



# 2013 ANNUAL REPORT

## MISSION STATEMENT

Our mission is to protect the public health through sanitation and enforcement inspections, to promote high educational standards in schools with a focus on student completion, and to encourage job creation in the barbering and beauty industries.

State of West Virginia

Board of Barbers and  
Cosmetologists

1201 Dunbar Avenue

Dunbar, West Virginia 25064

[www.wvbbc.com](http://www.wvbbc.com)



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)

Governor Earl Ray Tomblin  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305

October 1<sup>st</sup>, 2013

Dear Honorable Governor Tomblin:

The West Virginia State Board of Barbers and Cosmetologists presents the 2013 Annual Report as required by West Virginia Code § 30-1-12.

This annual report consists of general operations and functions of the Board, revenue and expenditure data, licensee and state statistics related to the beauty industry, past and recent activities of the Board, and future goals.

Sincerely,

Adam L. Higginbotham M.B.A.  
Director

# ORGANIZATIONAL CHART

## BOARD MEMBERS

Michael Belcher  
Charleston, WV

Justina Gabbert  
Martinsburg, WV

Sarah Hamrick  
Hurricane, WV

Susan Poveromo  
Madison, WV

James "Jim" Ryan  
Alum Creek, WV

Rick Stache  
Morgantown, WV

## BOARD OFFICE

Adam L. Higginbotham  
Director

David Scarpelli  
Inspector Administrator

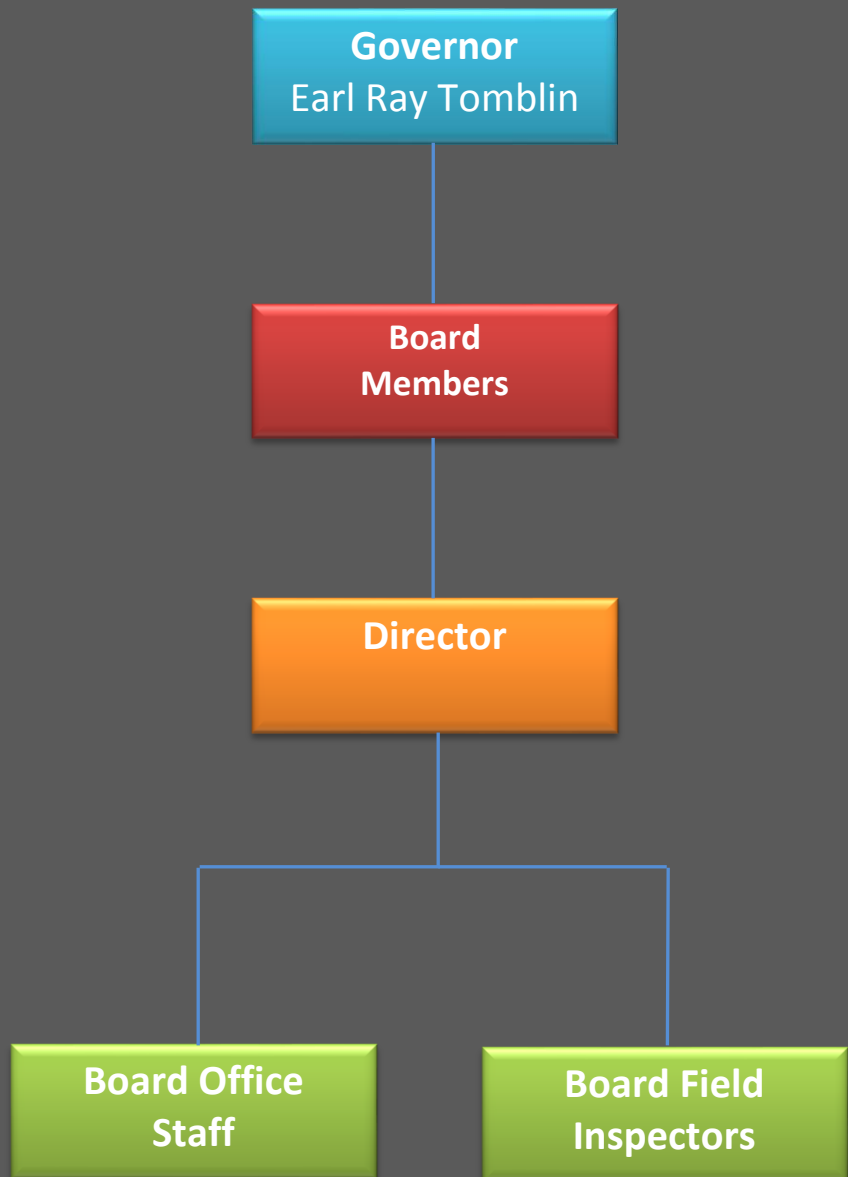
Amanda Smith  
Salon Liaison

Charlie Persinger  
Investigator/Researcher

Danielle Cordle  
Customer Services Rep.

