

**JULY 2012
ISSUE #3**



**Board
Members**

Michael Belcher
Justina Gabbert
Sarah Hamrick
Susan Poveromo

Jim Ryan
Rick Stache

Board Staff

Adam L. Higginbotham
Executive Director

Mindi Stewart
Secretary

Amanda Smith
*Salon Liaison
Record Inspector*

Erin Harrah
*Customer Service
Representative*

INSPECTORS
Melissa Payne
David Scarpelli
Ashley Spaulding
Ralph Reed

**Special Interest
Articles:**

- Print your own shop license or booth certificate online.
- Shampoo Assistants
- Shop inspections are viewable online.

West Virginia State Board of Barbers and Cosmetologists

1201 Dunbar Avenue
Dunbar, WV 25064
Tel. 304-558-2924 Fax. 304-558-3450
www.wvbbc.com

Shampoo Assistants

The Board started accepting and issuing shampoo assistant permits on May 1, 2012. A shampoo assistant is a person registered with the Board that is permitted to shampoo and rinse the hair, remove rollers or permanent rods, and perform other sink-related functions that do not require the skill of a licensee.

Basic Qualifications for Shampoo Assistant:

- 16 years of age

- Good moral character
- In high school or has high school diploma, GED, or has passed an Ability-To-Benefit test.
- Has a certificate of health, usually a TB test.
- Is a citizen of US or eligible for employment in US.
- Has passed a 3-hour sanitation course through one of the continuing education providers, county health boards, licensed school, or a Board-approved online course.
- Has submitted application and paid \$35.00 application fee.

Applications are available at www.wvbbc.com.

Please note: shampoo permits are valid for one (1) year and must be renewed annually on or before July 1st.

Shop Inspection Reports Viewable On Website

On the Board's website, you can now view sanitation inspection reports for all salons, shops, and spas in West Virginia.

The availability of inspection reports began on January 1, 2012. Therefore, any licensed facility inspected after January 1, 2012 will have the inspection report available online for public view.

To view an inspection report simply visit www.wvbbc.com, click on "SHOP INSPECTION" on the top of the webpage, type in the name of the shop and click enter, then click on the date of the inspection to the right of the shop's name.

Making inspection reports viewable online will promote sanitary shops and will create public awareness of shops that

may not meet State sanitary or licensing requirements.

Additionally, the inspection reports online create transparency into the reporting of state inspectors by allowing the public to view the type of inspections performed, violations issued, and comments written throughout the state for the promotion of consistent inspections.



Month	Fee
July	\$90.00
August	\$100.00
September	\$100.00
October	\$100.00
November	\$100.00
December	\$100.00
January	\$100.00
February	\$100.00
March	\$100.00
April	\$100.00
May	\$100.00
June	\$100.00

Print Your Own Shop License and Booth Rental

In an effort to make your renewal experience faster, accurate, and more convenient for you, the Board has introduced a new online service. On May 1, 2012, shop owners and booth renters can renew their license online and print their license from their own computer using whatever color paper they desire.

Additionally, once the license has been paid for with a credit/debit card, you can have the PDF image of your

license emailed to the address you provide after printing your license for back up records.

Although this new option of printing your own shop/booth license online is expected to be a huge success, this option **will not be available for individual license renewals** that are renewed January 1st each year. This is due to security issues, risk of fraudulent activity, and the mobility of individual licenses since individual licenses are

not fixed to a certain address like shop or booth licenses.

To renew your shop or booth license, visit www.wvbbc.com, click on "SHOP RENEWAL" or "BOOTH RENEWAL" on the top of the webpage, enter the specific data concerning the shop or booth renter, then enter payment information, and click the print license information and fill out the option to have a copy sent to your email address.

Law Changes and Updates

Recent changes have been made to the rules and regulations of the Board through the Legislature.

During the 2012 Legislative Session, several changes occurred to the rules and regulations of the Board.

The first change was to the barber, cosmetology, aesthetic, and nail technology curriculums. Barber hours were reduced from 1,800 to 1,200 hours. Cosmetology hours were reduced from 2,000 to 1,800 hours. The hour requirements for aesthetics and nail technology remained the same.

The curriculum subject content changed for each profession by creating a balanced training to flow with the Milady and Pivot Point textbooks.

The second change was removing the requirement for having master instructors to open a school and lowering the bond requirements from \$100,000 to \$50,000 for prospective school owners.

The third change was the creation of the shampoo assistant license, which is

explained on PAGE 1 of the newsletter.

The fourth change was initiated and written by the legislature to exempt only barbers with 20 years experience or more from continuing education.

The fifth and final change is the creation of a hair stylist license. This license will allow future licensees to perform just hair service that exclude aesthetic and nail technology practices.

Facebook



The Board has a Facebook page and hopes to increase traffic on the page.

Currently, the Facebook page is being utilized for businesses and licensees to communicate with one another on a variety of issues

from finding insurance to "for hire" postings by salons.

Additionally, the Board uses the page to raise awareness of issues found in the news concerning the beauty or barber industry, product recalls, changes by the

Board, advisory warning from products, or other useful postings that may be beneficial to you.

