

July 1<sup>st</sup>, 2011  
Issue #2

# NEWS CLIPS

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## Special Interest Articles:

- Online renewals
- Continuing education information
- Law changes

## West Virginia State Board of Barbers and Cosmetologists

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## Online Renewals a Success!

Starting November 2010, the Board of Barbers and Cosmetologists launched online individual license renewal on its website at [www.wvbbc.org](http://www.wvbbc.org). It was a huge success!

The Board wanted to make the process of renewing licenses faster, easier, and more convenient. The average turnaround rate for a

license paid online was two days while mailing the license renewal to our office for processing took four to five days.

The Board's modest goal for online renewals was to have 10% of the licensees to renew online. However, due to the quick turnaround rate of receiving a license after renewing online, 42% of all

licensees took advantage of the online renewal option.

Due to the success of the 2010 renewal season, the Board added booth rental registrations, shop license renewals, and lapsed license renewals to the website for even quicker service.

## Continuing Education Information

Beginning in 2012, all licensees must receive four (4) hours of continuing education to renew their 2013 license.

*To help clear up some confusion over terminology, a **licensee** is an individual that has a license overseen by the Board. A **provider** is an individual, company, or other business that provides continuing education to the **licensees**.*

The Board has set up the requirements for *providers* such as individuals, businesses, or other professionals to apply as a continuing education *provider*. To get an application, please visit our website and click on

the Continuing Education link.

*Providers* will be required to meet certain criteria that are listed in the application. Additionally, *providers* are responsible for informing the Board of the *licensees* that attend the continuing education classes.

All *licensees* should look at the Board's website to find a continuing education class that is in their area and that covers a topic that the *licensee* is interested in learning about.

*Providers* will be required to give *licensees* attending

the class a certificate of completion.

*Licensees* are not required to mail the certificate to the Board office for renewal of their 2013 license unless required since the *provider* will be emailing an Excel spreadsheet of all attendees of each class within 30 days.

Please note that classes will be held throughout the year and throughout the state. Should a class be offered by a *provider* that is not on our website, please call the Board office to see if the class would be accepted.



Must have government issued identification.

## Law Changes

The Board updated the rules governing the practice of beauty culture during the 2011 Legislative Session.

### INSTRUCTOR CHANGE

One key improvement that begins July 1, 2011 is the instructor requirements. "There used to be so many hoops to jump through to get an instructor license, now, all you need are five years of salon/shop experience, pass an interview with the Board, and pass a national instructor

exam," said Director Higginbotham.

The intention for the instructor law change is to provide an open policy to allow individuals with passion and knowledge about the industry to have access to being an instructor.

### NEW PROGRAMS

Also in 2011, the Board successfully added two new programs that will become effective in the very near

future.

Although the start date is unknown, the Board will create rules for a shampoo assistant and barber apprenticeship training.

As of this publication, the specific information about these programs has not been finalized. However, the Board hopes to quickly implement these job creating policies.

## Great News!!!

The Board removed a rule requiring all licensed barbers, cosmetologists, nail technicians, and aestheticians to get a photo identification card from the Division of Motor Vehicles with the Board of Barbers and Cosmetologist consent.

Instead of getting a photo identification card issued by the DMV through the Board,

now you can just show the inspectors a valid government issued photo identification card, such as; a driver's license, photo identification card, passport, alien card, or other government issued photo identification.

Please remember, your identification does not need to be posted with your

individual license at this time. However, you still must present photo identification to the inspector during the inspection when asked.

## Facebook Page

The Board now has a Facebook page!

The Board hopes the page develops into an information bulletin for updated

messages from the Board and provides licensees with a platform to discuss business, products, and other issues related to the industry.

Complaints and general information may also be discussed on the discussion section.



## License Fees

Individual License Renewal	\$35.00	Shop License Renewal	\$40.00	Shop Opening Inspection	\$50.00
Booth Rental & Renewal	\$15.00	License Certification	\$35.00	Duplicate License	\$10.00
Work Permit	\$15.00	Place License on Inactive	\$10.00		

## Condolence Letters

In January 2011, the Board began sending condolence letters and copies of original applications of licensee's that have passed on to the decedent's next of kin or informant.

Upon receipt of the death certificate from the Department of Health and Human Resources, the office staff researches the individual's file, copies the file, and mails to the next of kin listed on the death certification.

The information received by the next of kin contains applications, transcripts, supporting documentation, and most importantly, a

photograph from the licensee's original license date.

Since the start of this service, the Board has received many thank you letters:

*"Thank you for your condolences on the loss of my husband. We did not meet until 1968. The information and picture you set really filled the void of his life I did not know."*-Alline

*"On behalf of my two brothers Tommy, Chris, and I-Thank you. We will treasure these documents"*-Mary

*"My grandfather, having lived*

*for nearly a century has told us many things of his life. The information you provided to us add to his memory and is greatly appreciated"*-David

The Board is very pleased at the great responses it has received from families of individuals that have passed.