## FIELD INSPECTORS

Melissa Payne  
Ralph Reed  
Vacant  
Jason Graves



# CODE, RULES AND REGULATIONS

West Virginia Code Chapter 30, Article 27

## 2013 Legislation

During the 2013 Legislative Session the Board established the Hair Stylist curriculum in Series 1. The Hair Stylist curriculum allows an individual to complete 1,000 hours of hair training to perform hair services in the salon. A Hair Stylist can perform all hair services that a Cosmetologist can perform, but cannot provide aesthetic or nail services like a Cosmetologist.

Another bill created the rules for a Barber Apprentice, Series 13. This rule allows for individuals wanting to become barbers to learn the profession through a licensed barber in good standing with the Board and that has owned their own shop for at least 5 years. The Barber Apprenticeship program consists of 2,400 hours of training and students must pass the licensing exam and obtain a license within 30 months.

The Board updated Series 4 with minor changes in operations of schools and students.

### HOUR REQUIREMENTS

Profession	Hours
<b>Barbering</b>	1,200
<b>Cosmetology</b>	1,800
<b>Nail Tech.</b>	400
<b>Aesthetics</b>	600
<b>Hair Styling</b>	1,000
<b>Barber Apprenticeship</b>	2,400
<b>Shampoo Assistant</b>	3

**Series 1**-Procedures, Criteria, and Curricula for Examination and Licensure of Barbers, Cosmetologists, Nail Technicians, and Aestheticians.

**Series 2**-Qualification, Training, and Examination of Licensure of Instructors.

**Series 3**-Rules and Regulations for Licensing Schools of Barbering, Cosmetology, Nail Technology and Aesthetics.

**Series 4**-Operational Standards for Schools of Barbering and Beauty Culture.

**Series 5**-Operation of Barber, Beauty Shops, and Schools.

**Series 6**-Schedule of Fees.

**Series 7**-Schedule of Fines.

**Series 8**-Shampoo Assistant.

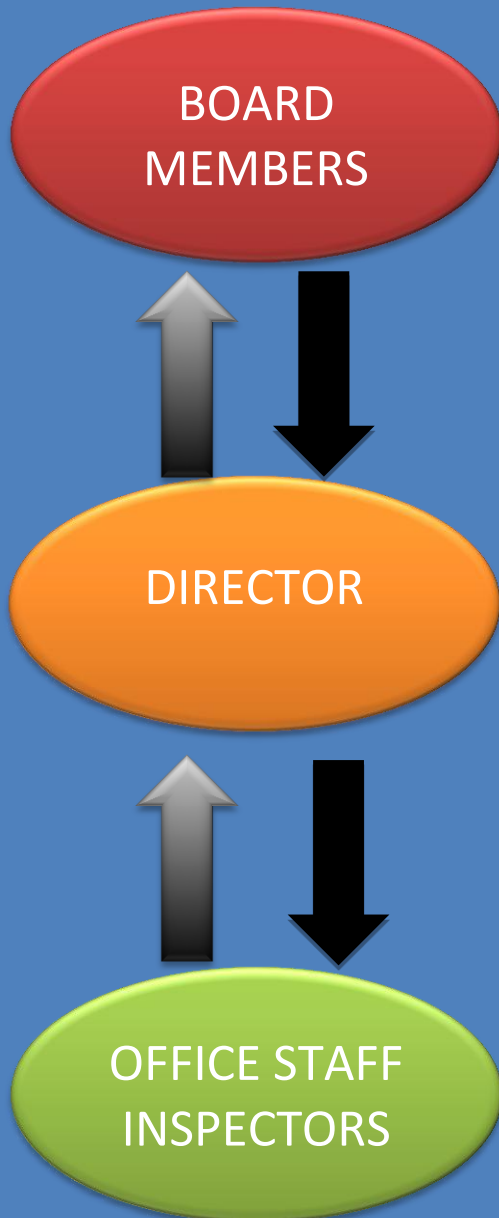
**Series 9**-Complaint Procedures.

