



SOUTHERN
WV COMMUNITY & TECHNICAL COLLEGE

STUDENT HANDBOOK

FOR STUDENTS IN THE FOLLOWING COURSE/SEMESTER/YEAR:
2022-2024
2023-2025

Contents of this handbook replace and supersede any other handbook the student has been given. Students reapplying to the program or repeating a course will adhere to the most current student handbook for that course and year.

The Associate Degree Cosmetology Faculty and Southern West Virginia Community and Technical College reserve the right to change, delete, supplement, or otherwise amend at any time the information, rules, and policies contained herein without prior notice. Students will be notified in writing of such changes in a timely manner.

Implemented: 2023

**WELCOME FROM THE DIRECTOR OF SALON
MANAGEMENT/COSMETOLOGY**

On behalf of the faculty and staff, I welcome you to the Salon Management/Cosmetology Program at Southern WV Community & Technical College. We are pleased that you have chosen to major in this field. The salon management faculty and I are committed to preparing you for the journey ahead.

As a student in the cosmetology field, you will have opportunities to learn the many paths that will make up your cosmetology degree. These are broken into three areas of study: nail technician, esthetician, and hairstylist. As a student of the salon management program, you will gain hands-on training through participation in clinical that will start with mannequins, then progress to working on other students, which will be completed by providing services to the general public. Your instructors and I are committed to educating students prepared to practice cosmetology upon graduation, which will meet the WV State Board and Southern requirements. One of the benefits that will set you apart from many other cosmetologists is the associate degree in applied science that Southern has to offer. This degree will show you how to own and operate a business, whether your own or someone else's.

SM courses will be instructed by a licensed WV cosmetology instructor who holds the required state licenses from the WV State Board of Barbers and Cosmetologists. In addition to your classroom learning, you will complete some courses through online instructions. The Salon Management Department and the college have assembled numerous resources to help you gain the most from your time here. We encourage you to use these resources to make this journey as rewarding as possible.

Students who complete the entire general education classes and the SM curriculum will obtain their Salon Management/Cosmetology diploma and graduate with an Associate Degree in Applied Science.

Please know that the faculty and I are available to assist. We have prepared this handbook to ensure that you gain a clear understanding of policies and expectations as a student in this program at Southern, so it is essential that you know and understand its contents.

I have office hours posted on the door of my office, so feel free to schedule an appointment with me if you have any questions or concerns you need to discuss.

Once again, I welcome you to the Salon Management Program and wish you a successful and exciting experience at Southern.

Sherry Ramey
Instructional Specialist and Director of Cosmetology and Salon Management

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Affirmative Action

Southern West Virginia Community and Technical College is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provisions of its education and employment programs and services.

It is the policy of Southern West Virginia Community and Technical College to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, ethnicity, sex, color, gender, religion, age, sexual or gender orientation, disability, marital status, veteran's status, or national origin.

This nondiscrimination policy also applies to all educational programs, to admission, to employment, and to other related activities covered under Title IX, which prohibits sex discrimination in higher education.

Southern West Virginia Community and Technical College also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, ethnicity, sex, color, gender, religion, age, sexual or gender orientation, disability, marital status, veteran status, or national origin. Inquiries regarding compliance with any state or federal nondiscrimination law may be addressed to:

<p><u>Title IX Coordinator</u> Darrell Taylor Chief Student Services Officer P.O. Box 2900 Mount Gay, WV 25637 Phone: 304-896-7432 Fax: 304-792-7096 TTY: 304-792-7054 Email: darrell.taylor@southernwv.edu</p>	<p><u>Affirmative Action Officer</u> Debbie Dingess Director of Human Resources Mount Gay, WV 25637 Phone: 304- 896-7408 Fax: 304-792-7096 TTY: 304-792-7054 Email: debbie.dingess@southernwv.edu</p>
<p><u>Section 504 ADA Coordinator</u> Ms. Dianna Toler Director of Student Success P.O. Box 2900 Mount Gay, WV 25637 Phone: 304-896-7315 Fax: 304-792-7096 TTY: 304-792-7054 Email: dianna.toler@southernwv.edu</p>	

Program Approval

The West Virginia Board of Barbers and Cosmetologists approves the cosmetology program at Southern West Virginia Community and Technical College.

West Virginia Board of Barbers and Cosmetologists

101 Dunbar Drive

Dunbar, West Virginia 25064

(304) 558-2924

[West Virginia Board of Barbers and Cosmetologists \(wvbbc.com\)](http://wvbbc.com)

Department of Cosmetology Faculty Contact Information

Name	Title	Phone	Office Number	Email
Sherry Ramey	Instructional Specialist/Director of Cosmetology and Salon Management	(304) 896-7613	C-128	Sherry.ramey@southernwv.edu
Kelly Warren	Instructional Specialist/Cosmetology and Salon Management	(304) 866-7430	C-106	Kelly.warren@southernwv.edu

Salon Management Mission, Program Goals, and Program Outcomes

Mission Statement:

Our mission is to provide our students with an affordable, high-quality education based upon relevant cosmetology and practical business principles.

Program Goal:

Our goal is to prepare our students for professional licensing, business ownership, and fulfilling careers in cosmetology and related disciplines in the hair, skin, and nail care industry.

Program Outcomes:

1. Apply principles of management and marketing to the field of salon management.
2. Perform basic manipulative skills required in the field of salon management.
3. Practice salon technology skills and proper safety and sanitation procedures.
4. Display professional communication skills, verbal, written, and technical.
5. Integrate the West Virginia State Laws pertaining to the field of cosmetology.
6. Exhibit professional habits which are desirable when working with other professionals and the public.

Admission Criteria

Applicants requesting admission to the Southern WV Community and Technical College Cosmetology/Salon Management Program must first meet the general admission requirements.

Applicants must successfully complete all institution and program admission requirements before the application deadline. Meeting all qualifications on the application does not guarantee admission to the Program.

Anyone currently undergoing a drug treatment program with Methadone, Suboxone, or any drug of this type will not be able to meet Program requirements.

Additionally, applicants must be able to engage in educational and training activities that do not endanger themselves or others.

General Requirements

Applicant must be eligible to enter college-level English and Math.

