

July 1<sup>st</sup>, 2010  
Issue #1

# NEWS CLIPS

## Board Members

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Justina Gabbert  
Sarah Hamrick  
Paula Kurczak  
Susan Poveromo  
Jim Ryan  
Rick Stache

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Executive Director  
  
Mindi Stewart  
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Patrick Western  
Salon Liaison  
  
Peta Black  
Receptionist

## INSPECTORS

Lamona Casto  
Helen Ferrell  
Ralph Reed  
Lynda Ware

## Special Interest Articles:

- Renew your individual license online.
- Continuing education requirements.
- Changes to the rules and regulations governing the practice of beauty culture.

## West Virginia State Board of Barbers and Cosmetologists

1201 Dunbar Avenue  
Dunbar, WV 25064  
Tel. 304-558-2924 Fax. 304-558-3450  
[www.wvbbc.org](http://www.wvbbc.org)

## Renew Your License Online @ [www.wvbbc.org](http://www.wvbbc.org)

The West Virginia State Board of Barbers and Cosmetologists is pleased to announce that individual license renewals and shop renewals can be renewed online at [www.wvbbc.org](http://www.wvbbc.org) starting on December 1<sup>st</sup>, 2010.

To renew your license online, simply visit our website and click on the link that reads, "Renew your license here".

This new function is designed to increase the

Board's turnaround time to issue your license renewal.

Individuals that have trouble renewing online should send their renewal to the Board office via U.S. Postal Service. Some individuals may not be able to renew due to additional information being needed or the individual's status not being current in our system.

Individual renewals are due Jan. 1<sup>st</sup> annually. The peak renewal season is around

Jan. 4<sup>th</sup>-20<sup>th</sup>.

Those that renew their license online will receive their new license in 3-5 business days. Those that renew their license through the mail will receive their license in 7-14 business days.

If you have sent in your license and you haven't received it within 3 weeks, please contact the Board office.

## Continuing Education Requirements Start in Jan. 2013

The West Virginia State Legislature passed a rule that requires all licensees to obtain four (4) hours of continuing education each year.

Therefore, during the 2012 license season each licensee must obtain 4 hours of continuing education to receive a 2013 license.

The way it works is simple.

In late 2011, posted on [www.wvbbc.org](http://www.wvbbc.org) will be a list of continuing education

providers.

Simply find the class or provider that best fits your needs and contact the provider.

The provider will contact the Board office to validate your attendance. The Board office will update your license account and at that time you will be eligible of your 2013 renewal.

One important aspect to continuing education providers is that the provider must be a

licensed provider with the State of West Virginia.

Continuing education might not be accepted if the provider is not licensed with the State and listed on the Board's website.

To ensure the integrity of a provider, always check the Board's website to ensure the provider is registered.



## **Rule and Regulation Changes through Legislation**

The West Virginia State Board of Barbers and Cosmetologists has seen many improvements in the last two years.

In 2009, a bill passed that completely rewrote the code governing the rules and regulations of the Board. The changes updated terminology and modernized the code since the code was written in 1934.

In 2010, the Board completed updating more

terminology and improved the rules and regulations to meet the national standards compared to other state boards of barbering, cosmetology, aesthetics, and nail technology.

Some key changes include:

- Continuing Education requirements
- Licenses must be posted at the station at which the individual is working
- Managers must present a list

of all booth rentals in the shop to renew shop license

- Licensed facilities must be clean of excessive dirt, stains, suspect mold/mildew, or anything considered unsanitary
- The fee schedule has changed
- Fines for unsanitary practices within a licensed facility

For more info, please visit us at [www.wvbbs.org](http://www.wvbbs.org).

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*Am I a booth renter or a salon employee?*

*Booth renters should be registered with the Board office and the WV Tax Department.*

## **Booth Renter vs. Salon Employee Discussion**

Since booth rental certificates are due annually for renewal on July 1, the Board office frequently gets asked the same question, "Who is considered a booth renter"? To help separate the two, here is a quick guide for your convenience:

### SALON/SHOP EMPLOYEE:

- Has taxes being withheld by salon/shop.
- Has a schedule dictated by salon/shop.
- Adhere to salon/shop

policies in lieu of contract.

### BOOTH RENTER:

- Taxes are paid by the booth renter and no taxes are withheld by salon.
- Booth renter should be registered with WV Tax Dept.
- Booth renters are considered independent contractors, and may have a contract outlining financial or time requirements within salon, if applicable.

In conclusion, booth renters

are businesses (individual contractors) within a licensed facility. Therefore, each individual that does not have their taxes withheld from their paycheck should be licensed as a booth renter and registered with the WV State Tax Department.

Have more questions? Please contact the Tax Department at 304-558-3333.



## **Board Office Moved to Dunbar, WV**

The State Board office moved to a new facility in Dunbar, West Virginia.