**Series 11**-Continuing Education Series.

**Series 13**- Barber Apprenticeship.

## BOARD OPERATIONS

### FLOW OF INFORMATION



- Issues licenses to qualified applicants.
- Processes applications and documents for licenses and permits.
- Maintains database of all licensees, shops, salons, and schools.
- Maintains record of all proceedings of the board.
- Inspects licensed shops, salons, and schools within the jurisdiction of the board for sanitation compliance.
- Investigates and processes complaints filed against barbers, cosmetologists, manicurists, aestheticians, salons, shops, and schools.
- Establishes procedures and guidelines for the suspension or revocation of a license and suspends, revokes, and reinstates those licenses.
- Conducts hearings on licensing issues and any other matter within the jurisdiction of the board.
- Responds to requests for information relating to licensees, functions of the board, or upcoming events.
- Responds to requests related to verification of licensees and certification, discipline cases, complaints, and the functions of the board.
- Implements rules and regulations relative to the practice of beauty culture.
- Reviews and evaluates multistate regulations.
- Establishes, implements, and regulates the curriculum in all licensed schools by legislative rule.
- Establishes and regulates licensing standards for individuals, shops, salons, and schools by legislative rule.
- Oversees examination for applicants to become licensed barbers, cosmetologists, manicurist, or aestheticians.
- Prepares and supervises annual budget and reports.
- Provides support services for inspectors.
- Provides collection and accounting for license, permit, examination, and other applicable fees.

## 2013 PERFORMANCE MEASURES

*These performance measures below were goals and objectives as indicated in the 2012 Annual Report. The yellow text below indicates the result of the goal/objective.*

- Continue to digitally scan individual licensee records until year 2000. (Scanned in more than 50% of all Nail Technician applications and 100% of aesthetician applications).
- Continue to digitally scan past miscellaneous records and historical files. (Scanned in all miscellaneous records and historical files, along with all Booth Certificates and Student Registration files).
- Add photo images to the online inspection report for public review. (Completed online inspection reviews with photographs in August 2012).
- Improve software database by establishing attachment capabilities. (Established attachments to licensing database to hold digital copies of licensee applications and other licensee files in November 2012).
- Implement a 100% paperless inspection process. (Implemented 100% paperless inspection process in August 2012).

## PAST PERFORMANCE MEASURES

### 2011 ACCOMPLISHMENTS

- ✓ Resolved 83% of complaints filed within fiscal year 2011 within 9 months.
- ✓ Implemented online renewals for shops, individuals, and booth rentals.
- ✓ Continued to development improvements to licensing database.
- ✓ Developed new inspection process focusing on sanitary criteria.
- ✓ Updated four rules through legislation.
- ✓ Granted legislative authority to create rules for shampoo assistant and barber apprenticeship programs.

### 2012 ACCOMPLISHMENTS

- ✓ Resolved 96% of complaints filed within fiscal year 2013 within 9 months.
- ✓ Digitally scanned individual more than 50% of Nail Technician individual files and 100% of Aesthetician individual files.
- ✓ Digitally scanned in all miscellaneous files and Booth Rental Certificates and Student Registration files.
- ✓ Created public access to inspection reports. All recent shop inspection reports are available online for public viewing with pictures.
- ✓ Improved average turnaround time for all applications to 5 days, except for applications that require research.
- ✓ Implemented Hair Stylist curriculum and Barber Apprenticeship.

## PAPERLESS INSPECTION PROCESS



STEP 1- Inspection performed on a smartphone application.



STEP 2 – Inspection information sent to computer servers for records.



STEP 3- Visit website at [www.wvbbc.com](http://www.wvbbc.com), click on shop inspections on top of webpage, enter shop name, and click on inspection date to review inspection report.

## 2014 PERFORMANCE MEASURES

1. Continue to digitally scan individual Cosmetology licensee records to year 2000.
2. Improve software database by establishing third-party access and creation rights for Student Registration Applications and Work Permits.
3. Monitor new programs for effective implementation and review successes.

## 2013 CURRICULUM CHANGE

The Cosmetology curriculum is now blocked into three professions: Hair Styling, Nail Technology, and Aesthetics. All three professions and scope of practices constitute Cosmetology and the training has been streamlined. Each block can be completed to receive a license in that particular profession or all blocks can be completed to earn a Cosmetology license.

Hair Styling  
1,000 Hours



Nail Technology  
400 Hours



Aesthetics  
600 Hours



Cosmetology  
1,800\* Hours

**\*Note: There are 100 hours of General Professional Information classes in each profession that do not need to be completed again in other professions, therefore there is a 200 hour deduction from the total Cosmetology course.**

# SCHOOLS

## SCHOOL EXAMINATION RESULTS HISTORY

Examination results are from July 2012 to June 2013.. The data is based on first time test takers and each school's percentage of students that pass the first attempt.

