



# 2016 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.wvbbs.com](http://www.wvbbs.com)



West Virginia State Board of Barbers and Cosmetologists  
1201 Dunbar Avenue  
Dunbar, WV 25064  
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[www.wvbbc.org](http://www.wvbbc.org)

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

October 1<sup>st</sup>, 2016

Dear Honorable Governor Tomblin:

The West Virginia State Board of Barbers and Cosmetologists presents the 2016 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. Cunningham  
Executive Director

## **BOARD MEMBERS**

Michael Belcher  
Charleston, WV

Justina Gabbert  
Martinsburg, WV

Sarah Hamrick  
Hurricane, WV

Susan Poveromo  
South Charleston, WV

Melissa Delaney  
Parkersburg, WV

Sean Stevens  
Beckley, WV

Khuong Nguyen  
Charles Town, WV

## **BOARD OFFICE**

Amanda D. Cunningham  
Executive Director

Charlie Persinger  
Deputy Director

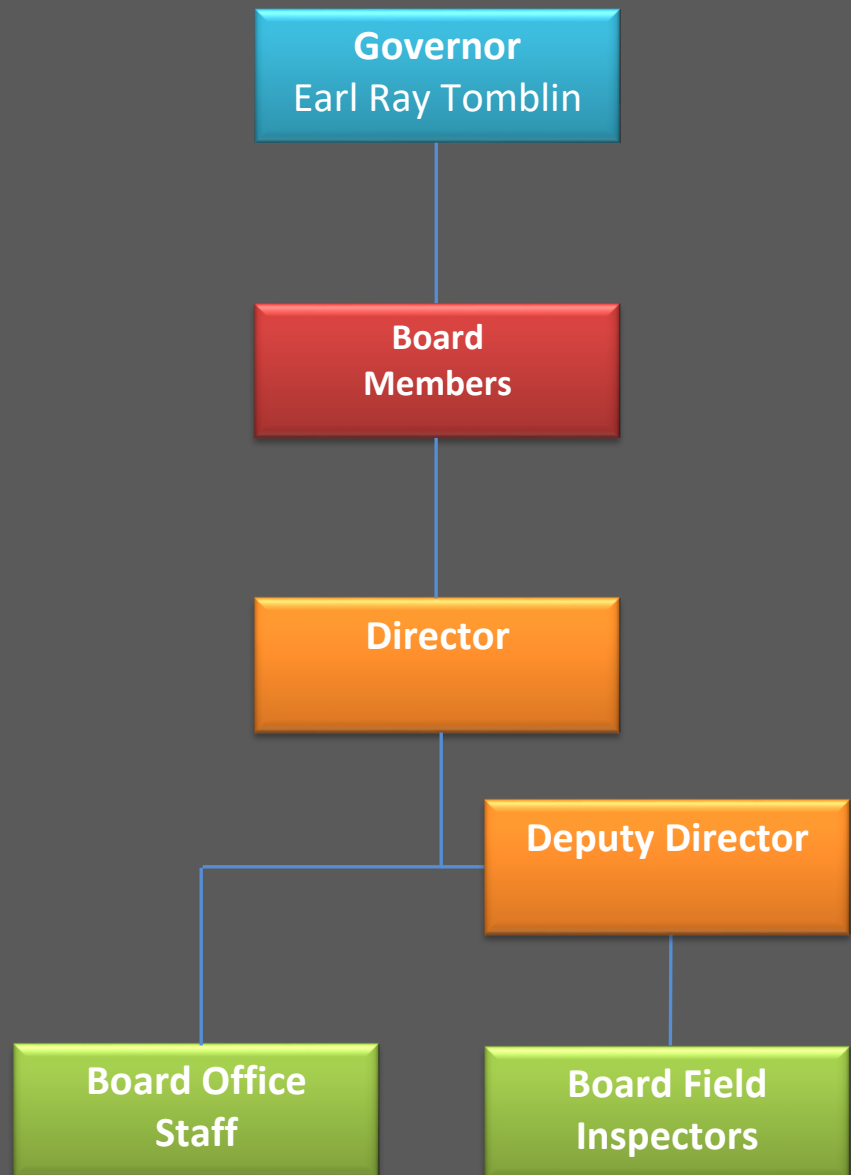
Danielle Wattie  
Administrative Assistant II