Applicant must have a minimum cumulative GPA of 2.0 in all previous college-level courses. The high school GPA or equivalent will be considered if no college courses have been taken.

Applicant must attach transcripts from all colleges/universities attended.

Applicant who has not taken college level courses must attach high school or equivalent transcripts.

Applicant must have English Language proficiency.

Technical Standards

The curricula leading to a degree in Cosmetology/Salon Management from Southern requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential skills and functions. Unique combinations of cognitive, affective, psychomotor, physical and social abilities are required to perform these functions satisfactorily. In addition to being essential to the successful completion of the requirements of a degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other providers.

The following technical standards describe the non-academic qualifications required in addition to academic qualifications that the college considers essential for entrance to, continuation in, and graduation from its Cosmetology/Salon Management degree program. Candidates for this degree must be able to meet these minimum standards with or without reasonable accommodation for successful completion of degree requirements.

Standards

Visual, Auditory, and Tactile Abilities

Sufficient abilities to allow him/her to gather data from written reference materials, oral presentations, demonstrations and observations of a patient and his/her environment.

Sufficient ability to perform health assessments and interventions; observe diagnostic specimens; and obtain information from digital, analog and waveform representations of physiologic phenomena to determine a client's condition.

Communication Abilities

Ability to communicate with accuracy, clarity and efficiency with clients, their families and other members of the team (including spoken and non- verbal communications, such as interpretation of facial expressions, affect, and body language). Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy.

Motor Abilities

Sufficient motor function to execute movements required to provide general care and treatment of clients in salon management settings.

Required motor functions include gross and fine motor skills, physical endurance, physical strength and mobility to carry out skills.

Behavioral, Interpersonal, and Emotional Abilities

Ability to relate to colleagues, staff and clients with honesty, integrity and non-discrimination.

Capacity for the development of a mature, sensitive and effective therapeutic relationship with clients.

Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.

Capacity to demonstrate ethical behavior, including adherence to the professional student honor codes.

Cognitive, Conceptual, and Quantitative Abilities

Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis.

Ability to gather data, develop a plan of action, establish priorities, and monitor treatment plans and modalities.

Ability to comprehend three-dimensional and spatial relationships.

*Adapted from the Technical Standards for Admission, Progression, and Graduation from The University of North Carolina at Chapel Hill with permission.

**Southern West Virginia Community and Technology College
Salon Management/Cosmetology
Credit Hour/Clock Hours**

First Semester

Index Number	Course Name	Credit hours	Lecture or Practical	Total Lecture Hours (credit hours X 15)	Total Practical Hours (credit hours x 8)	Total Clock Hours for Program
BU 100	Introduction to Business	3	Lecture	45	None	45
SM 100	Concepts of Professional Cosmetology	3	Lecture	45	None	45
SM 101	Health Sciences for Professional Cosmetology	2	Lecture	30	None	30
SM 102	Art and Science of Nail Technology	2	Lecture	30	None	30
SM 105	Nail Technology Clinical Practicum	2	Practical	None	16/week multiplied by 15= 240	240
SM 106	General Science for Professional Cosmetology	3	Lecture	45	None	45

Total: 435

Second Semester

Index Number	Course Name	Credit hours	Lecture or Practical	Total Lecture Hours (credit hours X 15)	Total Practical Hours (Credit hours x 8)	Total Clock Hours for Program
BU 115	Business Mathematical Applications	3	Lecture	45	None	45
EN 101	English Composition I	3	Lecture	45	None	45
SM 108	Art and Science of Aesthetics	2	Lecture	30	None	30
SM 109	Health Sciences for Aesthetics	1	Lecture	15	None	15
SM 110	Aesthetics Clinical practicum	3	Practical	None	3x8- =24x15= 360	360
SP 103	Speech Fundamentals	3	Lecture	45	None	45

Total: 540.

Third Semester

Index Number	Course Name	Credit hours	Lecture or Practical	Total Lecture Hours (credit hoursX15)	Total Practical Hours (Credit hours x 8)	Total Clock Hours for Program
BU 205	Communications in Business	3	Lecture	45	None	45
SM 202	Art and Science of Hair Styling I	4	Lecture	60	None	60
SM 204	Health Sciences for hair Stylists	2	Lecture	30	None	30
SM 205	Hair Styling Clinical Practicum	3	Practical	None	3 x 8=24 x 15=360	360
SO 200	Introduction to	3	Lecture	45	None	45

	Sociology					
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Total: 540

Fourth Semester

Index Number	Course Name	Credit hours	Lecture or Practical	Total Lecture Hours (credit hours X 15)	Total Practical Hours (Credit hours x 8)	Total Clock Hours for Program
MG 264	Supervision	3	Lecture	45	None	45
MK 272	Retailing	3	Lecture	45	None	45
SM 208	Art and Science of Hair Styling II	4	Lecture	60	None	60
SM 210	Hair Styling Clinical Practicum II	3	Practical	None	3x8=24x15=360	360
SM 212	Role Transitions to Professional Cosmetology	2	Lecture	30	None	30

Total: 540

Overall Totals:

Semester	Total Clock Hours for Program
First	435
Second	540
Third	540
Fourth	540

Total: 2, 055.

Course Descriptions

SM 100 - Concepts of Professional Cosmetology

3 Credit Hours

Lecture Hrs. 3

This course will begin with a review of general anatomy and physiology as it relates to hair

styling, as well as the fundamental properties of the hair and scalp. Within this course the students will learn infection control practices specifically for cosmetology.

Offered As Scheduled

Grading Basis Normal Grading Mode

SM 101 - Health Sciences for Professional Cosmetology

2 Credit Hours

Lecture Hrs. 2

An overview of general infection control and sanitation specific to cosmetology will be presented. Upon completion of the course, the student will have an in-depth understanding of the following areas related to the nail: structure, growth, diseases, and disorders. Students will take this course within the first 100 clock hours of the program.

Offered As Scheduled

Grading Basis Normal Grading Mode

SM 102 - Art and Science of Nail Technology

2 Credit Hours

Lecture Hrs. 2

The student will gain knowledge in infection control practices specifically for nail technicians, nail product chemistry, as well as the structure and growth of the skin and nails. Students will become proficient in the pre and post-service procedures, handling, and exposure incidents, hand, arm, foot, and leg massage, and disinfection techniques.