Rank	SCHOOL	1 <sup>ST</sup> ATTEMPT PASS RATE
1	Artisan*	100%
2	Carver	90%
3	Mercer County	90%
4	Huntington	88%
5	Southern	80%
6	Scott	78%
7	Clarksburg	76%
8	Charleston	75%
9	Morgantown	70%
10	International	60%
11	Art and Science	60%
12	Wyoming	60%
13	New River	60%
14	Mountaineer**	50%

\*Three students tested.

\*\* Mountaineer closed in Oct. 2012. Only two students tested.

Art and Science Institute of Cosmetology  
Whitehall, WV

Artisan School of Cosmetology  
Parkersburg, WV

Buena Vista  
Alderson, WV

Carver Beauty Academy  
Malden, WV

Charleston School of Beauty Culture  
Charleston, WV

Charleston School of Barbering  
Charleston, WV

Clarksburg Beauty Academy  
Clarksburg, WV

Cutting Edge School of Hair Design at South Branch\*  
Petersburg, WV

Huntington School of Beauty Culture  
Huntington, WV

International School of Beauty  
Martinsburg, WV

Laurel Business Institute\*  
Morgantown, WV

Mercer County Vocational School  
Princeton, WV

Morgantown Beauty College  
Morgantown, WV

New River Community and Technical College\*  
Lewisburg, WV

Scott College of Cosmetology  
Wheeling, WV

Southern Community and Technical College  
Logan, WV

Wyoming County Vocational School  
Pineville, WV

\*Opened in past year.



## AESTHETICIANS

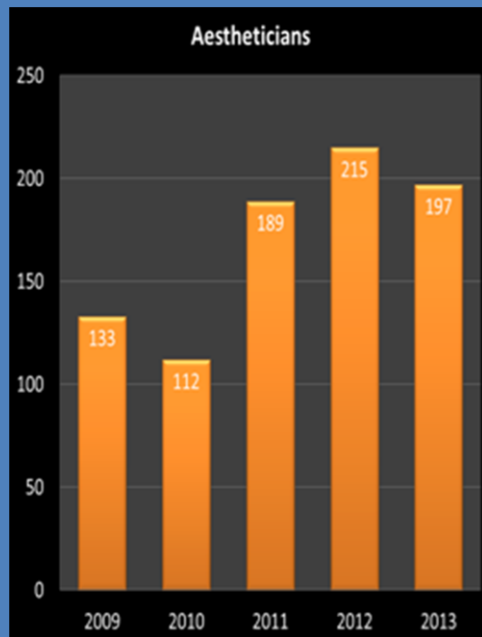
197- LICENSED

39- AVERAGE AGE OF LICENSEE

164- IN-STATE LICENSEES

33- OUT-OF-STATE LICENSEES

## 5- YEAR REVIEW



## AESTHETICS LICENSEE DATA

The chart below indicates the number of aestheticians by county.

County	Aestheticians	County	Aestheticians
Barbour	-	Mineral	-
Berkeley	17	Mingo	-
Boone	2	Monongalia	25
Braxton	-	Monroe	-
Brooke	-	Morgan	4
Cabell	6	Nicholas	2
Calhoun	-	Ohio	2
Clay	-	Pendleton	-
Doddridge	-	Pleasants	-
Fayette	2	Pocahontas	1
Gilmer	-	Preston	1
Grant	1	Putnam	8
Greenbrier	5	Raleigh	6
Hampshire	-	Randolph	2
Hancock	1	Ritchie	-
Hardy	-	Roane	1
Harrison	11	Summers	1
Jackson	4	Taylor	2
Jefferson	6	Tucker	-
Kanawha	39	Tyler	-
Lewis	1	Upshur	1
Lincoln	-	Wayne	1
Logan	-	Webster	-
Marion	3	Wetzel	-
Marshall	1	Wirt	-
Mason	-	Wood	8
McDowell	-	Wyoming	-
Mercer	-		