Should you be interested in obtaining information about a family member, please contact our office in writing. Our staff will be more than happy to help family members retrieve documents of loved ones.

Please write to: 1201 Dunbar Avenue, Dunbar, WV 25064.



## New Inspection Format Focuses on Sanitation Process

On April 1, 2011, the Board implemented a new inspection process that focuses on consistency, sanitation, and infection control.

One goal for the inspection format change was to make sure that each shop in the state is inspected the same way under the same concepts.

With the improved inspection format, the inspectors will observe shops to ensure that sanitation, disinfection, and sterilization (when applicable) are being followed. The importance of following the sanitation guidelines is to practice infection control to prevent the spread of disease.

### WHAT IS SANITATION?

Sanitation is the first level of the sanitation process. Under this level soap and water are used to clean and remove dirt and debris. Then the next level of the sanitation process

is ready!

### IMPORTANT DISINFECTION

Disinfection is the second level of the sanitation process. This process must be used for all items that come in contact with a client. This means that all tools/implements that touch a client's skin, hair, nails, etc must be sanitized before being disinfected.

Under this level, disinfectants kill most bacteria and must be performed after each client. Disinfectant products will have the word disinfectant on the cover of the bottle or can. Some products are even registered with the EPA stating how effective the product is at killing bacteria.

After items that come in contact with clients are

sanitized then disinfected, the next step *may* be required, but only when blood or body fluid is involved.

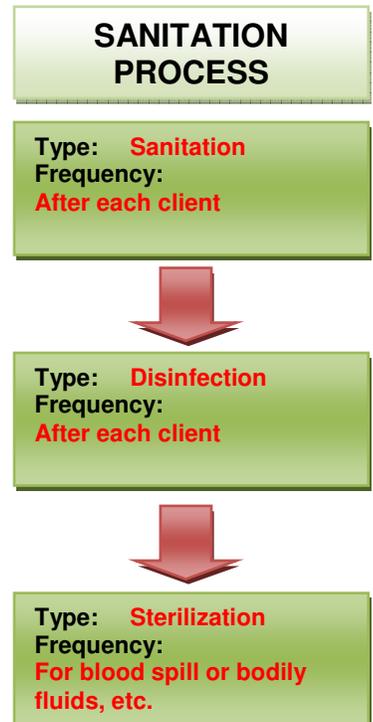
### STERILIZATION

Sterilization is the final stage of the sanitation process and is only required when tools or implements come in contact with blood or bodily fluids.

This process kills all bacteria and sterilizes the tools or implements.

Many nail equipment and aesthetic equipment may fall under the category, but when there is the smallest blood spill or bodily fluids are exposed from the skin sterilization is a must!

For sterilization product information, you may visit your local beauty supply store.



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## National Testing



## National Testing Standards

Starting in August 2010, the Board outsourced the examination for licensure to a professional examination company.

DL Roope, the examination company, has the ability to offer the examination at a much more frequent rate than the Board. Examinations are now conducted every other month in lieu of quarterly.

Additionally, the practical and written examinations are based on National Interstate Council (NIC) standards. NIC is a national organization that develops the examinations by looking at content in major beauty/barber books that are typically used in schools. The examinations created by NIC are accepted in 38 states.

## Booth Rental Lists Required in Shops

As of July 1<sup>st</sup>, 2011, all shops that have booth rentals must keep a current list of all active booth rentals and provide them to the inspector when asked.

The reason for the booth rental list is to ensure that all individuals that do not have their taxes withheld are properly certified as booth renters and registered with the Board office.

## Shops are Responsible for Booth Rentals Being Active

Shop owners and managers are responsible for ensuring booth rentals are current and active. Should an inspection uncover an unlicensed or expired booth rental, the shop and the booth renter are responsible for the violation.

## Message from the Director-Adam L. Higginbotham

Dear Licensees:

The Board's focus is on safety and sanitation. The Board hopes to educate licensees and the general public about the harmful effects that can occur when providing or seeking services regulated by this Board by an individual that is not licensed or that does not follow proper sanitation guidelines.

The main direction is to remind licensees of the sanitation process, ensure single use items are disposed of after a single use, and to ensure that foot spa's and their suction vents/blades are properly cleaned through the sanitation process.

Please help protect the public and the integrity of the professions regulated by this Board.

Should you desire to see a mock inspection in your shop/salon where the Board office will explain the inspection process and why certain items are looked at more closely than others, please feel free to contact the Board office. We are more than happy to provide this free service.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Adam L. Higginbotham', with a stylized flourish at the end.

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*Adam L. Higginbotham*  
*Executive Director*