Offered As Scheduled

Grading Basis Normal Grading Mode

SM 105 - Nail Technology Clinical Practicum

2 Credit Hours

Lecture Hrs. 2

Students will apply theoretical knowledge learned in the classroom. The student will progress from basic manicures and pedicures to advanced services which includes electric filing, nail tips and wraps, monomer liquids and polymer powder enhancements, and UV gels. In the laboratory and clinical practicum, the students will perfect the art and creative design of nail technology.

Offered As Scheduled

Grading Basis Normal Grading Mode

SM 106 - General Sciences for Professional Cosmetology

3 Credit Hours

Lecture Hrs. 3

In this theory course the student will learn the following general scientific concepts as they relate to the profession of cosmetology: principle and practices of infection control; general anatomy

and physiology; basics of chemistry; basics of electricity; basics of nutrition' physiology and histology of the skin; disorders and diseases of the skin; skin analysis; and skin care products which includes chemical compounds, ingredients, and selection.

Offered As Scheduled

Grading Basis Normal Grading Mode

SM 108 - Art and Science of Aesthetics

2 Credit Hours

Lecture Hrs. 2

This theory course will focus on introductory topics in aesthetics which includes: history, anatomy and physiology related to the skin, treatments, facial massage, hair removal, make-up application and composition, equipment, and business opportunities.

Offered As Scheduled

Grading Basis Normal Grading Mode

SM 109 - Health Sciences for Aesthetics

1 Credit Hours

Lecture Hrs. 1

An overview of skin sciences, which includes physiology and histology of the skin, diseases and disorders, skin analysis, and potential skin reactions to products which may be applied, will be presented. Students will learn infection control specifically for aestheticians and the basics of nutrition as it relates to the skin.

Offered As Scheduled

Grading Basis Normal Grading Mode

SM 110 - Aesthetics Clinical Practicum

3 Credit Hours

Lecture Hrs. 3

Students will apply theoretical knowledge learned in the classroom. In the clinical setting students will perfect their skills related to aesthetics. Students will perform skin treatment, facials and facial massages, application of make-up, and hair removal.

Offered As Scheduled

Grading Basis Normal Grading Mode

SM 202 - Art and Science of Hair Styling I

4 Credit Hours

Lecture Hrs. 4

In this theory course, students will learn the principles of hair design, shampooing and conditioning, haircutting, hairstyles, braiding, wigs, chemical texture, and hair coloring techniques.

Offered As Scheduled

Grading Basis Normal Grading Mode

SM 204 - Health Sciences for Hair Stylists

2 Credit Hours

Lecture Hrs. 2

This course will begin with a review of general anatomy and physiology as it relates to hair styling, as well as the fundamental properties of the hair and scalp. Within this course the students will learn infection control practices specifically for cosmetology.

Offered As Scheduled

Grading Basis Normal Grading Mode

SM 205 - Hair Styling Clinical Practicum I

3 Credit Hours

Lecture Hrs. 3

Students will apply the principles learned in the theory course in the clinical laboratory setting as it relates to hair styling.

Offered As Scheduled

Grading Basis Normal Grading Mode

SM 208 - Art and Science of Hair Styling II

4 Credit Hours

Lecture Hrs. 4

This theory course is a continuation of SM 202. Students will learn creative designs in hair and hair styling.

Offered As Scheduled

Grading Basis Normal Grading Mode

SM 210 - Hair Styling Clinical Practicum II

3 Credit Hours

Lecture Hrs. 3

In this clinical/laboratory course, students will perfect the art of hair styling. This course is a continuation of SM 205.

Offered As Scheduled

Grading Basis Normal Grading Mode

SM 212 - Role Transitions to Professional Cosmetology

2 Credit Hours

Lecture Hrs. 2

This capstone course is required of all students who will be graduating as Hair Stylists and Professional Cosmetologists. The student will learn the roles of the profession, as well as the laws of the West Virginia Board of Examiners for Barbers and Cosmetologists as it relates to the licensed hair stylists and professional cosmetologists.

Offered As Scheduled

Grading Basis Normal Grading Mode

Grading Scale

Students enrolled in Southern's Cosmetology/ Salon Management Programs must earn at least 70% of the total points for each cosmetology course to pass the course. Failure to achieve a **70%** or greater will result in the student's inability to progress to the next level in the program.

The Program's grading scale is as follows:

Grade	Scale
A	90-100
B	80-89.99
C	70-79.99
D	60-69.99
F	<60

Cost of Program Estimate

All amounts are estimates only.	Total	Cost Incurred
CPR Course*	\$50	Taken first semester
Uniforms*	\$200	Upon entering the program
Shoes*	\$50	Upon entering the program
Student Skill Kits	\$350	1 st , 2 nd , and 3 rd Semester
Graduation Fee	\$50	4 th Semester
WV Board of Barbers & Cosmetology Exam Fee	\$600	1 st , 2 nd , and 4 th Semester
Miscellaneous	\$300	Travel etc.
Physical exam*	\$100	Prior to entering the program
Total without tuition, fees, and books		\$1,700
Educational & General/Resident	\$176.00 per credit hour	\$2,640.00
Program Fee	\$10.00 per credit hour	\$600.00
Book Rental Fee	\$24.00 per credit hour	\$360.00
Resident Total Fees	\$210.00 per credit hour X 4 Semesters	\$14,400.00
	TOTAL	\$16,100.00

*All costs listed above, including the CPR class, Uniforms, Shoes, Physical Exam, etc., are the student's responsibility.

A random drug screen may be required without notice at any time during the program, and the cost after the 1st is the student's responsibility.

Departmental Policies/Procedures

- Grievance Procedure (Student)
- Advising Guidelines
- Name Change
- Change in Schedule of Classes
- Withdrawal from classes
- Refund Schedule
- Technology Availability for Students
- Library
- Communication Policy

Student Grievance Procedure

The Student Grievance Procedure shall provide equitable and orderly processes to resolve any differences or disputes between a student and a staff or faculty member about college policies or learning activities affecting the student. This may include but is not limited to grading, instructional procedures, class attendance policies, instructional quality, and other situations where the student believes they are being treated unfairly or arbitrarily. Refer to the college catalog college catalog or Student Handbook for an explanation of the procedure.