## BARBERS

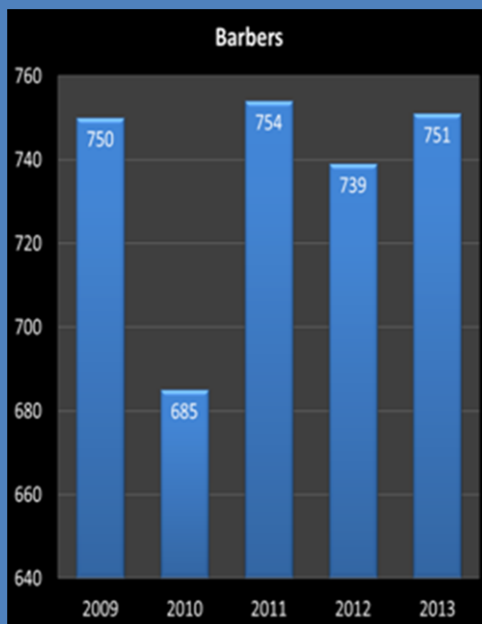
751- LICENSED

55- AVERAGE AGE OF LICENSEE

695- IN-STATE LICENSEES

56- OUT-OF-STATE LICENSEES

## 5- YEAR REVIEW



## BARBERING LICENSEE DATA

The chart below indicates the number of barbers by county.

County	Barbers	County	Barbers
Barbour	2	Mineral	4
Berkeley	26	Mingo	12
Boone	12	Monongalia	25
Braxton	6	Monroe	4
Brooke	13	Morgan	8
Cabell	40	Nicholas	15
Calhoun	4	Ohio	29
Clay	1	Pendleton	-
Doddridge	1	Pleasants	1
Fayette	11	Pocahontas	4
Gilmer	1	Preston	4
Grant	5	Putnam	29
Greenbrier	10	Raleigh	28
Hampshire	5	Randolph	8
Hancock	24	Ritchie	3
Hardy	5	Roane	6
Harrison	25	Summers	3
Jackson	15	Taylor	2
Jefferson	11	Tucker	1
Kanawha	138	Tyler	3
Lewis	3	Upshur	5
Lincoln	8	Wayne	12
Logan	19	Webster	13
Marion	20	Wetzel	10
Marshall	14	Wirt	1
Mason	6	Wood	33
McDowell	2	Wyoming	7
Mercer	14		

## COSMETOLOGISTS

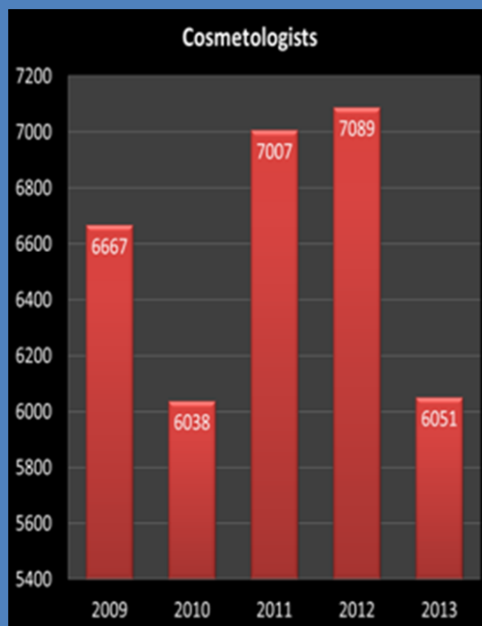
**6,051**- LICENSED

**45**- AVERAGE AGE OF LICENSEE

**5,567**- IN-STATE LICENSEES

**484**- OUT-OF-STATE LICENSEES

## 5- YEAR REVIEW



## COSMETOLOGY LICENSEE DATA

The chart below indicates the number of cosmetologists by county.

County	Cosmetologist	County	Cosmetologist
Barbour	60	Mineral	76
Berkeley	307	Mingo	97
Boone	76	Monongalia	283
Braxton	48	Monroe	39
Brooke	71	Morgan	47
Cabell	411	Nicholas	87
Calhoun	17	Ohio	152
Clay	23	Pendleton	17
Doddridge	18	Pleasants	15
Fayette	122	Pocahontas	18
Gilmer	14	Preston	111
Grant	44	Putnam	165
Greenbrier	130	Raleigh	217
Hampshire	52	Randolph	64
Hancock	57	Ritchie	35
Hardy	26	Roane	35
Harrison	265	Summers	33
Jackson	76	Taylor	46
Jefferson	138	Tucker	22
Kanawha	597	Tyler	28
Lewis	43	Upshur	70
Lincoln	57	Wayne	91
Logan	129	Webster	13
Marion	194	Wetzel	53
Marshall	87	Wirt	12
Mason	67	Wood	282
McDowell	42	Wyoming	93
Mercer	199		

