

**South Carolina Board of Barber Examiners
OJT Overview Meeting Minutes
September 26, 2022 9:00 a.m.
Via WebEx Teleconference**

1. Meeting Called to Order

Meeting was called to order at 9:00am.

a. Public notice of this meeting was properly posted at the SC Board of Barber Examiners office, Synergy Business Park, Kingstree Building and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

b. Rules of the Meeting

In attendance via Webex were Paul Robinson, Board Chair; Theresa Brown, Administrator; Mary League, Advice Counsel; Robynn Devine, Staff; Patrice Deas, Staff; Mark Guinyard, Benjamin Johnson, Jasmine Brock, Asia Badreia-Crawford, Anthony Swinton, Randal Etheridge, Quincy Adams, Antarious House, Brent Nelson, Kevin Ludica, John Cook II, Jason Fripp, Roderick Williams, Donna Bryant, Lakeith Bromell, Alexis Armand, Scotty Toomer, Malika Graham, Zayne Ward, Jonathan Haile, Darrell Goodwin, Antwon King, and Maria White.

The roll was taken by Ms. Robynn Devine.

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 Overviews because first attempt pass rate have been very low but there has been an increase over the last quarter for first attempt pass rate for Practical. However, the first attempt theory portion has been low. The instructors and students are to be aware of the requirements in preparation for the examination, completion of the program, and how to be prepared for a visit from the inspector. The applicant is not considered enrolled in barber program until the date of issuance of the student permit by the Barber Board. No credit can be given to the student prior to today's date, 9/26/22. The permits will be issued with today's date, 9/26/22, on it and training may begin today. Training permits are not transferrable. Switching instructors or Barbershops are not permitted even if the instructor have multiple locations. The training permit is for the location only. If students have a disagreement with their instructors, they cannot take that permit and take it to another instructor. That permit must be turned in and a new application must be filed. Each student must have the proper training material prior to occurring hours. That includes complete kit, textbook, workbook, all tools and implements must be in place prior to occurring hours.

Monthly hour sheets are due in the office by the 10th of each month. Even if the student earned 0 hours. Starting this month, there is a form on the LLR website that instructors can submit them via the website. It is the instructor's responsibility to submit that paperwork. Monthly reports should not be given to students to mail or email, it is the instructor's responsibility. Students must receive a copy of their monthly reports. The hours that students earn every month, must be verified by a work time clock. It can be kept digitally or manually. There is also a time sheet available on the LLR website that can be used. The time sheet requires the time the student start for the day, ends for the day, instructor and student signature. The monthly reports are supported by the daily sign-in sheets and those hours should be the same. An instructor should maintain the copy of the student daily hours, monthly hours, and the assignments that was given to the student. A correlation between the time the student work in the shop, minimum of 1 hour of theory that is required daily, and the assignments given to the student should be documented in a notebook or in a digital format.

If a student withdraws from the program or graduates, instructors are required to submit a training affidavit. The training affidavit is a notarized document that does two things: it indicates that the student either transferred from the program or completed the program. The student should receive a copy of the training affidavit. The transcript should be submitted within 5 business days of the student completing the program or transferring out of the program. Instructors cannot withhold hours that have been earned by the student. If the student fails to uphold their financial obligation to the program, it is not cause for Instructors to withhold hours. It is the instructor responsibility and they will be held accountable for making sure those hours are submitted.

If the instructor holds a Register Barber license and a Register Barber Instructor license they can only 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. The reason being is that chemicals are outside the scope of practice for Registered Barbers. Instructors are responsible for using Board approved textbooks for instructional purposes. It is the Instructors responsibility for the assessment of their students for all theory and hands on preparation. At the end of the program, there is a NIC exam, theory and Practical. The questions on the exam come from the two approved workbook and textbook. That is why it is required that instructors provide the textbooks, workbooks, and review books under current publication. A minimum of 1 hour per day for theory but if in the assessment if an instructor determine that the student need more than 1 hour, then they can provide that for them. The two approved publications are Pivot Point Fundamentals of Barbering 1st edition and Milady Standard Professional Barbering 5th or 6th edition. The Board has approved digital format training, online training. Both publications offer their textbook, assessments, workbooks, in a digital formation. Up to 100% of theory curriculum can be used on a digital format and only 50% of the practical. For Master Hair Care preparation, online and digital training is not allowed to be used for teaching chemicals.

The third resource that instructors must have is the Candidate Information Bulletin and it is produced by our testing company, PSI. Instructors are to go on the PSI website and download two copies of the Candidate Information Bulletin (one for the student and one for the instructor).The bulletin gives detail on the theory and practical portion of the exam by core domain, by subject matter, and it gives percentage of each subject matter in each part of the exam. It is highly recommended that instructors use the Candidate Information Bulletin as a guide in preparing students for the exam. Students have traditionally struggle with science, safety and sanitation, client protection portion of the exam. It is suggested that those areas of the exams should be emphasized with students. The exam is currently done on a Mannequin to accommodate the testing company and students because of COVID-19 but it is subject to change. The OJT program requires 1920 hours and there are some discretionary hours that is listed on the curriculum page. This is to further assist instructors in preparation of their students to be successful on their examination.

Mr. Paul Robinson entertained questions from students and instructors. Questions were asked by instructors and students.

Ms. Theresa Brown requested to review the monthly OJT form. Mr. Paul Robinson gave permission to Ms. Brown to share the screen and Mr. Robinson went over the form step by step on how to fill it out correctly.

Roll was taken again by Ms. Robynn Devine

3. Adjournment

Meeting was adjourned at 9:31am.