Advising Guidelines

Upon admission to the Cosmetology/Salon Management Program, the student will be assigned an advisor. Any student or advisor may request reassignment by contacting the Director of the Program.

Each advisor will provide academic advice concerned with registration, withdrawal, and academic standing and progression in the program.

Advisors will be available to students during posted office hours. Each adviser will also be available by appointment outside office hours should the student require it. Academic counselors are available to any student in the Student Services Unit on the Logan Campus. Assistance and information concerning substance abuse and its treatment may be obtained from the Counselor or Student Services personnel at each of the College's campuses. Mental Health Counselors are available for students at the local Mental Health Center (refer to the college catalog). The cost of this service is the student's responsibility.

Name Change

A change in name is to be reported promptly to the student's assigned Advisor, the Director of Cosmetology/Salon Management, and to Student Records.

Changes in the Schedule of Classes

Any changes in academic schedules for students must be cleared through the assigned advisor. Advice from anyone other than the assigned advisor may be in error and could cause problems relating to eligibility for the next semester's cosmetology course or graduation. Students should not drop or add any course or alter the course schedule without the expressed written approval of the assigned advisor.

Withdrawal from Classes

A student can withdraw from a class on or before the completion of 73% of the academic term, which is roughly eleven weeks. The specific date to withdraw is published in the academic calendar that is found on Southern's website <http://southernwv.edu> under the Programs tab. Students withdrawing during this period will receive a grade of "W". The student is responsible for knowing his or her last day to withdraw from classes. After the last day to withdraw, students will not be permitted to withdraw from the class and will receive the final grade they earn.

Refund Schedule

The current refund schedule for the academic year is posted on Southern's website at <http://www.southernwv.edu/tuition>. Exceptions to this policy resulting from extenuating circumstances must be approved by the Chief Finance Officer or their designee before a refund may be processed.

Technology Assistance for Students

Students can go to Southern's Main Web Page → Current Students → Technology Services, to request technical service and assistance 24 hours/7 days a week. The student may also sign up for Southern Alerts and view Tech tips at this location as well.

Library

The **Logan and Williamson campus Library hours are posted each academic term**. Full-service libraries are currently operated on the Logan and Williamson campuses. In Logan, the library is located near the Student Union and in Williamson on the first floor. The Boone/Lincoln and Wyoming/McDowell campuses offer electronic and interlibrary loan access to Southern's library services and public libraries or libraries at nearby colleges.

Periodically throughout the program, literature may be placed on closed reserve. Check for reserved materials at the circulation desks. For Southern students, the student ID card serves as a library card.

Communication Policy

Southern will utilize college-issued e-mail accounts to convey college-related, critical, and/or time sensitive information to faculty, staff, and students. In some instances, e-mail communication may be the only means by which information is conveyed.

Students may configure their campus e-mail account to forward College e-mail to a preferred e-mail address. All messages contained within the College's e-mail system are the property of the institution.

Policy SCP-7000 can be found on Southern's website at:

<https://www.southernwv.edu/administration/policies/#series-7000-technology>



Southern WV Community & Technical College
100 College Drive – Logan Campus
Logan, WV 25601

Impaired Student Policy

Program: Cosmetology

Section: Students

Approved by: Faculty

Reviewed: 08/01/23

Purpose

This policy outlines the goals and objectives of the Cosmetology Program at Southern West Virginia Community and Technical College’s drug and alcohol screening process. This policy provides guidance concerning the responsibilities of the Division of Allied Health and Nursing and the student.

Scope

This policy applies to all students enrolled in the cosmetology program, and all applicants selected for admission into the program.

Definitions

Alcohol means any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine, and distilled spirits.

Illegal drug means any drug which is not legally obtained; any drug which is legally obtainable but has not been obtained legally; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer.

Also, drugs being used to replace an addictive substance that is not monitored and tapered by an approved program will be considered a prescribed drug not being used for the intended purpose and, therefore, will be considered an illegal substance. Examples include cannabis substances (marijuana), heroin, methamphetamine, phencyclidine (PCP), Suboxone, designer drugs, and look-a-like drugs.

Legal drug means any prescribed medication or over-the-counter drug that has been legally obtained and is being used for the purpose for which it is prescribed or manufactured. This includes drugs to replace addictive substances that are being monitored and tapered by an approved program.

Under the influence means a condition in which a person is affected by a drug or by alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior nor to obvious impairment of physical or mental ability.

Rationale

The Cosmetology Program at Southern West Virginia and Community and Technical College has the right and obligation to maintain a safe, healthy, and efficient learning environment for all students and protect the clients for whom care is rendered and the organization's reputation. Being under the influence of drugs or alcohol poses serious safety and health risks to the user and to all those who encounter the user. The unlawful possession, use, or sale of illegal drugs, prescription drugs, over-the-counter drugs, and/or alcohol poses an unacceptable risk for unsafe client care.

Southern recognizes its obligations to its Clinical Agencies for providing care free of the influence of illegal drugs, prescription drugs, over-the-counter drugs, and/or alcohol and will endeavor through this policy to provide drug and alcohol-free services.

Prohibited Activities

The definition of impairment could be a person exhibiting problems with cognitive functioning and memory, altered motor skills, diminished alertness, difficulty making decisions, impaired judgment, and/or the ability to cope with stressful situations.

Discipline, Rehabilitation, and Student Assistance

Any student disclosing a drug abuse history, with or without treatment, will be referred to a facility and could be subject to program dismissal. Any student found to be impaired, evidenced by a positive alcohol or drug screen report without proper documentation or has not disclosed a medication, will be administratively withdrawn from all cosmetology courses and reported to the West Virginia Board of Barbers and Cosmetologists for impaired practice.

If he/she chooses, the student may enter a treatment regimen and comply with all restoration requirements. The student can reapply to the next available cohort after meeting all criteria for Southern West Virginia Community and Technical College Cosmetology Program.

Drug and Alcohol Testing

The Division of Allied Health and Nursing can and will administer scheduled and/or random alcohol or drug screens to its students within the cosmetology program.



