

**TITLE 3**  
**LEGISLATIVE RULES**  
**WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS**  
**SERIES 13**  
**BARBER APPRENTICESHIP**

**§3-13-1. General.**

- 1.1. Scope. -- This legislative rule establishes a barber apprenticeship.
- 1.2. Authority. -- W. Va. Code §30-27-8(a)
- 1.3. Filing Date. -- June 29, 2012
- 1.4. Effective Date. --

**§3-13-2. Definitions.**

- 2.1. "Barber Apprentice" means a permitted person seeking to learn barbering under a permitted master barber.
- 2.2. "Master Barber" means a permitted licensed barber that instructs and is responsible for a barber apprentice during the time of the apprenticeship.
- 2.3. "Barber Apprenticeship" means the program in which a master barber instructs a barber apprentice in the profession of barbering which include theory and practical instruction.
- 2.4. "Paying Customer" means an individual paying for services.
- 2.5. "Cosmetologist" means a person licensed under the provisions of this article 27 chapter 30 who engages in the practice of cosmetology.

**§3-13-3. Qualifications for a Barber Apprentice.**

**To be eligible to practice as a barber apprentice an applicant:**

- 3.1. Is at least eighteen years of age;
- 3.2. Is of good moral character;
- 3.3. Has a high school diploma, a GED, or has passed the "ability to benefit test" approved by the US Department of Education;

- 3.4. Has paid the application fee;
- 3.5. Has a certificate of health from a licensed physician;
- 3.6. Is a citizen of the United States or is eligible for employment in the United States; and
- 3.7. Has submitted completed application to the Board.

**§3-13-4. Qualification for a Master Barber Offering Barber Apprenticeship**

**To be eligible to be a master barber a licensee:**

- 4.1. Has had an active Barber license in West Virginia for at least five years;
- 4.2. Currently owns a licensed barber shop in West Virginia for at least five years with at least two barber chairs in the barber shop;
- 4.3. Is of good moral and responsible character;
- 4.4. Has consistent history of satisfactory inspections conducted by Board's agent at shop.
- 4.5. Has an individual license and barber shop license currently in good standing with the Board;
- 4.6. Has paid the application fee; and
- 4.7. Has submitted completed application to the Board.

**§3-13-5. Apprentice Requirements**

**To obtain a barber's license a barber apprentice:**

- 5.1. Shall complete 2,400 hours of apprenticeship training offered solely by a master barber as in Table 1 or in conjunction with a school teaching theory courses outlined in Table 2 prior to commencing practical work in a licensed facility or through a Board pre-approved online theory educational program for teaching theory courses outlined in Table 2.
- 5.2. Shall complete the curriculum listed in Table 1.
- 5.3. Shall obtain a work permit from the Board immediately after completing apprenticeship hours and while waiting to take the examination. A work permit can only be issued if the applicant is registered for the upcoming examination and can only be renewed once.
- 5.4. May receive compensation after earning no less than 600 hours of apprenticeship hours.
- 5.5. Shall obtain 100 hours of theory work focusing on General Professional Information, The Science of Barbering, and Professional Barbering categories, as indicated in Table 1, before commencing practical work on a mannequin. Applicant must also obtain at least 50 hours of practical work on a mannequin before practicing on a live individual in a licensed facility.

- 5.6. Shall use Milady Barbering Textbook or Pivot Point Barbering Textbook, less than 5 years from published date, for apprenticeship theory work.
- 5.7. Shall successfully pass each chapter review examination with at least a 70% and shall retain each examination for a period of two years after completion of apprenticeship program.
- 5.8. Shall complete apprenticeship program within 30 months of commencing studies.
- 5.9. Shall have direct supervision from the registered Master Barber while performing services.
- 5.10. Shall work with Master Barber to ensure accurate record keeping including but not limited to daily hours attended, number of customers serviced, hours spent learning theory, and other information to assist with ensuring completion of the apprentice program. A Board created and required records form will be issued to apprentice and Master Barber. Tracking of hours, services, and education progress will be indicated on the form.
- 5.11. Shall keep all records on file at the Master Barber's shop for inspection by the Board or its agents.
- 5.12. Shall have access to all records pertaining to his/her apprenticeship within three days of request from Master Barber.
- 5.13. Shall submit to questions from Board's agent pertaining to sanitation steps and processes used.
- 5.14. Shall submit an application for registration for licensure after completing apprenticeship and passing the barber examination.

