

TOP 10 SHOP VIOLATIONS ISSUED

Is your shop compliant with sanitation and licensing requirements?
The chart below shows the 10 most common violations issued to shops in 2012.

CITATION REFERENCE	DESCRIPTION	VIOLATIONS ISSUED
2.41	Failing to cleanse and disinfect electrical or mechanical hair clipper blades after use on a client.	93
2.4	Operating a shop with an expired shop license.	91
2.46	Failing to keep storage drawers for clean tools and implements clean and to use such drawers only for clean tools and implements.	76
2.43	Failing in a shop or as a booth renter to disinfect tools and implements.	59
2.40	Failing to discard a disposable emery board, sponge, buffer, or orangewood stick after use on a client or to give the emery board, sponge, buffer, or orangewood stick to the client.	41
2.52	Failing to keep equipment in a shop clean and in good repair.	39
2.1	Failing to post shop license.	37
2.47	Failing to keep storage cabinets, work stations, vanities clean	33
2.55	Failing to keep a licensed facility's walls, floors, base boards, and ceiling clean.	33
2.12	Allowing unlicensed workers.	31

TOP 10 INDIVIDUAL VIOLATIONS ISSUED

Below is a list of the 10 most common individual violations.

CITATION REFERENCE	DESCRIPTION	VIOLATIONS ISSUED
2.1	Failing to post license.	305
2.31	Failing to use neck strip or towel on cloth/cape.	49
2.64	Failing to renew booth rental certificate.	37
2.2	Working on expired license.	35
2.46	Failing to keep storage drawers clean.	20
2.41	Failing to cleanse and disinfect electrical or mechanical hair clipper blades after use on each client.	16
2.40	Failing to discard a disposable item after use.	14
2.12	Allowing an unlicensed worker.	12
2.32	Failing to immediately deposit all used towels with chemical residue in a closed container.	11
2.43	Failing in a shop or as a booth renter to disinfect tools and implements.	9

SHAMPOO ASSISTANT

The shampoo assistant program has been effective since May 2012. Currently we have over 75 licensed shampoo assistants throughout the state. Shampoo assistants can shampoo hair, remove curlers and other implements, and perform other sink related func-

tions.

Cosmetology and barbering students can earn 50 hours credited toward their program if they work in a salon or shop for more than 3 months or more.

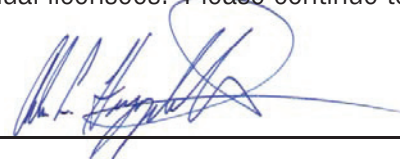
If you are interested in finding a shampoo assistant, please contact the Board

office for a list of students in your area. You may also hire individuals that are not students. Shampoo assistants can easily become permittees by registering with the Board. Shampoo assist forms are available online.

MESSAGE FROM THE DIRECTOR - Adam L. Higginbotham

I am excited and proud of the recent changes that have occurred in the beauty industry in West Virginia. In less than 5 years, West Virginia laws, rules, licensing requirements, and curricula have become more aligned with national standards and trends. Last year's addition of the shampoo assistant and this year's hair stylist license and barber apprenticeship additions have or will provide more opportunities for the citizens of West Virginia.

In addition to the changes, sanitation violations are declining for shop and individual licensees. Please continue to sanitize, disinfect, and sterilize all equipment before serving the public.



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West Virginia State Board of Barbers and Cosmetologists

1201 Dunbar Avenue • Dunbar, WV 25064
Tel. 304-558-2924 Fax 304-552-3450
www.wvbbc.com

HAIR STYLIST

A new license was created during the 2013 Legislative Session called a hair stylist license. This license creates a license to do only hair services, like a cosmetologist, but

without the requirements of learning nail technology and aesthetics. The addition of this license is in line with national trends of creating a license to perform only hair services.

The Board is very excited about creating this new license that will allow students to complete 1,000 hours of the hair styling course to be eligible for licensure.

BARBER APPRENTICESHIP

There is another option to become a barber. Individuals that want to become a barber can now become a barber apprentice under a West Virginia licensed barber that has owned his/her shop for at least 5 years.