Southern WV Community & Technical College
100 College Drive – Logan Campus
Logan, WV 25601

Cosmetology Student Code of Conduct

Program: Cosmetology

Section: Students

Approved by: Faculty

Date last reviewed/revised: 8/01/2023

The Cosmetology Program at Southern has a code of conduct for the learning environment (class, clinical, and other sites). Students are expected to respect the rights and welfare of all college community members and to exercise common sense, good taste, and applied reason in all learning situations.

Policy Statement

The instructor has responsibility for course content, grading practices, classroom procedures, and enforcing adherence to the code of conduct. Maintaining order preserves the integrity of the learning environment. If the instructor feels that the behavior of a student is disturbing, interferes with instruction, is offensive, or otherwise inappropriate, the student may be dismissed from the learning environment for that class period. Further action may be taken if indicated by the seriousness of the behavior, including, but not limited to, dismissal from the program.

Therefore, students are expected to adhere to the following guidelines:

- Do not hold conversations in class while the instructor or another person is speaking.
- Do not participate in distractive behavior such as, but not limited to, leaving the room after class has begun, making distractive noise, passing notes, etc.
- Arrive on time, attend regularly, and stay until the class is dismissed. Students are not permitted to enter class once in session unless the instructor consents.
- Be punctual in returning from breaks.
- Cell phones and other electronic devices are for educational purposes only. Only the instructor or the Director may give special permission for the appropriate use of electronic devices in the clinical/classroom setting. Inappropriate use of electronic devices is never acceptable.
- Students cannot photograph or record clients or their family members.
- Students **should not have** phones out in the clinical setting, only when doing conferences and with the instructor's permission.

- Children or family members may not attend class, clinical, or learning events.
- Sleeping/lack of attention in class or clinical is not permissible.
- Students are to conduct themselves in a professional manner while participating in the learning environments of class, clinical, and campus laboratory.
- Respect for the instructor and fellow students is always demonstrated through behavior, language, tone, and attitude. Be able to take constructive feedback.
- Offensive or inappropriate language, behavior, tone, or attitude will not be tolerated. Expect disciplinary action that could include, but is not limited to, dismissal from the classroom for that class period. Further action may be taken if indicated by the seriousness of the behavior, including, but not limited to, dismissal from the program.
- If a student is dismissed from any learning environment, the student should expect to sign a form detailing the misconduct, which will be placed in the student's permanent record.

Misconduct

Misconduct is defined as conduct derogatory to the profession of cosmetology. Students are expected to obey local, state, and federal statutes. The student must review the College Code of Conduct described in this student handbook. Misconduct includes (but is not limited to) the following behaviors:

- All forms of dishonesty, including, but not limited to, cheating, plagiarism, knowingly furnishing false information, forgery, alteration of documents, or misidentification with the intent to defraud.
- Providing false or incorrect information on the physical exam form.
- Knowingly falsifying an application.
- Knowingly providing false information regarding the completion of educational programs.
- Knowingly making or filing a false report.
- Failing to disclose felony or misdemeanor.
- Failure to disclose treatment for alcohol/substance abuse.
- Withholding information of any of the above criteria.
- Behavior that is disrespectful or disruptive in the classroom, clinical setting, or at any event.
- Inappropriate use of electronic devices.
- Participating in behavior that jeopardizes client safety or confidentiality.
- Failing to maintain client confidentiality.
- Failure to follow the ethical code of conduct or the cosmetology program code of conduct as outlined in this handbook.

Any behavioral misconduct that a preponderance of evidence can prove will be subject to disciplinary action, which may include, but is not limited to, suspension, probation, or dismissal from the Program and/or college.

Ethical Conduct

Confidentiality is of prime importance. Students revealing or discussing information about any client outside the clinical setting and/or in the presence of a person(s) other than their instructor will fail the course and/or be dismissed from the program. The student will not have the ability to reapply for admission to the program.

Students must abide by confidentiality requirements at all times.

Academic Dishonesty

Refer to Academic Integrity Policy.



Southern WV Community & Technical College
100 College Drive – Logan Campus
Logan, WV 25601

Professional Conduct Policy

Program: Cosmetology

Section: Students

Approved by: Faculty

Date adopted: 08/01/2023

Purpose: This policy aims to give students appropriate ways to communicate verbally and nonverbally in situations requiring professional conduct.

Policy Statement: There are many times cosmetologists encounter situations that require professional conduct. These situations can occur with peers, clients, or their families. Professional conduct includes accountability, confidentiality, integrity, positive attitude and behaviors, adaptability, and communication skills.

Component	Positive Action(s)	Negative Action(s)
Accountability	The student is accountable for their own actions, words, and choices. This means the student understands there are positive or negative consequences for their actions or lack of actions, words, and choices.	<ul style="list-style-type: none"> • The student blames others or makes excuses for their actions, words, and choices. • The student does not feel responsible and, therefore, should not face any consequences for their actions, words, and choices.
Confidentiality	The student maintains confidentiality in all situations where not sharing information is indicated.	<p>The student shares information that should not be shared. Examples can include but are not limited to:</p> <ul style="list-style-type: none"> • patient information, • conversations overheard, • information shared in confidence.

Integrity	The student is honest, sincere, and respectful in attitude and actions in all learning environments and with all educational technology.	The student is dishonest by lying or omitting the truth, insincere or disrespectful. Examples of being disrespectful include but are not limited to: <ul style="list-style-type: none"> • Talking while someone else is talking • Making fun of someone • Asking questions in a rude or challenging manner • Being argumentative • Rolling of the eyes • Facial expressions
Positive Attitude and Behaviors	The student displays a positive attitude in all learning environments. When the student is struggling or has a problem, the student will address the situation with the person involved first. If this does not resolve the issue, the student may move up the chain of command until a resolution is achieved.	<ul style="list-style-type: none"> • The student has a negative disposition meaning they talk negatively about learning environments, faculty, or other students. • When students have problems, they do not seek a resolution and continue complaining about the situation.
Adaptability	<ul style="list-style-type: none"> • The student is flexible in working individually or within a team and between learning environments. • Additionally, students will learn from mistakes and use constructive criticism as a way to improve performance. 	<ul style="list-style-type: none"> • The student is inflexible in their ability to work alone or with others. • Students complain about changes and consistently say “I can’t” or “I won’t” to solutions and rarely offer a viable solution. • The student becomes angry due to changes.

