

**South Carolina Board of Barber Examiners**  
**OJT Overview Meeting Minutes**  
**September 25, 2023 9:00 a.m.**  
***Via WebEx Teleconference***

**1. Meeting Called to Order**

Meeting was called to order at 9:06 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; Mary League, Advice Counsel; Robynn Devine, Staff; Lakin Raulerson, Staff; Jada Haynes, Elliot Miller, Nicholas Sexton, Carlos Turpeau Ramos, Izaiah Renaud, Christopher Nowell, Margaret Barfield, Amy Arrington, Jasmyn Williams, Quincy Jones, Braelin Jackson, Richard Adams, Quincy Prince, Reginald Bailey, Tyqwaun Spain, Stephen Sansbury, Jennifer Sauter, Thomas Printz, Venyke Smith, Jabaar Carmack, Vincent Blanding, Gwendolyn Davis, Fred Brown, Shermell Davis, Kha'ree Golden, Nya Castellano, Anthony Swinton, Jesus Carugol Palacios, Curtis Mings, Symeon Singleton, and Edward Hall.

The roll was taken by Ms. Lakin Raulerson.

**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. In the past, the low first attempt pass rate practical and theory for OJT students. 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 and the permits will be issued as of today's date, September 25, 2023. Students are not allowed to receive hours prior to the permit being issued. Training may begin today, September 25, 2023 and permits will be mailed to the instructors from the office. Training permits are not transferrable. Students switching instructors, Barbershops or schools are not permitted. If the instructor have more than one location, the permit is only valid at the address that is on the permit. Students are not permitted to operate or work inside a mobile barber unit. Each student should have the proper training materials relevant to their license aspiration whether it's the Master Hair Care Specialist or the Registered Barber. Students must have the tools and implements prior to the start of 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. The Board has transition to a digital platform and monthly reports are no longer received by mail. They are uploaded to the Barber Board website and they are due in the office no later than the 10<sup>th</sup> of each month. The Board allowed a 10 day grace period and they are asking instructors to upload a copy of the monthly report before the 10<sup>th</sup> of the month. The monthly report sheet should be signed by the student and the instructor. Students should 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. Instructors should maintain monthly reports, daily sign-in

sheets, and any transcripts related to the training of their students on-site. These are some of the things that inspectors look for if and when they inspect the barbershop.

Students must bring their book every day that they are there. It is required that instructors give a minimum of one hour of theory training every day. It is the instructor's responsibility to assess whether their student needs more than one hour of theory training. Instructors are to keep a daily timesheet and keep a copy of the monthly report on-site at the Barbershop. Those records can be maintained digitally as well, however, the inspector will be looking for a hard copy of the daily sign-in sheets and monthly reports. Data from the daily sign-in sheets transfer to the monthly sheets and the monthly sheets transfer to the training affidavit. Those three documents should equate to the same number of training hours.

The Board approved 100% of the theory training can be performed using digital platform. The approved publishers have digital platforms that can be used for theory training. Only up to 50% of the practical training can be used on a digital platform. For Master Hair Care Specialist preparation, online and digital training is not allowed to be used for teaching chemical application services such as relaxers, colors, and permanent waves. Chemical applications should be taught face to face.

If a student withdraws or graduates from the program, instructors are required to submit a training affidavit to the office within 5 business days of the student withdrawing or completing the program. 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 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 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. If instructors change their email address, they need to notify the office to update it.

The Board has approved a new curriculum for the Master Hair Care Specialist track and the Registered Barber track. The Barber Task Force review the previous curriculum and recommended changes that are in the new curriculum. The total hours have not changed, the total is still 1920 hours. What the Task Force recommended and the Board approved was that 450 hours that were discretionary are no longer discretionary. Those hours have been assigned to other subject areas within the curriculum to boost up that subject area especially in the sciences, safety sanitation and client protection, chemical services for Master Hair Care and for hair cutting. The total number of hours for the chemical areas have been adjusted. For the Registered Barber, there was an increase in the area of hair cutting and decrease in the area of chemical application because it is outside their scope of practice. It also increased in the area of spray on enhancements, use of fiber, and temporary hair color. This will be the first OJT group that will be exposed to the new curriculum.

There is no acceptable reason why instructors withhold hours. Instructors cannot withhold hours that have been earned by the student regardless if the student fail to uphold their financial obligation to the program. If there is a problem with the business relationship between the student and the instructor, it is highly recommended the instructors remove that student from their program.

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. Lakin Raulerson did a final roll call.

### **3. Adjournment**

Meeting was adjourned at 9:24 am.