### **§3-13-6. Master Barber Requirements**

#### **To be a master barber a licensed barber shall:**

- 6.1. Follow the curriculum listed in Table 1 if apprentice follows Table 1 for licensure.
- 6.2. Promote good attendance from applicant that would ensure completion of the barber apprenticeship within 30 months of commencing studies.
- 6.3. Ensure apprentice completes at least 150 hours and is professionally competent before practicing on a live individual in a licensed facility.
- 6.4. Grade and oversee completion of theory work and written examinations.
- 6.5. Oversee and check all practical work performed during the apprenticeship.
- 6.6. Use Milady Barbering Textbook or Pivot Point Barbering Textbook, less than 5 years from published date, for apprenticeship theory work.
- 6.7. Keep accurate records to include name of apprentice(s), daily hours attended, number of customers serviced, hours spent learning theory, and other information to assist with ensuring completion of the apprentice program.

6.8. Submit monthly records on a form created by the Board electronically as mentioned in 6.7 to the Board.

6.9. Have no more than two apprentices at any time.

6.10. Assume professional responsibility over apprentice at all times while apprentice is in the shop and must have direct supervision over apprentice while apprentice is performing services.

6.11. Perform frequent practical demonstrations for apprentice to include haircuts, shaves, styling, and other techniques commonly used by licensed barbers. Demonstrations may be done on paying customers or mannequin. Master Barber will determine when an apprentice is ready to perform on paying customer, provided that, apprentice has completed at least 350 hours of the apprenticeship program.

6.12. Submit to inspection of shop, apprentice documents, and other required records ensuring compliance with this rule and other rules created by the Board.

6.13 Earn 4 hours of continuing education every calendar year in accordance to series 11.

### **§3-13-7. Master Barber's Shop Requirements**

7.1. Shop shall have at least two working barber chairs.

7.2. Shop shall maintain proper equipment in good repair and products to perform daily services typically offered in a barber shop.

7.3. Shop shall have and post a sign clearly visible to the public indicating a barber apprentice is on staff and shall have service prices indicating the cost for barber apprentice.

### **§3-13-8. Cosmetologist Requirements for Barber Apprenticeship**

**A cosmetologist who wants to obtain licensure as a barber through an apprentice program shall:**

8.1. Submit application to the Board;

8.2. Pay the applicable issuance fee;

8.3. Have a West Virginia license in good standing;

8.4. Complete 20 hours of apprenticeship in shaving and its techniques with 2 hours being in theory and 18 hours being in practical work and demonstration observations;

8.5. Complete 60 hours of apprenticeship in clipper technique and style with 5 hours being in theory and 55 hours being in practical work and demonstration observations;

8.6. Complete the total 80 hour apprentice program within 6 months of commencing studies; and

8.7. Sit for the barber examination and must pass within 6 months of completing apprenticeship.

**§3-13-9. Revocation of Master Barber and Barber Apprentice Permit**

9.1. The permit of a Master Barber and Barber Apprentice may be revoked or suspended by the Board for any reason specified in W.Va. Code §30-27.1 et seq.

**§3-13-10. Administrative Due Process**

10.1. Those persons adversely affected by the enforcement of this rule have the right to request a hearing in a manner pursuant to the provisions of W.Va. Code §30-27-1 et seq.

**TABLE 1**

<b>General Professional Information</b>	<b>Theory Work</b> 100 Clock Hours	<b>Practical Work</b> 0 Clock Hours
<p>In this section, students will learn by reading required textbook, lectures from Master Barber, and chapter review examinations:</p> <ul style="list-style-type: none"> <li>• Professional Development</li> <li>• Effective Communication</li> <li>• Human Relations</li> <li>• Business Management/Ownership</li> <li>• State Law</li> <li>• Sanitation in the Licensed Facility</li> <li>• Sanitation Processes and Guidelines</li> <li>• First Aid</li> <li>• General Infection Control</li> </ul>		

<b>Introduction into Barbering</b>	<b>Theory Work</b> 3 Clock Hours	<b>Practical Work</b> 0 Clock Hours
<p>In this section, students will learn by reading required textbook, lectures from Master Barber, and chapter review examinations:</p> <ul style="list-style-type: none"> <li>• Course Outlines</li> <li>• History of Barbering</li> <li>• Study Skills</li> <li>• Professional Image as a Student and Future Licensee</li> </ul>		

<b>The Science of Barbering</b>	<b>Theory Work</b> 200 Clock Hours	<b>Practical Work</b> 150 Clock Hours
<p>In this section, students will learn by reading required textbook, lectures from Master Barber, and chapter review examinations:</p> <ul style="list-style-type: none"> <li>• Microbiology</li> <li>• Infection Control Specifically to Barbering</li> </ul>		

- Implements, Tools, and Equipment
- Anatomy and Physiology
- Chemistry
- Electricity
- Properties and Disorders of the Skin, Hair, and Scalp