Communication	<p>The student communicates in a professional manner, which consists of:</p> <ul style="list-style-type: none"> • Speaking in a normal tone of voice, • Speaking without cursing, • Speaking calmly, • Being aware of nonverbal body language. Nonverbal body language includes, but is not limited to: <ul style="list-style-type: none"> ○ facial expressions ○ waving of arms, ○ jerking of the head, ○ placing hands on the hips, ○ being aware of a person’s personal space. 	<p>The student communicates in an unprofessional manner, which consists of:</p> <ul style="list-style-type: none"> • Yelling or screaming • Cursing and being vulgar • Being aggressive towards the person being communicated with. • Displaying unprofessional nonverbal body language: <ul style="list-style-type: none"> ○ Eye rolling or smirk ○ Waving of the arms or pointing in someone’s face ○ Jerking of the head ○ Placing a hand on the hips ○ Invading a person’s personal space.
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If Unprofessional Behavior Occurs

In the event the student displays unprofessional behavior, discipline will be progressive. The first offense will result in a conference with two faculty members and the student. The student may have a peer with them during the conference. During the conference, unprofessional behavior will be discussed, and an advisory form will be completed by faculty and signed by all parties.

A second occurrence will result in a second discussion with faculty, a second advisory form with signatures, and a meeting with the program director. The advisory form will also document the meeting with the program director.

A third event results in further disciplinary action to be determined by the program director.

Reference:

The Conference Board of Canada – Employability Skills 2000+, www.conferenceboard.ca/nbcc
Learning-Centered Teaching by Maryellen Weimer, 2002.



**Southern WV Community & Technical College -
100 College Drive – Logan Campus
Logan, WV 25601**

Program Progression Policy

(Progression, Re-Entry, Reapplication, Dismissal)

Program: Cosmetology

Section: Curriculum

Approved by: Faculty

Date adopted: 08/01/23

The following policy describes the student’s progression through the program at Southern West Virginia Community & Technical College. It includes factors that may impact their application, re-entry, and dismissal. This policy has been developed to facilitate the student’s understanding of progression through each semester and the need for re-entry, dismissal, failure, or reapplication to the program.

Definition:

Co-requisite – an academic course required to be taken in conjunction with another course.

Progression- successful completion of support and cosmetology courses as sequenced in the cosmetology curriculum.

Re-Entry- failure to successfully complete a course with the option of returning to that course a second time. The exception to re-entry to the program is any failure/withdrawal of the first semester courses.

Reapplication-process of applying to the program after failing first semester courses or failure/withdrawal from the program after 2 failed courses.

Policy Statement:

All courses in the cosmetology curriculum must be completed with a “70%” (C) or better. Supporting general education courses in the curriculum must be completed with a “C” or better by the semester indicated in the curriculum in order to progress to the next semester. Students must achieve a minimum grade of “70%” on cosmetology theory material and satisfactorily pass on the cosmetology laboratory/clinical portions of the courses. If a student fails one component of a cosmetology course (either didactic or laboratory/clinical), it will result in failure of the entire course. Furthermore, if a student withdraws from a course that has a co-requisite, the student must also withdraw from the co-requisite course for that

academic term. Competency exams may also be required in courses/levels in order to progress in the curriculum.

The program must be completed within three (3) years of admission. Failure to successfully complete the program within three (3) years will result in dismissal.

If the student is unsuccessful on the second attempt at completing the program, the student must wait for 2 years before reapplying to the program.

If a student fails the first semester in the program, the student must reapply for admittance to the cosmetology program and meet all qualifications for application. Reapplying to the program is considered a second application and must be completed within the next three years from the new admission date. The student will be allowed two (2) admissions only. If the student is unsuccessful on the second attempt at completing the program, the student must wait 2 years before reapplying to the program.

If a student fails the program's second, third, or fourth semester, the student may request to re-enter when the course is next offered. Their acceptance into the course is based on the availability of faculty and clinical sites. Students must complete the program within 3 years of admission. ***Refer to section Re-entry for Completion of the Program.***

Refer to pages 36- 37 of the College Catalog for the college-wide **Academic Standing**

Policy. Re-Entry for Completion of the Cosmetology Program:

- Students may repeat a cosmetology course only **ONE** time regardless of the grade in that course (D, F, I, or W).
- A request to re-enter the cosmetology program must be submitted at least 3 months prior to the start of the next available offering of the course. All requests and inquiries must be submitted to the Director. The student will be responsible for additional tuition and fees.
- Consideration for reentering will be determined after the director receives a letter of intent from the student. The Director will then evaluate the availability of faculty, clinical sites, and GPA.
- A student requesting re-entry due to personal or academic reasons will adhere to the student handbook for the year in which they are returning into.
- In order to re-enter the cosmetology program, the student must:
 - Submit a letter to the Director of Cosmetology requesting a return (see above).
 - Have a cumulative GPA of 2.0.

Dismissal from the Program:

Dismissal from the program will automatically occur for any of the following reasons:

- Failure to complete the same cosmetology course with an average of 70% (C) or better on the

second attempt.

- Two withdrawals or failures (D, F, or I) in the same or two different cosmetology courses.
- Failure to progress in the cosmetology program may include but not be limited to the Combination of two D, F, or I.
- Two Withdrawals “W”
- Any combination of two or greater (D, F, I, or W) in cosmetology courses.
- Failure to complete the program within three (3) years of admission.
- If a student has a positive drug or alcohol screen or refuses a drug screen at any time, dismissal will occur, and the student will be ineligible for readmission or re-entry into Southern’s program. Refusal of a drug screen at any time implies a positive screen. The result will be immediate dismissal and ineligibility to re-apply.

Reapplication to the Program:

Students who have failed or withdrawn from any first-semester course must reapply to the cosmetology program. All cosmetology courses must be repeated regardless of the previous grade if selected for admission on the second attempt.

Regardless of the reason for dismissal from the program, the student who is eligible to reapply must meet the application requirements, reapply to the program, and be subject to admission requirements for that academic year.