Crystal Severson  
Secretary

## **FIELD INSPECTORS**

Jason Graves – Lead Inspector  
Stacie Harper  
Chassidy Kinser  
Kenyon Warner

# ORGANIZATIONAL CHART



# CODE, RULES AND REGULATIONS

West Virginia Code Chapter 30, Article 27

## HOUR REQUIREMENTS

Profession	Hours
Barbering	1,200
Barbering with Chemical Serv.	1,500
Cosmetology	1,800
Nail Tech.	400
Aesthetics	600
Hair Styling	1,000
Barber Apprenticeship	2,400
Waxing Specialist	125
Shampoo Assistant	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.

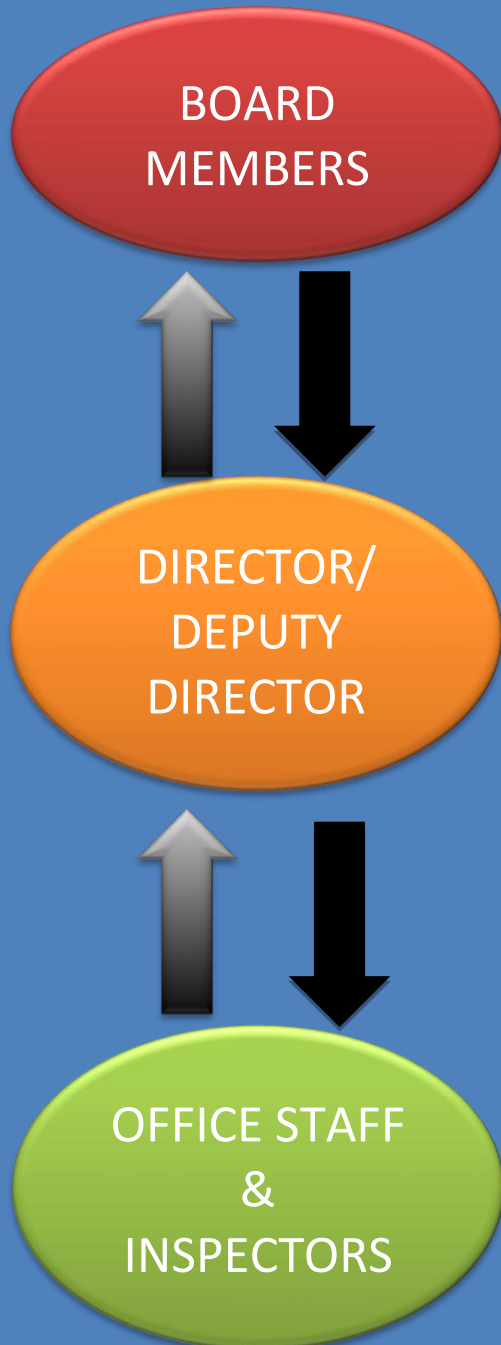
**Series 8**-Shampoo Assistant.

**Series 9**-Complaint Procedures.

**Series 11**-Continuing Education Series.

**Series 13**- Barber Apprenticeship.

## FLOW OF INFORMATION



## BOARD OPERATIONS

- 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.

## 2016 PERFORMANCE MEASURES

*These performance measures below were goals and objectives as indicated in the 2015 Annual Report. The yellow text below indicates the result of the goal/objective.*

- Digitally scan individual licensee records from 2002 to year 2004.  
Individual licenses were scanned from 2002 to year 2004.
- Implement third-party access and creation rights for Student Registration Applicants and Work Permits for all schools.  
Schools have access to upload and print Student Registrations and Work Permits.
- Resolve 90% of complaint findings within nine months.  
Resolved 90% of complaint findings in nine months.
- Maintain the average turnaround time of five days for 90% of the applications received.  
100% of application received had an average turnaround time of five days.
- Inspect a minimum of 90% of licensed facilities twice per year.  
95% of licensed facilities were inspected at least twice.

## PAST PERFORMANCE MEASURES

### 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.

### 2015 ACCOMPLISHMENTS

- ✓ Digitally scanned individual records from 2005-2007.
- ✓ Resolved 96% of complaint findings within nine months.
- ✓ Completed 100% of applications within five days.
- ✓ Inspected 92% of licensed facilities twice per year.