The new address is:

**WVBBC**  
1201 Dunbar Avenue  
Dunbar, WV 25064

## WWW.WVBBC.ORG Connection

The Board launched its new website in April 2009. The website, [www.wvbbc.org](http://www.wvbbc.org) or [www.wvbbc.com](http://www.wvbbc.com) is designed to be a convenient one-stop-shop for all your licensing and informational needs.

Some of the key functions of the website include:

- Forms and Applications
- Access to rules and regulations
- Details on how to open a salon
- Exam information
- Board meeting dates
- Annual reports
- General information about the Board

New features will be continuously added, so please visit often.

It is planned to add online license renewals for individual licenses and shop licenses by Dec. 2010. Additionally, the Board will use the website as an informational page for licensees to obtain details concerning the upcoming continuing education events, requirements, and additional information.

Also on our website is an online complaint submission form. Should you have a complaint about a fellow licensee or licensed facility, simply visit our website and click the Complaint Form link to file an official complaint.

One of the greatest functions of the website is the link that directs current or prospective salon owners to the West Virginia Small Business Development (WVSBD)

website. This site address can be found under the "How to Open a Salon" link. This service by the WVSBD agency helps salon owners or prospective salon owners to develop business plans, conduct market research, and a host of other business tools.

It is highly encouraged that prospective salon owners check out WVSBD online or call them by phone.

Finally, you can always contact the Board staff by email. Emails are located on the website under the link titled Staff.



*The website is a great tool to get informed and current on issues pertaining to the industry.*

## Message from the Board President- Paula Kurczak

Dear Licensees:

It is an honor and privilege for me to serve as President of the West Virginia State Board. I have seen many changes in the past 34 years as a West Virginia licensee, but none that have excited me more than the changes occurring in our profession today. We will continue to see growth in our industry and be recognized as hard-working, creative, and stylish professionals.

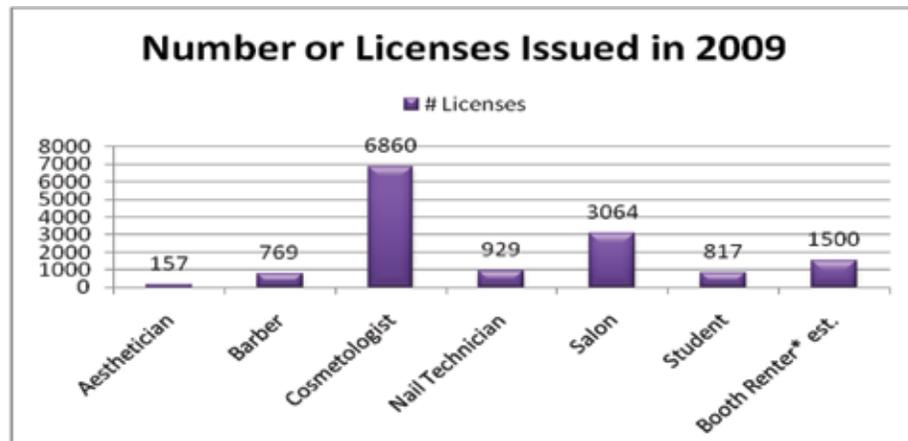
Paula Kurczak, Board President  
Fairmont, West Virginia

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*Paula Kurczak  
Board President  
Fairmont, WV*

Since 2007, in the State of West Virginia, Aestheticians have grown by 80%. Cosmetologists have grown by 7%; Nail Technicians have grown by 35%. Barbers have seen a decline of 14% since 2007.

## Licenses Issued by Type of License for 2009



## Sanitation and Disinfection of Foot Spas

Sanitation and disinfection is an important aspect of operating a salon. Sanitation and disinfection prevents the spread of disease and infection from one client to another.

Foot spas are often at risk of gathering bacteria that should be removed through effective cleaning. To assist in protecting the public, please follow below steps.

### After Use of Each Client

1. Empty all water.
2. Remove any debris and residue from the basin.
3. Clean the basin with soap or detergent and water.
4. Disinfect the basin with an EPA-registered disinfectant that has the ability to kill bacteria, fungus, and viruses. (Follow manufacturer's instructions)
5. Drain and dry the basin with a clean towel.

Additional cleaning at the end of the day will be required to get the hidden debris stuck behind the inlet jets. Don't forget to rinse the spa system then rinse and drain it for safety.

## Message from the Director-Adam L. Higginbotham

Adam L. Higginbotham  
Executive Director

Dear Licensees:

Although the Board's main concern is public safety through inspections of salons/shops to ensure the public are receiving services that are safe and sanitary. The Board also wants successful businesses throughout this great State.

In our commitment to promoting the current estimated 3,000 licensed facilities or prospective facility owners with knowledge to start, maintain, or grow their business, we strongly encourage that the owners or prospective owners take advantage of the information and services provided by the West Virginia Small Business Development (WVSBD) website, [www.wvsbdc.wvcommerce.org](http://www.wvsbdc.wvcommerce.org) or call 1-888-982-7232. Let's keep West Virginia growing!

Sincerely,