## NAIL TECHNICIANS

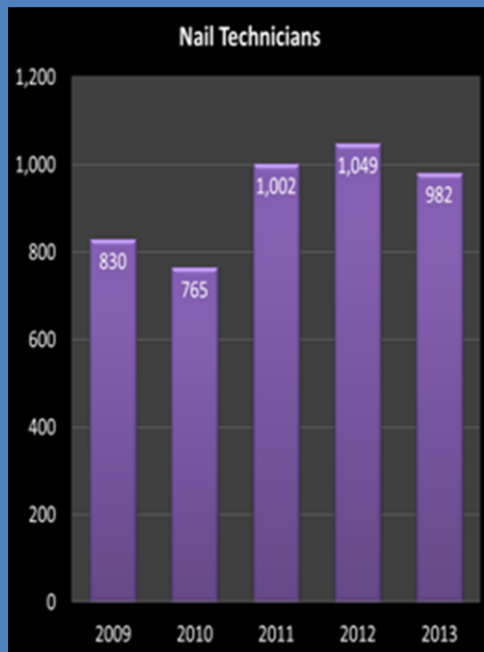
**982**- LICENSED

**39**- AVERAGE AGE OF LICENSEE

**814**- IN-STATE LICENSEES

**168**- OUT-OF-STATE LICENSEES

## 5- YEAR REVIEW



## NAIL TECHNOLOGY LICENSEE DATA

The chart below indicates the number of nail technicians by county.

County	Nail Techs	County	Nail Techs
Barbour	9	Mineral	1
Berkeley	58	Mingo	3
Boone	11	Monongalia	58
Braxton	6	Monroe	1
Brooke	6	Morgan	8
Cabell	93	Nicholas	7
Calhoun	2	Ohio	11
Clay	1	Pendleton	4
Doddridge	1	Pleasants	5
Fayette	11	Pocahontas	2
Gilmer	1	Preston	3
Grant	1	Putnam	28
Greenbrier	16	Raleigh	40
Hampshire	1	Randolph	14
Hancock	4	Ritchie	2
Hardy	4	Roane	7
Harrison	63	Summers	1
Jackson	4	Taylor	2
Jefferson	15	Tucker	1
Kanawha	132	Tyler	1
Lewis	3	Upshur	5
Lincoln	1	Wayne	11
Logan	19	Webster	2
Marion	21	Wetzel	2
Marshall	9	Wirt	1
Mason	1	Wood	50
McDowell	1	Wyoming	13
Mercer	37		

## INSPECTION INFORMATION

**3,094**- NUMBER OF LICENSED SHOPS/SALONS

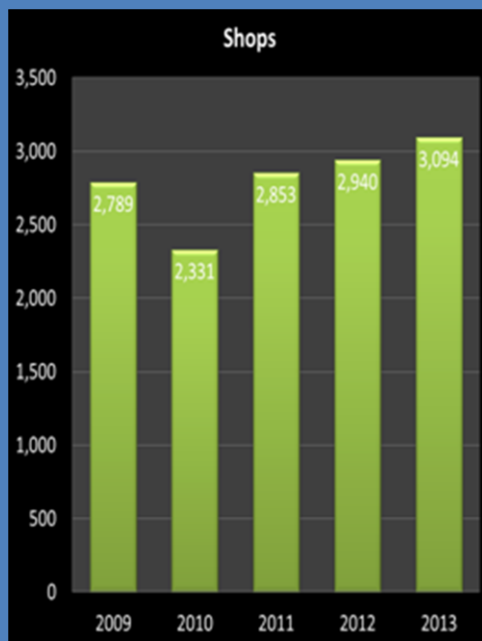
**3,801**- NUMBER OF INSPECTIONS PERFORMED (Inspection numbers are low due to retired inspectors or other related turnover)

**741**- NUMBER OF SHOP VIOLATION NOTICES ISSUED

**267**- NUMBER OF INDIVIDUAL VIOLATION NOTICES ISSUED

**1,008**- TOTAL NUMBER OF VIOLATION NOTICES ISSUED

## 5- YEAR REVIEW



## SHOPS AND SALONS LICENSEE DATA

The chart below indicates the number of nail technicians by county.

