

**South Carolina Board of Barber Examiners**  
**OJT Overview Meeting Minutes**  
**June 5, 2023 9:00 a.m.**  
***Via WebEx Teleconference***

**1. Meeting Called to Order**

Meeting was called to order at 9:00 am.

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. Members of the public who wish to attend may do so by telephone. For call in or logon information, please email [boardinfo@llr.sc.gov](mailto:boardinfo@llr.sc.gov).

b. Rules of the Meeting

In attendance via WebEx were Christopher Jarvis, Board Member; Theresa Brown, Administrator; Mary League, Advice Counsel; Robynn Devine, Staff; Lakin Raulerson, Staff; Gregory Harris, Daniel Villegas-Laureano, Montana McMorris, Landry Phillips, Nikki Ryan, and Joshua Berryman.

The roll was taken by Ms. Lakin Raulerson.

**2. Review of Statutes and Regulations**

Mr. Christopher Jarvis discussed the purpose of the OJT training and the requirements for both the instructors and students. During the discussion, Mr. Jarvis discussed the two approved publications which are Pivot Point Fundamentals of Barbering 1st edition and Milady Standard Professional Barbering 5th or 6th edition. Both publications offer their textbook, assessments, workbooks, in a digital formation.

Instructors are asked to not put more than 1920 hours that is required for the OJT program. Even if the student earns more than 1920. The daily report, monthly report, training affidavit goes together and the same amount of hours should be the same on all reports.

Monthly hours are to be uploaded every month. The monthly report sheet should be signed by the student and the instructor. It is the instructor's responsibility to keep a copy of the monthly report on-site at the Barbershop. Students must receive a copy of their monthly reports. It is recommended that students keep a copy of their report off-site, in a safe location. It is required of the instructors to keep a daily timesheet. There is a time sheet available on the LLR website that can be used. The daily sign-in sheets should match the monthly report.

Ms. Theresa Brown stated that the applicant is not considered enrolled in the barber program until the date of issuance of the student permit by the Barber Board. Students cannot receive hours prior to the permit being issued. The permits will be mailed to the instructors from the office and training may begin today, June 5, 2023. The instructors and students are to be aware of the requirements in completion of the program, how to be prepared for a visit from the inspector, and preparation for the examination. Training permits are not transferrable. It is the instructors' responsibility that their students have the proper training materials before they begin their training.

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 hold a Master Hair Care Specialist license and a Master Hair Care Specialist Instructor license, they can train a student to take either the Registered Barber exam or the Master Hair Care Specialist exam.

Monthly hour sheets are due in the office by the 10th of each month. Instructors are required to submit monthly hours to the office by the 10th of each month. The only method to submit hours is through the LLR website. There has been a form on the LLR website that instructors can use to submit online. Hours can only be submitted online. Instructors cannot email, mail, or hand deliver the monthly report.

It is highly recommended that the instructors and students download the Candidate Information Bulletin in addition to the textbook and workbook.

Mr. Christopher Jarvis opened the floor for students and instructors to ask questions.

### **3. Adjournment**

Meeting was adjourned at 9:13 am.