Please join us by visiting www.wvbbc.com and click on the Facebook icon.

Video Information on Website

The Board recently developed a new website that will focus on visual aids through videos providing information on how to complete forms, Board operations, inspection processes, rule changes, and basic updates concerning the Board and your profession.

The Board hopes the videos provide further understanding into its functions and why the Board is necessary to ensure public safety in licensed facilities. The Board also hopes to inform the licensees and the general public of the services that the Board provides.

Currently, the Board has four videos available for review.

- Curriculum change for students studying to become a licensed barber, cosmetologist, aesthetician, or nail technician
- How to transfer a license from one state into West Virginia.
- Updates and legislative changes.
- Shop inspection process.

In the near future the Board hopes to create videos that will explain the shop opening process, first time licensing requirements and documentation, explanation of the complaint and violation /fine process, and clarification of what makes a licensee an employee of a salon or a

booth renter.

The Board continues to strive to present information to all licensees about the services that are available for individuals and businesses and hopes that licensees take advantage of the staff's determination to make information available for your success.

Should you feel that an issue or service could be explained further, please inform the Board staff so that we may assist you and the rest of the licensees by presenting an informational video on the website or develop an article in an upcoming newsletter.



The website contains important and current information for licensees and can assist you with your licensing needs.

Continuing Education

The first year of continuing education is almost complete. Please remember licensees are required to obtain four (4) hours of continuing education each year in order to renew their license. Barbers with 20 years of experience or more are exempt from this requirement.

When applying for your 2013 license you **do not** need to mail your continuing

education certificate to the Board office unless you obtained your continuing education from an unlicensed provider that was pre-approved by the Board.

Although you do not need to present your continuing education certificate to the Board office for renewal, you do need to keep records of your continuing education for at least three (3) years.

When you go to continuing education classes, the licensed provider in West Virginia will send your record of completion to the Board office and your record of attendance will be recorded.

Should you have any questions concerning continuing education or about reporting procedures, please feel free to contact the Board office.

Are You Interested in Becoming an Instructor?

The requirements to become an instructor of barbering, cosmetology, nail technology, or aesthetics is now more simplified than ever before!

The minimum qualifications to become an instructor are:

- Graduated from a high school or obtained a GED.
- Graduated from a recognized school of barbering or cosmetology.
- Passed instructor examination.
- Licensed for 5 years with 5 years of salon/shop experience.

The instructor examination consists of a 50-question

exam on professional knowledge, a 35-question state law exam, and a 15 minute demonstration from a lesson plan developed by the applicant.

To obtain an instructor examination application or for more information, please visit www.wvbcc.com. Click on General Information then click on Instructor Information.



Disciplinary Actions

Consent Agreements: In Board-offered Consent Agreements, which is in lieu of a hearing and is a legally binding contract, the Board requires the licensee to meet certain requests as a form a discipline for unlawful practices. The agreements to the right consist of the shop, owner, and/or manager agreeing to close the shop and not practice for 2 weeks and practicing under frequent supervision and inspections for 4 additional weeks.

Name	City	Action by Board	Reason
Diamond Nails	Beckley, WV	Consent Agreement	3 unlicensed workers violations
Thuy Nguyen	Beckley, WV	Consent Agreement	3 unlicensed workers violations
Johnny Vu	Beckley, WV	Consent Agreement	3 unlicensed workers violations
Tony Dang	Huntington, WV	Revocation of License	4 or more unlicensed workers violations
Royal Nails	Huntington, WV	Revocation of License	4 or more unlicensed workers violations
Morgan Ta	Parkersburg, WV	Revocation of License	4 or more unlicensed workers violations
Pretty Nails	Parkersburg, WV	Revocation of License	4 or more unlicensed workers violations
LA Nails	Beckley, WV	Consent Agreement	3 unlicensed workers violations
Thuy Huong Nguyen	Beckley, WV	Consent Agreement	3 unlicensed workers violations
Top Nails	Morgantown, WV	Consent Agreement	3 unlicensed workers violations
Jimmy Nguyen	Morgantown, WV	Consent Agreement	3 unlicensed workers violations

Adam L. Higginbotham
Executive Director

Message from the Director-Adam L. Higginbotham

Dear Licensees:

Transparency and accountability is a major issue for the Board and its licensees. This agency is currently the second most populated Board, with an estimated 18,000 licensees or permits issued yearly. It is the Board's goal to promote understanding of the Board and its functions through transparency on its website and through Annual Reports submitted to Governor Tomblin in September of each year.

In the next several months you will notice the shop inspections being visible on the website and the reporting of the Board's finances on the website under the transparency page. We hope that each licensee understands the expenses and dedication needed to execute the demands of thousands of licensees.

Although safety and sanitation are our main goals, we hope to see well-balanced salons take advantage of services offered by the West Virginia Small Business Development Agency to promote business growth. Additionally, it is important that each salon focuses on the prevention of unlicensed workers so that customers receive safe and experienced services.

