



# 2015 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  
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Dunbar, WV 25064  
Tel: 304.558.2924 Fax: 304.558.3450  
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Governor Earl Ray Tomblin  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305

October 1<sup>st</sup>, 2015

Dear Honorable Governor Tomblin:

The West Virginia State Board of Barbers and Cosmetologists presents the 2015 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,

Amanda D. Smith  
Executive Director

# ORGANIZATIONAL CHART

## BOARD MEMBERS

Michael Belcher  
Charleston, WV

Justina Gabbert  
Martinsburg, WV

Sarah Hamrick  
Hurricane, WV

Susan Poveromo  
South Charleston, WV

Rick Stache  
Morgantown, WV

Sean Stevens  
Beckley, WV

Khuong Nguyen  
Charles Town, WV

## BOARD OFFICE

Amanda D. Smith  
Executive Director

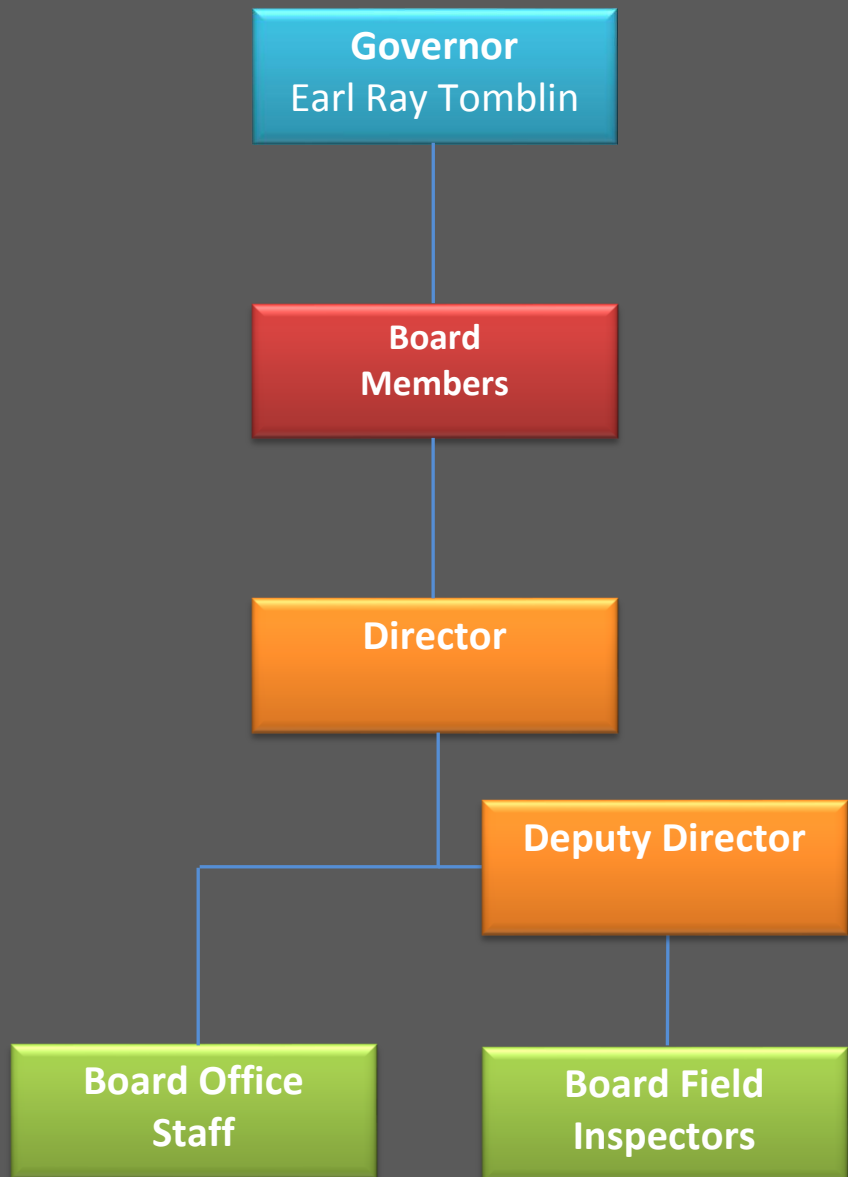
David Scarpelli  
Deputy Director

Charlie Persinger  
Investigator/Researcher

Danielle Cordle  
Customer Services Rep.

