

**South Carolina Board of Barber Examiners**  
**OJT Overview Meeting Minutes**  
**August 7, 2023 9:00 a.m.**  
***Via WebEx Teleconference***

**1. Meeting Called to Order**

Meeting was called to order at 9:02 am.

a. Public notice of this meeting was properly posted at the SC Board of Barber Examiners office, Synergy Business Park, Kingtree 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 Paul Robinson, Board Chair; Theresa Brown, Administrator; Mary League, Advice Counsel; Robynn Devine, Staff; Zion Morton, Modest Keenan, Christopher Gallagher, Thomas Printz, Jamareous Dillard, Lawanda Murphy, Faith Rivers, Aundra Jackson, Clifford Cheeks, Robin Robertson, Shanyce Noble, David Chestnut, Braylon Smith, Kelvin Byrd, Jarvis, Humphries, Shannon Dillard, Aminah Williams, Elliot Miller, Alicia Capobianco, Melissa Ward, Caylin Anderson, and James Terry.

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 Overview and to go over the Statutes and Regulations that govern the Barber OJT program. The goal is that each instructor and each student understands what is required of them during the OJT process and what to expect when the inspector comes to their location.

The applicant is not considered enrolled in an OJT program until the date of issuance of the student permit by the Barber Board which is today's date, August 7, 2023. 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, August 7, 2023. Training permits are not transferrable. Students cannot switch instructors, Barbershops or schools even if the instructor have multiple locations. The training permit is only valid for the location on the permit. It is the instructors' responsibility that their students have the proper training materials before they begin their training. That includes the complete kit, board approved textbook, workbook, all tools and implements must be onsite and in place prior to occurring hours.

Monthly hour sheets are due in the office by the 10<sup>th</sup> of each month. Instructors are required to submit monthly hours to the office by the 10<sup>th</sup> of each month. The only method to submit hours is through the portal on 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. 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 hours at an off-site and safe location. It is required of the instructors to keep a daily timesheet. If and when an inspector comes, the daily and monthly report will be one of the items that the inspector will ask for.

There is a time sheet available on the LLR website that can be used. A time card and digital sign-in format can be used, however, the instructor must be able to produce the daily sign-in sheets and monthly reports. The daily sign-in sheets should match the monthly report. 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. If the student did not earn any hours for the month, the instructor is still required to submit a monthly report and the report should show 0 hours earned.

If a student withdraws from the program or graduates, instructors are required to submit a training affidavit to the office within 5 business days of the student withdrawing or completing the program. The student should receive a copy of the training affidavit. The training affidavit will avoid any problems such as the student not completing the program. If that student decides to finish the program later, they will have the documentation they need to get another permit at a school or another Barbershop. Instructors cannot withhold hours that have been earned by the student. If the student fail 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 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. The Board has approved use of online training tools. Both of the approved publishers, have online components for theory as well as practical. For theory training, 100% of the curriculum can be completed online and online training materials for practical training can be up to 50% of the curriculum. For Master Hair Care Specialist preparation, online and digital training is not allowed to be used for teaching chemical services. Chemicals must be taught in-person and cannot be completed online. It is the instructor's responsibility to make an assessment of the student at the beginning and throughout the program in preparation for the exam.

The instructors are required to give the minimum of one hour of theory per day. The two approved publications 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. Both publications offer their textbook, assessments, workbooks, in a digital formation. Workbooks and textbooks are to be with the student every day. Instructors must use the up to date publications because the exam questions are coming from those resources.

It is highly recommended that the instructors and students download the Candidate Information Bulletin in addition to the textbook and workbook. The testing company, PSI, as well as NIC, provides a Candidate Information bulletin that breaks down step by step the curriculum components that will be tested on theory as well as the practical for Registered Barber and Master Hair Care Specialist. The practical exam for Registered Barber has 5 parts. For Master Hair Care Specialist, it has 9 parts. It is encouraged that when the instructors receive an email from the office or PSI stating that they have a test overview, make sure they are available to attend. It will give the instructors everything they will need to prepare the student for the exam. All assignments should be documented. It was highly encourage that students do not use YouTube as a source of training.

Mr. Paul Robinson opened the floor for students and instructors to ask questions.

Ms. Robynn Devine did a final roll call.

### **3. Adjournment**

Meeting was adjourned at 9:36 am.