County	Shops/Salons	County	Shops/Salons
Barbour	24	Mineral	40
Berkeley	127	Mingo	73
Boone	46	Monongalia	143
Braxton	28	Monroe	25
Brooke	22	Morgan	26
Cabell	177	Nicholas	51
Calhoun	12	Ohio	81
Clay	15	Pendleton	14
Doddridge	7	Pleasants	7
Fayette	61	Pocahontas	20
Gilmer	8	Preston	63
Grant	32	Putnam	82
Greenbrier	88	Raleigh	155
Hampshire	31	Randolph	45
Hancock	47	Ritchie	22
Hardy	27	Roane	32
Harrison	120	Summers	18
Jackson	38	Taylor	17
Jefferson	57	Tucker	15
Kanawha	327	Tyler	12
Lewis	25	Upshur	43
Lincoln	30	Wayne	65
Logan	84	Webster	16
Marion	100	Wetzel	38
Marshall	45	Wirt	3
Mason	46	Wood	150
McDowell	34	Wyoming	66
Mercer	114		

# MOST FREQUENT SHOP VIOLATIONS

## COUNTIES WITH THE MOST SHOPS

COUNTY	SHOPS
Kanawha	327
Cabell	177
Raleigh	155
Wood	150
Monongalia	143
Berkeley	127
Harrison	120
Mercer	114
Marion	100
Greenbrier	88

## TOP TEN SHOP VIOLATIONS

CITATION REFERENCE	DESCRIPTION	VIOLATIONS ISSUED
2.4	Operating a shop with an expired shop license.	97
2.41	Failing to cleanse and disinfect electrical or mechanical hair clipper blades after use on a client.	64
2.43	Failing to keep storage drawers for clean tools and implements clean and to use such drawers only for clean tools and implements.	62
2.39	Failing to keep disinfection solutions at adequate strength and free of debris.	58
2.1	Failing to post license.	43
2.46	Failing to keep storage drawers for clean tools and implements clean and to use such drawers only for clean tools and implements.	42
2.47	Failing to keep storage cabinets, work stations, vanities clean.	40
2.51	Failing to keep shampoo bowls and sinks clean.	34
2.36	Failing to deposit all chemical waste materials in a closed container.	28
2.33	Failing to ensure all articles which come in contact with a client are cleaned, disinfected, or disposed of.	25

# MOST FREQUENT INDIVIDUAL VIOLATIONS

## COUNTIES WITH THE MOST INDIVIDUAL LICENSEES

COUNTY	LICENSEES
Kanawha	930
Cabell	560
Berkeley	408
Monongalia	400
Wood	377
Harrison	366
Raleigh	303
Mercer	257
Marion	247
Putnam	234

### TOP TEN INDIVIDUAL VIOLATIONS

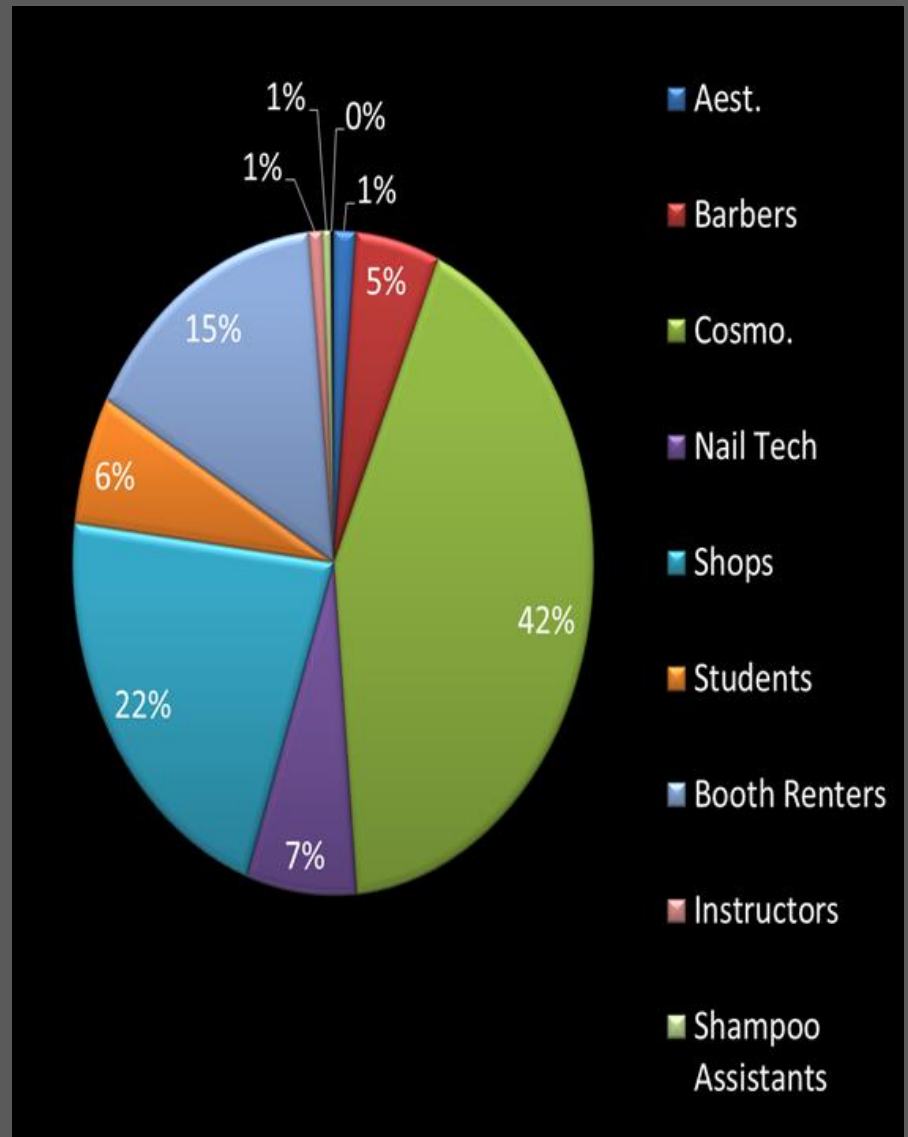
CITATION REFERENCE	DESCRIPTION	VIOLATIONS ISSUED
2.2	Working on an expired license.	43
2.64	Failing to renew booth rental certificate.	40
2.1	Failing to post license.	21
2.31	Failing to use a neck strip or towel.	20
2.46	Failing to keep storage drawers/cabinets clean.	20
2.40	Failing to discard disposable items after use.	8
2.6	Performing services while working in an unlicensed shop.	8
2.12	Allowing an unlicensed worker.	7
2.41	Failing to cleanse and disinfect electrical or mechanical blades.	7
2.36	Failing to immediately deposit all non-chemical waste and refuse in covered containers.	6