## FIELD INSPECTORS

Jason Graves  
Stacie Harper  
Chassidy Kinser  
Kenyon Warner



# CODE, RULES AND REGULATIONS

West Virginia Code Chapter 30, Article 27

## 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 (no longer used due to Code changes in 2014).

**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.

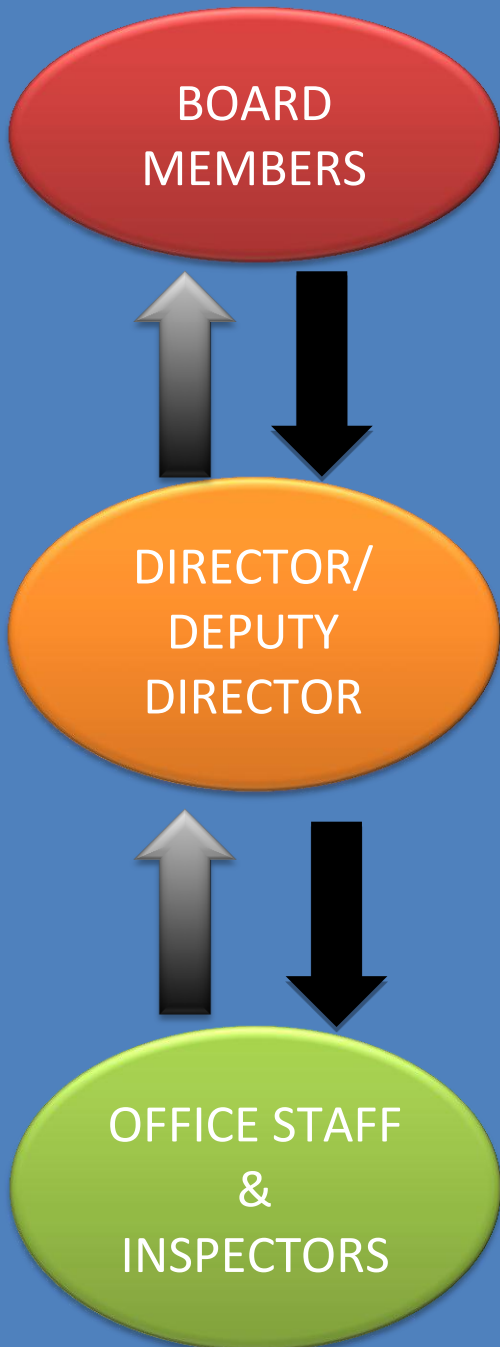
**Series 9**-Complaint Procedures.

**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, and shops.
- 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, and salons 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.

## 2015 PERFORMANCE MEASURES

*These performance measures below were goals and objectives as indicated in the 2014 Annual Report. The yellow text below indicates the result of the goal/objective.*

- Continue to digitally scan individual licensee records from 2005-2007. (Scanned in all applications from 2005-2007).
- Resolve 90% of complaint findings within nine months. (Resolved 96% of complaints within nine months).
- Maintain the average turnaround time of five days for 90% of the applications received. (Completed 100% of applications within five days).
- Inspect a minimum of 90% of licensed facilities twice per year. (Inspected 92% of licensed facilities twice per year).

## PAST PERFORMANCE MEASURES

### 2013 ACCOMPLISHMENTS

- ✓ 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.
- ✓ Completed online inspection reviews with photographs in August 2012.
- ✓ Established attachments to licensee applications and other licensee files in November 2012.
- ✓ Implemented 100% paperless inspection process in August 2012.

### 2014 ACCOMPLISHMENTS

- ✓ Digitally scanned individual licensee records from 2009-2010.
- ✓ Improved software database by establishing third-party access and creation rights for Student Registration Applicants and Work Permits. This has been created and test schools are being used to ensure effectiveness before enrolling all schools.
- ✓ Monitor new programs for effective implementation and review successes.