<b>Professional Barbering</b>	<b>Theory Work</b> 150 Clock Hours	<b>Practical Work</b> 1,397 Clock Hours
In this section, students will learn by watching demonstrations of the items below, reading required textbook, lectures from Master Barber, and chapter review examinations: <ul style="list-style-type: none"> <li>• Treatment of the Hair and Scalp</li> <li>• Shaving and Facial Hair Design</li> <li>• Men's Haircutting and Styling</li> <li>• Men's Hair Replacements</li> </ul>		

<b>Total Barbering Program</b>	<b>Theory Work</b> 453 Clock Hours	<b>Practical Work</b> 1,547 Clock Hours
<b><i>TOTAL HOURS- 2,000</i></b>		

TABLE 2

<b>General Professional Information</b>	<b>Theory Work</b> 100 Clock Hours	<b>Practical Work</b> 0 Clock Hours
In this section, students will learn by reading required textbook, lectures from Master Barber, and chapter review examinations: <ul style="list-style-type: none"> <li>• Professional Development</li> <li>• Effective Communication</li> <li>• Human Relations</li> <li>• Business Management/Ownership</li> <li>• State Law</li> <li>• Sanitation in the Licensed Facility</li> <li>• Sanitation Processes and Guidelines</li> <li>• First Aid</li> <li>• General Infection Control</li> </ul>		

<b>Introduction into Barbering</b>	<b>Theory Work</b> 3 Clock Hours	<b>Practical Work</b> 0 Clock Hours
In this section, students will learn by reading required textbook, lectures from Master Barber, and chapter review examinations: <ul style="list-style-type: none"> <li>• Course Outlines</li> <li>• History of Barbering</li> </ul>		

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Study Skills</li> <li>• Professional Image as a Student and Future Licensee</li> </ul> |
|---|

<b>The Science of Barbering</b>	<b>Theory Work</b> 200 Clock Hours	<b>Practical Work</b> 0 Clock Hours
In this section, students will learn by reading required textbook, lectures from Master Barber, and chapter review examinations: <ul style="list-style-type: none"> <li>• Microbiology</li> <li>• Infection Control Specifically to Barbering</li> <li>• Implements, Tools, and Equipment</li> <li>• Anatomy and Physiology</li> <li>• Chemistry</li> <li>• Electricity</li> <li>• Properties and Disorders of the Skin, Hair, and Scalp</li> </ul>		

<b>Professional Barbering</b>	<b>Theory Work</b> 150 Clock Hours	<b>Practical Work</b> 0 Clock Hours
In this section, students will learn by watching demonstrations of the items below, reading required textbook, lectures from Master Barber, and chapter review examinations: <ul style="list-style-type: none"> <li>• Treatment of the Hair and Scalp</li> <li>• Shaving and Facial Hair Design</li> <li>• Men’s Haircutting and Styling</li> <li>• Men’s Hair Replacements</li> </ul>		

<b>Total Barbering Theory by school/online</b>	<b>Theory Work</b> 453 Clock Hours	<b>Practical Work</b> 0 Clock Hours
<b><i>TOTAL HOURS of THEORY 453 hours</i></b>		

**TABLE 3**

<b>The Science of Barbering/General Professional Information (continued)</b>	<b>Theory Work</b> 0 Clock Hours	<b>Practical Work</b> 150 Clock Hours
In this section, students will learn by reading required textbook, lectures from Master Barber, and chapter review examinations: <ul style="list-style-type: none"> <li>• Microbiology</li> <li>• Infection Control Specifically to Barbering</li> <li>• Implements, Tools, and Equipment</li> <li>• Anatomy and Physiology</li> <li>• Chemistry</li> <li>• Electricity</li> <li>• Properties and Disorders of the Skin, Hair, and Scalp</li> <li>• Sanitation in the Licensed Facility</li> </ul>		

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Sanitation Processes and Guidelines</li> <li>• First Aid</li> <li>• General Infection Control</li> </ul> |
|---|

<b>Professional Barbering</b>	<b>Theory Work</b> 0 Clock Hours	<b>Practical Work</b> 1,797 Clock Hours
<p>In this section, students will learn by watching demonstrations of the items below, reading required textbook, lectures from Master Barber, and chapter review examinations:</p> <ul style="list-style-type: none"> <li>• Treatment of the Hair and Scalp</li> <li>• Shaving and Facial Hair Design</li> <li>• Men’s Haircutting and Styling</li> <li>• Men’s Hair Replacements</li> </ul>		

<b>Total Barbering Practical with Master Barber</b>	<b>Theory Work</b> 0 Clock Hours	<b>Practical Work</b> 1,947 Clock Hours
<b><i>TOTAL HOURS-1,947</i></b>		