## 2017 PERFORMANCE MEASURES

- ✓ 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 2015 to June 2016. 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	Academy of Careers & Technology	100%
2	Buena Vista Beauty School	100%
3	Lakin School of Cosmetology	100%
4	Art & Science	98.33%
5	Mercer County	97.67%
6	Charleston	95.33%
7	Wyoming	94.00%
8	Cutting Edge	93.33%
9	Laurel	92.83%
10	Huntington	91.17%
11	Artisan	90.50%
12	Southern	89.75%
13	Carver	89.22%
14	Morgantown	87.67%
15	New River	84.00%
16	Clarksburg	83.33%
17	International	80.75%
18	Scott College	80.00%
19	Boone Career & Technical	Opened in 2015
20	Fred W. Eberle	Opened in 2015
21	United Technical	Opened in 2015

Academy of Careers & Technology  
Beckley, WV

Art and Science Institute of Cosmetology  
Whitehall, WV

Artisan School of Cosmetology  
Parkersburg, WV

Boone Career & Technical Center  
Foster, 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  
Petersburg, WV

Fred W. Eberle Technical Center  
Buckhannon, 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 & Technical College  
Lewisburg, WV

Scott College of Cosmetology  
Wheeling, WV

Southern Community & Technical College  
Logan, WV

United Technical Center  
Clarksburg, WV

Wyoming County Vocational School  
Pineville, WV

## AESTHETICIANS

**326** LICENSED

**242** IN-STATE LICENSEES

**84** OUT-OF-STATE LICENSEES

## AESTHETICS LICENSEE DATA

The chart below indicates the number of aestheticians by county.

County	Aestheticians	County	Aestheticians
Barbour	2	Mineral	-
Berkeley	34	Mingo	1
Boone	2	Monongalia	43
Braxton	1	Monroe	1
Brooke	-	Morgan	7
Cabell	20	Nicholas	4
Calhoun	-	Ohio	7
Clay	-	Pendleton	-
Doddridge	1	Pleasants	1
Fayette	4	Pocahontas	-
Gilmer	-	Preston	3
Grant	-	Putnam	16
Greenbrier	10	Raleigh	14
Hampshire	1	Randolph	4
Hancock	2	Ritchie	-
Hardy	-	Roane	3
Harrison	17	Summers	1
Jackson	5	Taylor	2
Jefferson	18	Tucker	-
Kanawha	65	Tyler	2
Lewis	4	Upshur	-
Lincoln	3	Wayne	2
Logan	8	Webster	-
Marion	4	Wetzel	1
Marshall	1	Wirt	-
Mason	-	Wood	12
McDowell	-	Wyoming	-
Mercer	1		



## BARBERS

**791-** LICENSED

**720-** IN-STATE LICENSEES

**71-** OUT-OF-STATE LICENSEES

## BARBERING LICENSEE DATA

The chart below indicates the number of barbers by county.

County	Barbers	County	Barbers
Barbour	4	Mineral	7
Berkeley	29	Mingo	18
Boone	8	Monongalia	15
Braxton	6	Monroe	4
Brooke	12	Morgan	8
Cabell	50	Nicholas	14
Calhoun	1	Ohio	28
Clay	2	Pendleton	1
Doddridge	-	Pleasants	1
Fayette	19	Pocahontas	6
Gilmer	1	Preston	7
Grant	5	Putnam	39
Greenbrier	14	Raleigh	34
Hampshire	5	Randolph	10
Hancock	24	Ritchie	2
Hardy	5	Roane	4
Harrison	25	Summers	3
Jackson	13	Taylor	1
Jefferson	14	Tucker	-
Kanawha	170	Tyler	6
Lewis	3	Upshur	3
Lincoln	6	Wayne	11
Logan	25	Webster	5
Marion	20	Wetzel	9
Marshall	11	Wirt	1
Mason	11	Wood	40
McDowell	4	Wyoming	9
Mercer	18		

## COSMETOLOGISTS

**7,309**- LICENSED

**6,442**- IN-STATE LICENSEES

**867**- OUT-OF-STATE LICENSEES

## COSMETOLOGY

### LICENSEE DATA

The chart below indicates the number of cosmetologists by county.