## 2016 PERFORMANCE MEASURES

- ✓ Digitally scan individual licensee records from 2002 to year 2004.
- ✓ Implement third-party access and creation rights for Student Registration Applicants and Work Permits for all schools.
- ✓ Resolve 90% of complaint findings within nine months.
- ✓ Maintain the average turnaround time of five days for 90% of the applications received.
- ✓ Inspect a minimum of 90% of licensed facilities twice per year.

# SCHOOLS

## SCHOOL EXAMINATION RESULTS HISTORY

Examination results are from July 2014 to June 2015. 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	Mercer County	92%
2	Huntington	84.48%
3	Artisan	81.82%
4	Wyoming	78.95%
5	Carver	77.55%
6	Morgantown	77.14%
7	Charleston	76.47%
8	Clarksburg	74.47%
9	Laurel	73.08%
10	New River	71.43%
11	Scott College	67.65%
12	International	64.52%
13	Art & Science	54.55%
14	Southern	53.49%
15	Cutting Edge	50.00%
16	Academy of Careers & Technology	Opened in 2014 No data
17	Lakin School of Cosmetology	Opened in 2014 No data
18	Buena Vista Beauty School	Located in Alderson Prison

Academy of Careers and Technology  
Beckley, WV

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

Lakin School of Cosmetology  
West Columbia, 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

# AESTHETICS LICENSEE DATA

The chart below indicates the number of aestheticians by county.

## AESTHETICIANS

**346** LICENSED

**272** IN-STATE LICENSEES

**74** OUT-OF-STATE LICENSEES

County	Aestheticians	County	Aestheticians
Barbour	1	Mineral	-
Berkeley	32	Mingo	2
Boone	1	Monongalia	35
Braxton	1	Monroe	2
Brooke	-	Morgan	6
Cabell	16	Nicholas	4
Calhoun	-	Ohio	4
Clay	-	Pendleton	-
Doddridge	1	Pleasants	1
Fayette	3	Pocahontas	-
Gilmer	-	Preston	2
Grant	-	Putnam	13
Greenbrier	8	Raleigh	12
Hampshire	1	Randolph	4
Hancock	1	Ritchie	-
Hardy	-	Roane	2
Harrison	13	Summers	1
Jackson	5	Taylor	2
Jefferson	15	Tucker	-
Kanawha	59	Tyler	2
Lewis	2	Upshur	-
Lincoln	2	Wayne	2
Logan	4	Webster	-
Marion	4	Wetzel	1
Marshall	1	Wirt	-
Mason	-	Wood	9
McDowell	-	Wyoming	-
Mercer	-		



# BARBERING LICENSEE DATA

The chart below indicates the number of barbers by county.

## BARBERS

834- LICENSED

765- IN-STATE LICENSEES

69- OUT-OF-STATE LICENSEES

County	Barbers	County	Barbers
Barbour	4	Mineral	7
Berkeley	27	Mingo	16
Boone	7	Monongalia	16
Braxton	6	Monroe	4
Brooke	12	Morgan	8
Cabell	47	Nicholas	13
Calhoun	1	Ohio	29
Clay	2	Pendleton	1
Doddridge	-	Pleasants	1
Fayette	18	Pocahontas	6
Gilmer	1	Preston	6
Grant	5	Putnam	36
Greenbrier	14	Raleigh	32
Hampshire	6	Randolph	10
Hancock	25	Ritchie	2
Hardy	5	Roane	6
Harrison	27	Summers	3
Jackson	13	Taylor	1
Jefferson	14	Tucker	-
Kanawha	162	Tyler	6
Lewis	3	Upshur	3
Lincoln	6	Wayne	11
Logan	22	Webster	5
Marion	22	Wetzel	9
Marshall	11	Wirt	1
Mason	9	Wood	36
McDowell	4	Wyoming	8
Mercer	16		

## COSMETOLOGISTS

**7,875**- LICENSED

**7,070**- IN-STATE LICENSEES

**805**- OUT-OF-STATE LICENSEES

## COSMETOLOGY LICENSEE DATA

The chart below indicates the number of cosmetologists by county.