If the student is unsuccessful on the second attempt at completing the program, the student must wait for 2 years before reapplying to the program.



Southern WV Community & Technical College
100 College Drive – Logan Campus
Logan, WV 25601

Social Media Policy

Program: Cosmetology

Section: Students

Approved by: Faculty

Date last reviewed/revised: 08/01/23

Scope/Coverage:

This policy applies to all currently enrolled students and full-time and adjunct faculty members of Southern West Virginia Community and Technical College (Southern). Social Media platforms are powerful communication tools that have a significant impact on organizational and professional reputations. This policy is inclusive of all types of social media; the absence, or lack of explicit reference to a specific social media site, does not limit the extent of the application of this policy. Where no policy or guideline exists, all currently enrolled students must take the most prudent action possible.

Definitions:

Social media platforms are defined as media designed to be disseminated through social interaction, creating highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, blogs, Twitter, Facebook, YouTube, and Instagram.

Procedure:

“Due to the unique climate of social media, even simple actions like ‘friending’ can be misinterpreted as violations of professional or personal boundaries. Despite the dangers, social media offers tremendous benefits for recruiting, communication, and education. Implementation of social networking presence must be deliberate, transparent, and optimize potential benefits while minimizing risk.” Ncbi.nlm.nih.gov.


- Faculty and students should utilize social media for educational purposes only.
- Faculty and students should not be associated on social media on a personal account, unless the faculty person and student have formed a relationship prior to admission into the program.
- Employees, staff, and students are liable for anything they post to social media sites and may be subject to litigation.
- Do not post ANY confidential, disrespectful, or unprofessional information about Southern, clinical affiliates, clients/patients, faculty, staff, or students.
- You must follow the applicable federal policies on privacy and confidentiality. Any

confidentiality violation may result in disciplinary action or dismissal from the program.

- Do not post any content that might put Southern, the faculty, staff, students, the program, or clinical agencies in a bad light or incite litigation.
- Respect copyright and fair use.
- Do not use Southern logos for endorsement.
- Do not utilize or access social media platforms during clinical hours.

Best Practices

- Think twice before posting.
- Once you post, you relinquish control of its proliferation forever.
- Be respectful.
- Remember who the audience is.
- Think about what may be implied or inferred from the post. If you question whether you should post it, then don't.

	Southern WV Community & Technical College 100 College Drive – Logan Campus Logan, WV 25601
<i>Attendance Policy</i>	
Program: Cosmetologist	Section: Students
Approved by: Faculty	Date last reviewed: 08/01/23

Purpose

One hundred percent (100%) attendance is expected. Every student is expected to be present on time and prepared to participate when scheduled class sessions begin.

Definitions:

Absence: Arriving more than 15 minutes after the start of a lecture day or not arriving at all.

Tardiness: Arriving up to 15 minutes late for a lecture day.

Policy Statement


It is expected that all students will attend each classroom session. 100% attendance is expected. Failure to attend class may result in failure of the course. Attendance will be taken at each class session. Absences have been shown to reflect in the student’s proficiency. Students absent from classroom lectures may be required to submit an assignment related to lecture content for the missed day at the discretion of the instructor. **It is the responsibility of the student to contact the instructor within 24 hours for the assignment.** Please refer to individual course syllabi.

If the student is tardy for class, he/she must wait until the first break to enter the classroom or online platform. It has been noted that interruptions can disrupt the teaching/learning process. If classes are provided with an online format, students are expected to be logged into the class when class is scheduled to start, in inappropriate attire, and in a sitting position. The course syllabi will describe the outcome of the absence and/or tardiness on the course grade and/or the ability of the student to continue in the course.

There will be no makeup of classroom activities/quizzes.

Absence and tardiness will be handled at the instructor’s discretion and as this handbook stipulates.

Any student who does not attend the first week of class in any semester may be dismissed from the cosmetology program. Classes (didactic portion of the course) are only canceled by the Chief Academic Officer.

	Southern WV Community & Technical College 100 College Drive – Logan Campus Logan, WV 25601
<i>Classroom Requirements Policy</i>	
Program: Cosmetology	Section: Students
Approved by: Faculty	Date last reviewed/revised: 08/01/23

Class Etiquette

Student/Instructor Conferences: It is the responsibility of the student to keep abreast of his/her own progress and initiate student/instructor conferences as he/she deems necessary at any time prior to final evaluation.

It is the **student's responsibility** to maintain awareness of their grade average.

Calendars are subject to change at the discretion of the instructors.


Electronic devices are limited to educational use in designated areas only.

Any recording during the classroom or clinical experience is used only for educational purposes. Recordings may not be shared or uploaded to a social media platform.

Each student must follow the Program Code of Conduct for the learning environment.

Sleeping in class and talking during class will not be tolerated. This is considered to be a disruption to your fellow classmates, either face-to-face or over the computer. You may be asked to leave the classroom.

Lectures may be recorded by faculty. No one except faculty may share the recording. ***Refer to Academic Integrity Policy.***

	Southern WV Community & Technical College 100 College Drive – Logan Campus Logan, WV 25601
<i>Academic Integrity Policy</i>	
Program: Cosmetology	Section: Students
Approved by: Faculty	Date last reviewed: 08/01/23

Academic integrity (also called academic honesty) means that you, as a Southern student, uphold the college's and program's academic integrity policy- it means that you will be honest and ethical in your own academic work and report any violations by other students.

Any breach of academic integrity will not be tolerated in this program. Students who demonstrate an example of breaching the academic integrity policy will be dismissed from the course and will receive an "F" for the course. The student will also be subject to discipline by the Southern Program. Any behavioral misconduct that a preponderance of evidence can prove will be subject to disciplinary action, which may include dismissal from the Program and/or college.

Academic integrity is breached when the student takes or gives any information or material which will be used to determine academic credit. It gives that student an unfair advantage over his/her peers. Or when the student behaves in any manner that disrupts the learning process for other students.