County	Cosmetologist	County	Cosmetologist
Barbour	86	Mineral	101
Berkeley	409	Mingo	137
Boone	90	Monongalia	392
Braxton	55	Monroe	60
Brooke	90	Morgan	58
Cabell	522	Nicholas	114
Calhoun	20	Ohio	208
Clay	33	Pendleton	23
Doddridge	16	Pleasants	16
Fayette	149	Pocahontas	19
Gilmer	12	Preston	140
Grant	58	Putnam	203
Greenbrier	175	Raleigh	292
Hampshire	61	Randolph	95
Hancock	82	Ritchie	41
Hardy	31	Roane	46
Harrison	360	Summers	56
Jackson	97	Taylor	57
Jefferson	173	Tucker	24
Kanawha	782	Tyler	33
Lewis	61	Upshur	86
Lincoln	76	Wayne	123
Logan	159	Webster	20
Marion	249	Wetzel	67
Marshall	132	Wirt	16
Mason	86	Wood	360
McDowell	49	Wyoming	133
Mercer	276		

## NAIL TECHNICIANS

**1,661** - LICENSED

**1,344** - IN-STATE LICENSEES

**317** - OUT-OF-STATE LICENSEES

## NAIL TECHNOLOGY LICENSEE DATA

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

County	Nail Techs	County	Nail Techs
Barbour	12	Mineral	1
Berkeley	109	Mingo	11
Boone	16	Monongalia	90
Braxton	5	Monroe	1
Brooke	10	Morgan	12
Cabell	130	Nicholas	14
Calhoun	5	Ohio	21
Clay	2	Pendleton	6
Doddridge	1	Pleasants	6
Fayette	13	Pocahontas	2
Gilmer	1	Preston	9
Grant	4	Putnam	51
Greenbrier	21	Raleigh	75
Hampshire	3	Randolph	21
Hancock	7	Ritchie	2
Hardy	3	Roane	13
Harrison	83	Summers	4
Jackson	17	Taylor	4
Jefferson	31	Tucker	1
Kanawha	187	Tyler	2
Lewis	10	Upshur	10
Lincoln	6	Wayne	20
Logan	43	Webster	4
Marion	30	Wetzel	4
Marshall	11	Wirt	1
Mason	10	Wood	87
McDowell	3	Wyoming	27
Mercer	72		

## HAIR STYLISTS

**111**- LICENSED

**106**- IN-STATE LICENSEES

**5**- 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	2	Mineral	5
Berkeley	6	Mingo	1
Boone	-	Monongalia	16
Braxton	-	Monroe	-
Brooke	-	Morgan	-
Cabell	9	Nicholas	-
Calhoun	-	Ohio	1
Clay	-	Pendleton	1
Doddridge	-	Pleasants	-
Fayette	1	Pocahontas	-
Gilmer	-	Preston	4
Grant	3	Putnam	3
Greenbrier	-	Raleigh	-
Hampshire	-	Randolph	4
Hancock	-	Ritchie	2
Hardy	3	Roane	1
Harrison	3	Summers	-
Jackson	-	Taylor	1
Jefferson	-	Tucker	1
Kanawha	1	Tyler	1
Lewis	1	Upshur	-
Lincoln	1	Wayne	4
Logan	12	Webster	-
Marion	2	Wetzel	-
Marshall	-	Wirt	-
Mason	4	Wood	7
McDowell	-	Wyoming	3
Mercer	3		

## INSPECTION INFORMATION

**5,230**- NUMBER OF LICENSED  
SHOPS/SALONS

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

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

**485**- 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	59	Mineral	56
Berkeley	186	Mingo	126
Boone	71	Monongalia	277
Braxton	43	Monroe	34
Brooke	41	Morgan	42
Cabell	294	Nicholas	77
Calhoun	20	Ohio	136
Clay	24	Pendleton	28
Doddridge	9	Pleasants	12
Fayette	109	Pocahontas	30
Gilmer	14	Preston	101
Grant	52	Putnam	156
Greenbrier	154	Raleigh	225
Hampshire	56	Randolph	75
Hancock	85	Ritchie	32
Hardy	52	Roane	45
Harrison	234	Summers	31
Jackson	76	Taylor	22
Jefferson	90	Tucker	26
Kanawha	551	Tyler	28
Lewis	40	Upshur	71
Lincoln	39	Wayne	107
Logan	131	Webster	23
Marion	191	Wetzel	72
Marshall	101	Wirt	7
Mason	77	Wood	256
McDowell	38	Wyoming	90
Mercer	208		