County	Cosmetologist	County	Cosmetologist
Barbour	83	Mineral	98
Berkeley	401	Mingo	130
Boone	90	Monongalia	370
Braxton	58	Monroe	60
Brooke	83	Morgan	57
Cabell	515	Nicholas	111
Calhoun	18	Ohio	201
Clay	34	Pendleton	21
Doddridge	16	Pleasants	17
Fayette	147	Pocahontas	18
Gilmer	12	Preston	129
Grant	52	Putnam	193
Greenbrier	165	Raleigh	264
Hampshire	62	Randolph	86
Hancock	82	Ritchie	40
Hardy	34	Roane	45
Harrison	340	Summers	60
Jackson	93	Taylor	56
Jefferson	165	Tucker	25
Kanawha	760	Tyler	32
Lewis	60	Upshur	84
Lincoln	70	Wayne	128
Logan	157	Webster	18
Marion	242	Wetzel	68
Marshall	127	Wirt	15
Mason	84	Wood	348
McDowell	50	Wyoming	129
Mercer	267		

# NAIL TECHNOLOGY LICENSEE DATA

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

## NAIL TECHNICIANS

**1,508**- LICENSED

**1,248**- IN-STATE LICENSEES

**260**- OUT-OF-STATE LICENSEES

County	Nail Techs	County	Nail Techs
Barbour	10	Mineral	1
Berkeley	99	Mingo	12
Boone	14	Monongalia	88
Braxton	5	Monroe	3
Brooke	10	Morgan	11
Cabell	124	Nicholas	13
Calhoun	3	Ohio	19
Clay	2	Pendleton	6
Doddridge	1	Pleasants	5
Fayette	11	Pocahontas	2
Gilmer	2	Preston	8
Grant	3	Putnam	47
Greenbrier	20	Raleigh	70
Hampshire	2	Randolph	18
Hancock	6	Ritchie	2
Hardy	3	Roane	11
Harrison	78	Summers	4
Jackson	14	Taylor	4
Jefferson	27	Tucker	1
Kanawha	174	Tyler	2
Lewis	7	Upshur	10
Lincoln	6	Wayne	20
Logan	41	Webster	4
Marion	30	Wetzel	3
Marshall	10	Wirt	1
Mason	8	Wood	74
McDowell	3	Wyoming	28
Mercer	68		

## HAIR STYLISTS

63- LICENSED

61- IN-STATE LICENSEES

2- OUT-OF-STATE LICENSEES

## HAIR STYLIST LICENSEE DATA

The chart below indicates the number of hair stylists by county.

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

## INSPECTION INFORMATION

**2,681**- NUMBER OF LICENSED  
SHOPS/SALONS

**4,916**- NUMBER OF INSPECTIONS  
PERFORMED

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

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

**530**- TOTAL NUMBER OF VIOLATION  
NOTICES ISSUED

## SHOPS AND SALONS LICENSEE DATA

The chart below indicates the number of shops & salons by county.

County	Shops/Salons	County	Shops/Salons
Barbour	17	Mineral	33
Berkeley	95	Mingo	62
Boone	42	Monongalia	135
Braxton	22	Monroe	16
Brooke	21	Morgan	22
Cabell	152	Nicholas	40
Calhoun	10	Ohio	78
Clay	11	Pendleton	13
Doddridge	4	Pleasants	7
Fayette	53	Pocahontas	16
Gilmer	7	Preston	54
Grant	28	Putnam	75
Greenbrier	78	Raleigh	121
Hampshire	26	Randolph	36
Hancock	48	Ritchie	19
Hardy	26	Roane	28
Harrison	123	Summers	13
Jackson	41	Taylor	18
Jefferson	47	Tucker	12
Kanawha	288	Tyler	12
Lewis	20	Upshur	34
Lincoln	23	Wayne	53
Logan	69	Webster	12
Marion	97	Wetzel	37
Marshall	48	Wirt	2
Mason	36	Wood	137
McDowell	20	Wyoming	46
Mercer	98		

