South Carolina Board of Barber Examiners
OJT Overview Meeting Minutes
October 23, 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.

   b.   Rules of the Meeting

   In attendance via WebEx were Paul Robinson, Board Chair; Theresa Brown, Administrator; Mary League, Advice Counsel; Robynn Devine, Staff; Lakin Raulerson, Staff; A'Veyaun Dennis, Kristopher Royck, John Garvin, Aundra Jackson, Adoni Cuevas-Torres, Carlos Turpeau Ramos, Melvin Bryant, Wuincy Jones, Jayden Hewett, Scotty Toomer, Deron Chatman, Marcus Montgomery, Destiny Dyer, Nyicere Greene, Cliburn Lane III, and Ke'Ilah Stradford.

   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 review the Statutes and Regulations that is relevant to the Barber OJT program. The goal is that each instructor and 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, October 23, 2023 and training may begin today. Any hour earned prior to today, will not count. Students are not allowed to receive hours prior to the permit being issued. Training permits are not transferrable. Students are not allowed to take their training permit off the premises and use it at another location. If and when there is a problem between the instructor and the student 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. Instructors cannot withhold the student's hours. The hours that are earned by the student, the student should receive those hours.

   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 related to the test that they are preparing for. Students also should have a station in the barbershop. The inspector will look for the approve textbooks, workbooks, as well as any tools and implements pertaining to that student.

   Monthly hour sheets are due in the office by the 10th of each month, even if the student has earned 0 hours. There has been a form on the LLR website that instructors can use to submit online and it must be uploaded online. A 10 day grace period is given to the instructors for them to upload a copy of the monthly report before the 10th of the month. Monthly reports are only upload and cannot be mailed or emailed to the office. The monthly reports should be signed by the student and the instructor on record. 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 keep a hard copy of the monthly report on-site at the Barbershop in a safe place. Inspectors will ask to see a copy of the monthly reports.

Instructors must maintain daily sign-in sheets. The daily sign-in sheets may be maintained in a digital format but a hard copy must be maintained as well so when the inspector comes, the instructor can provide them a hard copy of the daily sign-in sheets. The daily sign-in sheets should match the monthly report. The student can earn a maximum of 192 hours per month. If a student withdraws or completes the program, instructors are obligated to submit a training affidavit within 5 business days of the student withdrawing or completing the program. A copy of the training affidavit should be given to the student.

Students should have a minimum of one hour of theory training per day. It is the instructor's responsibility to make an assessment of the student and provide the student on what is needed for them to be successful in their program. It is recommended that instructors keep a working list of the chapters that they assign and any outside work they may assign to the students. Students are to keep their barber book with them at all times and to use their time wisely if they are not performing barber services. Instructors can download a copy of the monthly report, training affidavit, and any other documents from the LLR website. Instructors can upload their hours to the LLR website and the system will track the hours.

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 instructor's responsibility is to make sure that the Board approved materials are in place for the students. The Board approved 100% of the theory training can be performed using digital platform. 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 waving. Chemical applications should be taught in-person. The approved publishers have digital platforms that can be used for training.

The two approved publications 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. 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 download the Candidate Information Bulletin in addition to the textbook and workbook for themselves and the students. 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 Specialists and the Registered Barbers. The difference from the previous curriculum is that the discretionary hours are divided amongst the curriculum. There are no more discretionary hours. The curriculum for each license category, all of the hours have been allocated to specific areas. For Registered Barber OJT students, would follow the Registered Barber curriculum and for Master Hair Care Specialists OJT students, they would follow the Master Hair Care Specialist curriculum. The total hours have not changed, the total is still 1920 hours. On the training affidavit, instructors submit only up to the 1920 hours.

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 9:21 am.