## COUNTIES WITH THE MOST SHOPS

COUNTY	SHOPS
Kanawha	551
Cabell	294
Monongalia	277
Wood	256
Harrison	234
Raleigh	225
Mercer	208
Marion	191
Berkeley	186
Putnam	156

## MOST FREQUENT SHOP VIOLATIONS

### TOP TEN SHOP VIOLATIONS

CITATION REFERENCE	DESCRIPTION	VIOLATIONS ISSUED
2.4	Operating a shop with an expired shop license.	113
2.33	Failing to ensure all articles which come in contact with a client are cleaned, disinfected, or disposed of.	33
2.43	Failing to keep storage drawers for clean tools and implements clean and to use such drawers only for clean tools and implements.	32
2.39	Failing to keep disinfection solutions at adequate strength and free of debris.	26
2.47	Failing to keep storage cabinets, work stations, vanities and the inside of microwave ovens or other such equipment clean.	23
2.64	Failing to renew Booth Rental Certificate annually.	22
2.51	Failing to keep shampoo bowls and sinks clean.	18
2.12	Allowing an unlicensed person to practice in a licensed shop.	18
2.55	Failing to keep a licensed facility's walls, floors, base boards, and ceiling clean and free of excessive spots, mildew, scuff marks, gathered dirt, mold, condensation or peeling paint.	17
2.69	Failing to use clean towel (terry or paper) on manicure table for each client.	15

## COUNTIES WITH THE MOST INDIVIDUAL LICENSEES

COUNTY	LICENSEES
Kanawha	1,755
Berkeley	946
Cabell	846
Harrison	740
Monongalia	715
Wood	573
Mercer	534
Raleigh	530
Putnam	387
Marion	387

## MOST FREQUENT INDIVIDUAL VIOLATIONS

### TOP EIGHT INDIVIDUAL VIOLATIONS

CITATION REFERENCE	DESCRIPTION	VIOLATIONS ISSUED
2.2	Working on an expired license.	51
2.64	Failing to renew booth rental certificate.	23
2.5	Failing to post license	3
2.12	Allowing an unlicensed worker.	1
2.40	Failing to discard disposable items after use.	1
2.1	Failing to post a shop license.	1
2.6	Performing services while working in an unlicensed shop.	1
2.9	Performing services which the practitioner and/or shop is not licensed.	1

## FINANCIALS

Revenue- **\$589,398.09**

Expenses- **\$596,556.30**

2016 Carryover- **\$-7,158.21**

## 2016 FINANCIALS

### 2015- 1<sup>ST</sup> QUARTER

Month	Receipts	Disbursements
July 2015	\$62,047.79	\$61,769.78
August 2015	\$30,902.25	\$56,890.66
September 2015	\$22,870.75	\$45,464.00

### 2015- 2<sup>nd</sup> QUARTER

Month	Receipts	Disbursements
October 2015	\$26,776.25	\$46,165.18
November 2015	\$28,343.38	\$42,733.83
December 2015	\$129,895.50	\$47,100.65

### 2016 3<sup>rd</sup> QUARTER

Month	Receipts	Disbursements
January 2016	\$112,137.25	\$62,468.75
February 2016	\$48,376.75	\$39,880.33
March 2016	\$28,325.00	\$42,175.08

### 2016- 4<sup>th</sup> QUARTER

Month	Receipts	Disbursements
April 2016	\$16,110.00	\$45,325.49
May 2016	\$22,365.00	\$54,075.87
June 2016	\$61,248.17	\$52,506.68



## TOTAL NUMBER OF LICENSES ISSUED

LICENSE TYPE	NUMBER OF LICENSEES
Aestheticians	530
Barbers	2,322
Cosmetologists	20,317
Hair Stylists	111
Nail Technicians	3,035
Shops/Salons	5,230
Students	6,619
Instructors	440
Shampoo Assistants	257
CEU Providers	10
TOTAL	38,871

\*Estimate: does not include Booth Rental Certificates

## 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
2016	\$589,398.09	\$596,556.30	\$173,718.01