# MOST FREQUENT SHOP VIOLATIONS

## COUNTIES WITH THE MOST SHOPS

COUNTY	SHOPS
Kanawha	288
Cabell	152
Wood	137
Monongalia	135
Harrison	123
Raleigh	121
Mercer	98
Berkeley	95
Greenbrier	78
Ohio	78

## TOP TEN SHOP VIOLATIONS

CITATION REFERENCE	DESCRIPTION	VIOLATIONS ISSUED
2.4	Operating a shop with an expired shop license.	115
2.43	Failing to keep storage drawers for clean tools and implements clean and to use such drawers only for clean tools and implements.	46
2.51	Failing to keep shampoo bowls and sinks clean.	31
2.69	Failing to use clean towel (terry or paper) on manicure table for each client.	27
2.33	Failing to ensure all articles which come in contact with a client are cleaned, disinfected, or disposed of.	21
2.39	Failing to keep disinfection solutions at adequate strength and free of debris.	21
2.41	Failing to cleanse and disinfect electrical or mechanical hair clipper blades after use on a client.	16
2.64	Failing to renew Booth Rental Certificate annually.	16
2.36	Failing to deposit all non-chemical waste and refuse in covered containers.	15
2.12	Allowing an unlicensed person to practice in a licensed shop.	15

## COUNTIES WITH THE MOST INDIVIDUAL LICENSEES

COUNTY	LICENSEES
Kanawha	1181
Cabell	716
Berkeley	565
Monongalia	521
Wood	478
Harrison	464
Raleigh	382
Mercer	358
Marion	302
Putnam	294

## MOST FREQUENT INDIVIDUAL VIOLATIONS

### TOP EIGHT INDIVIDUAL VIOLATIONS

CITATION REFERENCE	DESCRIPTION	VIOLATIONS ISSUED
2.2	Working on an expired license.	37
2.64	Failing to renew booth rental certificate.	23
2.12	Allowing an unlicensed worker.	4
2.40	Failing to discard disposable items after use.	3
2.39	Failing to keep disinfecting solutions at adequate strength and free of foreign materials.	2
2.6	Performing services while working in an unlicensed shop.	2
2.5	Failing to post license	2
2.9	Performing services which the practitioner and/or shop is not licensed.	2

## FINANCIALS

Revenue- **\$587,133.59**

Expenses- **\$563,589.78**

2015 Carryover- **\$23,543.81**

## 2015 FINANCIALS

### 2014- 1<sup>ST</sup> QUARTER

Month	Receipts	Disbursements
July 2014	\$57,525.98	\$38,494.79
August 2014	\$32,722.89	\$53,298.32
September 2014	\$25,182.71	\$72,569.48

### 2014- 2<sup>ND</sup> QUARTER

Month	Receipts	Disbursements
October 2014	\$22,193.65	\$39,850.46
November 2014	\$23,090.00	\$41,663.05
December 2014	\$125,908.25	\$43,974.61

### 2015-3<sup>RD</sup> QUARTER

Month	Receipts	Disbursements
January 2015	\$118,300.50	\$42,878.20
February 2015	\$41,470.34	\$40,794.63
March 2015	\$29,150.50	\$43,706.15

### 2015- 4<sup>TH</sup> QUARTER

Month	Receipts	Disbursements
April 2015	\$25,446.00	\$52,578.59
May 2015	\$25,060.00	\$52,198.11
June 2015	\$61,082.77	\$41,583.19



## TOTAL NUMBER OF LICENSES ISSUED

LICENSE TYPE	NUMBER OF LICENSEES
Aestheticians	346
Barbers	834
Cosmetologists	7,875
Hair Stylists	63
Nail Technicians	1,508
Shops/Salons	2,682
Students	2,822
Booth Renters	2,500*
Instructors	161
Shampoo Assistants	200
CEU Providers	15
<b>TOTAL</b>	<b>19,006</b>

\*Estimate

## 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
2014	\$593,050.48	\$540,224.09	\$156,092.79
2015	\$587,133.59	\$563,589.78	\$180,876.22