Some of the requirements for a barber to offer the program are:

•Owned shop for at least 5 years

•Has consistent history of satisfactory shop inspections

Some of the requirements to complete the program:

•Complete 2,400 clock hours of training

•453 clock hours of theory taught by barber, online program, or licensed beauty school

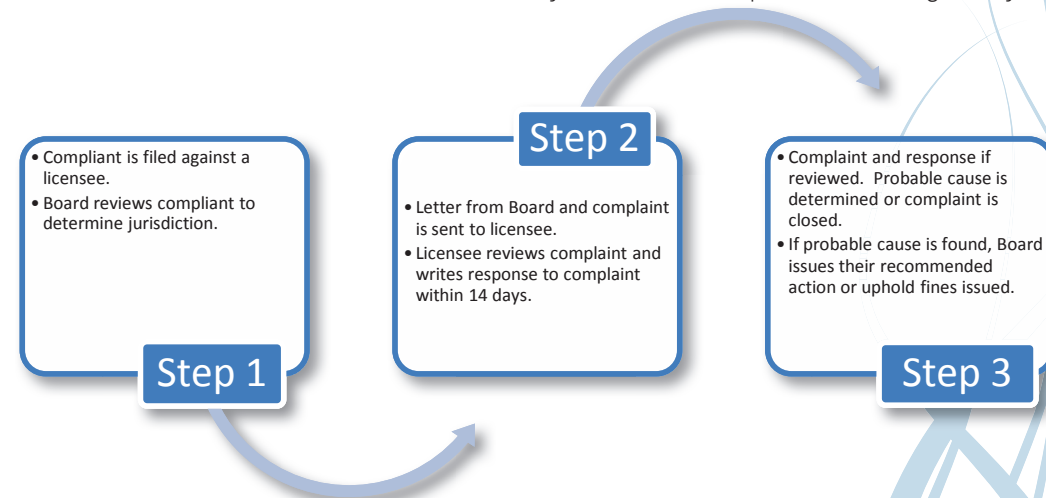
•Pass license examination

Licensed cosmetologists may complete 80 hours of an apprenticeship program to become a cross-over with both a cosmetology and barber license.

For more information, please visit www.wvbbc.com; click on Laws, Rules, and Statutes, then on the barber apprenticeship rule.

COMPLAINT PROCEDURES

Many licensees become confused and concerned when a complaint is filed against them. The complaint process can be a little unsettling since many do not know the procedures. The chart below details what may occur if a complaint is filed against you.



The Board's main function is to ensure that the public is receiving safe and sanitary services by all licensed professionals in a licensed facility. If a complaint received by the Board indicates that a licensee (shop or individual) is performing unsanitary services or working with a lapsed license or no license the Board will send an inspector to investigate the complaint.

The majority of complaints

conclude with the investigation inspection. The investigation inspection findings could result in no probable cause being found or violations being issues. If the violations issued are a first offense or second offense for that particular issue then a warning or monetary fine will be issued. Should the issue be a third offense or more, then it is likely the licensee will need to appear before the Board to face disciplin-

ary action that could include a reprimand, probation, administrative finds, mandatory attendance to additional continuing education or other training, practicing under supervision, reporting to board for periodic interviews, revocation, or other corrective action necessary to ensure the protection of the public. All decisions of the Board will be voted on at a scheduled board meeting.



FACEBOOK and SURVEY DATA

On the Board's Facebook page, the Board posts surveys for the licensees to provide their feedback anonymously. The surveys help the Board determine how licensees feel about a topic. To provide input, please visit our website at www.wvbbc.com and click on the Facebook link on the top right corner.

VISIT OUR WEBSITE

The Board's website, wvbbc.com, is a great place to manage your licensing needs. On the website, you can renew your shop license and booth rental license and print the license off at your own computer. You can also renew your individual

license, but the Board will mail your individual license to you due to security protected features on individual licenses. The website also allows you to search inspection reports of all shops and salons in the State of West Virginia.

In the upcoming months, the Board will add more services to the website to include online shop opening features and additional online services for students with more videos explaining services and requirements.



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

SHOP INSPECTION REPORTS ONLINE

In the fall of 2012, the Board implemented paperless inspections throughout the state. The paperless inspection, conducted on a cellphone, allows inspectors to conduct their inspections of salons or shops on a software 'app' specifically designed for salon or shop inspections. Once the inspection has been concluded,

the inspector submits the inspection report electronically and the inspection report is immediately viewable on the Board's website. To locate an inspection report on the Board's website, click on Shop Inspection on the top of the webpage, type in the name of the shop, and click on the date of the last inspection. The inspection

reports include a pass or fail status for each of the 32 items checked by the inspector. Should any item fail an inspection, a photograph of the item should be present on the inspection report for the public to see. Please note that only the most recent inspection will be viewable to the public.

LICENSEE DATA

LICENSE TYPE	# OF ACTIVE LICENSEES
Aesthetician	248
Barber	778
Cosmetologists	7,416
Nail Technician	1,235
Shampoo Assistant	75
Students*	1,100
Shops	2,687
Booth Certificates*	2,500
TOTAL	16,039

**Estimated numbers since the actual amount varies frequently.*