another important document is called the Candidate Information Bulletin and it is produced by our testing company, PSI. Instructors can download two copies of the Candidate Information Bulletin (one for the student and one for the instructor).The document details what will be on the exam for both practical and theory for Register Barber an Master Hair Care. The testing company on an annual basis, provide a test overview. The individuals on the WebEx will be sent training information from the office or the testing company when it becomes available. Students, do not depend on YouTube or other platforms for training. Students should depend on the instructor to teach and guide them.

The roll was taken again by Ms. Patrice Deas.

### **3. Adjournment**

Meeting was adjourned at 9:18am.