## TOTAL NUMBER OF LICENSES ISSUED

LICENSE TYPE	NUMBER OF LICENSEES
Aestheticians	197
Barbers	751
Cosmetologists	6,051
Nail Technicians	982
Shops/Salons	3,094
Students	903
Booth Renters	2,200*
Instructors	127
Shampoo Assistants	73
CEU Providers	23
<b>TOTAL</b>	<b>14,401</b>

\*Estimate

## TOTAL LICENSEE DATA





# 2013 FINANCIALS

## FINANCIALS

Revenue- **\$570,656.28**

Expenses- **\$540,704.32**

2012 Profit- **\$29,951.96**

2012 Carryover- **\$103,266.40**

### 2012 Carryover

**\$103,266.40**

### 2012- 1<sup>ST</sup> QUARTER

Month	Receipts	Disbursements
July 2012	\$61,346.27	\$32,961.85
August 2012	\$28,365.20	\$74,748.51
September 2012	\$21,814.10	\$41,831.94

### 2012- 2<sup>nd</sup> QUARTER

Month	Receipts	Disbursements
October 2012	\$21,489.30	\$36,484.33
November 2012	\$28,965.68	\$42,457.01
December 2012	\$117,553.00	\$45,820.47

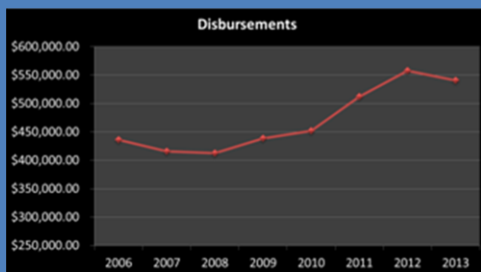
### 2013-3<sup>rd</sup> QUARTER

Month	Receipts	Disbursements
January 2013	\$118,724.30	\$49,152.97
February 2013	\$46,172.15	\$38,854.98
March 2013	\$27,774.30	\$39,245.50

### 2013- 4<sup>th</sup> QUARTER

Month	Receipts	Disbursements
April 2013	\$22,974.30	\$46,697.24
May 2013	\$18,818.55	\$44,089.01
June 2013	\$56,659.13	\$48,460.51

## ACCOUNT TRENDS



## SEVEN YEAR REVIEW RECEIPTS AND DISBURSEMENTS

Fiscal Year	Receipts	Disbursements	Account Balance
2006	\$407,304.01	\$435,909.44	\$60,909.44
2007	\$418,307.32	\$415,950.54	\$66,629.78
2008	\$412,220.10	\$412,672.22	\$66,177.66
2009	\$520,381.36	\$438,552.18	\$129,965.58
2010	\$481,793.20	\$451,787.36	\$136,183.14
2011	\$562,147.26	\$512,006.77	\$186,494.21
2012	\$562,051.52	\$557,976.40	\$132,038.03
2013	\$570,656.28	\$540,740.32	\$103,266.40