Examples of breaching academic integrity include, but are not all-inclusive:

ACADEMIC MISCONDUCT

Academic misconduct is the violation of the program's or college's policies by tampering with grades or by obtaining and/or distributing any part of a test or assignment. For example:

- Obtaining a copy of a test before the test is administered.
- Distributing, either for money or for free, a test before it is administered.
- Encouraging others to obtain a copy of a test before the test is administered.
- Changing grades in a grade book, on a computer, or on an assignment.
- Continuing to work on a test after time is called.
- Plagiarism: Copying any information or data that was not created by the student, such as: Copying from another student's test or homework; copying the works of other authors and not citing the source; any work completed by another student.
- Allowing another student to copy from your test or homework.
- Using materials such as textbooks, notes, or electronic devices during a test without the

professor's permission.

- Collaborating on an in-class or take-home test or assignment without the professor's permission.
- Have someone else write or plan a paper for you.
- Purchasing test banks online, in text, or from other students.
- Incidents occurring in the clinical setting that compromise a client's well-being and/or care will not be tolerated. Each incident will be reviewed individually by the director and faculty.

MISREPRESENTATION

- Misrepresentation is any act or omission intended to deceive an instructor for academic advantage. Misrepresentation includes lying to an instructor in an attempt to increase your grade or lying to an instructor when confronted with allegations of academic dishonesty, **gazing, looking, or glancing at another student's exam and denying the act.**

CONSPIRACY

- Conspiracy means working together with one or more persons to commit or attempt to commit academic dishonesty.

FABRICATION

- Fabrication is the use of invented or misrepresentative information. Fabrication includes making up false information on a paper, presentation or about a patient on his/her care plan; Listing a source in your works cited that you did not actually use in your research is also fabrication or misrepresenting why an absence or tardy has occurred.

COLLUSION

- Collusion is the act of two or more students working together on an individual assignment without the instructor's permission.

DUPLICATE SUBMISSION

- A duplicate submission means a student submits the same paper for two different classes. If a student submits the same paper for two different classes within the same semester, the student must have the permission of both instructors. If a student submits the same paper for two different classes in different semesters, the student must have the permission of their current instructor.

IMPROPER ELECTRONICS USE

- Improper electronics computer/calculator/cell phone use includes:
 - Unauthorized use of computer or calculator programs.
 - Selling or giving away information stored on a computer or calculator, which will be submitted for a grade.
 - Sharing test or assignment answers on a calculator or computer.
 - Taking screenshots of a computer screen or hard copy for any reason related to exams or evaluations.
 - Using smart watches, cell phones, or other devices during exams.

IMPROPER ONLINE USE

- Improper online use of information includes Accepting or providing outside help on online assignments or tests. Obtaining test materials or questions before the test is administered from any online source such as Quizlet or purchasing online test banks.

***DISRUPTIVE BEHAVIOR**

- Disruptive behavior is any behavior that interferes with the teaching/learning process. Disruptive behavior includes:
 - Disrespecting a professor, clinical staff, or another student in class or online.
 - Talking, texting, or viewing material unrelated to the course during a lecture.
 - Failing to silence your cell phone during class.
 - Posting inappropriate material or material unrelated to the course on discussion boards or online.

*Students demonstrating disruptive behavior in the classroom will be referred to the Director. The instructor shall submit to the Director a written report, along with any physical evidence, stating the facts of the case and the action taken by the instructor. Further, the Director may dismiss the student from the program after review of the facts.

References:

- <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4843210>
- <https://spcollege.libguides.com/c.php?g=254383&p=1695452#cheating>
- <https://www.chronicle.com/article/Academic-IntegrityStudent/32323>
- <http://schoolcraft.edu/pdfs/cce/15.1.45-61.pdf>



Southern WV Community & Technical College
100 College Drive – Logan Campus
Logan, WV 25601

Assignment Policy

Program: Cosmetology

Section: Students

Approved by: Faculty

Date last reviewed/revised: 08/01/23

Written Assignments

- Handwritten assignments must be in black ink and must be legible.
- Whiteout is not allowed on any assignment. If you make a mistake, the process is the same as on a legal document.
- All work must be submitted on forms provided in course syllabi or in designated software.
- Assignments are individual work unless specifically indicated as “group assignments” by the instructor.
- It is suggested that students keep their work to themselves. Sharing can lead to cheating and result in failure of the course. (Do not give anyone your work or accept work from anyone.)
- All paperwork must be completed. **Blanks or omissions are not allowed.**
- All assignments are to be turned in promptly at the designated time. The student must complete assignments by the date indicated on the course calendar or as stated by the instructor.
- **Clinical Assignments:** If a clinical assignment is late or not turned in at the appropriate time, the student will receive a grade of unsatisfactory “U” for the assignment. However, the assignment must still be submitted to the instructor assigned the work for evaluation.
- **Classroom Assignments:** If the classroom assignments are assigned points, points will be reduced by 10% for every day the assignment is late.
- *All work, regardless of being “on time” or “late,” must be turned in to complete the course, or the student will receive an incomplete “I” for the course.*

Computerized Assignments

- Assignments may be assigned using Brightspace or may be required to be uploaded into Brightspace for grading.
- Open the assignment. On the *Upload Assignment* page, review the instructions, due date, and points possible, and download any files provided by your instructor. If your instructor has added a rubric for grading, you can view it.
- Select *Write Submission* to expand the area where you can type your submission. You can use the options in the editor to format the text. You have creative control over how your content appears and the flexibility to change the order and appearance.
- Select “*add file*” to upload a file from your computer.
-OR-
- Drag files from your computer to the "hot spot" in the “*Add Files*” area. If your browser allows, you can also drag a folder of files. The files will upload individually. If the browser doesn't allow you to submit your assignment after you upload a folder, select *Do not attach* in the folder's row to remove it. You can drag the files individually and submit them again. You can use the file name or provide another name for the file.
-OR-
- Browse for a file in cloud storage. You can instantly connect to multiple web apps where you store files, such as OneDrive® and Google Drive™. If your browser allows, media files you add from cloud storage display online.
- Optionally, type *Comments* about your submission.
- 📄 Select *Submit*. The *Review Submission History* page appears with information about your submitted assignment and a success message with a confirmation number. Copy and save this number as proof of your submission. For assignments with multiple attempts, you receive a different number for each submission. If your institution has enabled email notifications for submission receipts, you'll also receive an email with your confirmation number and details each time you submit coursework.



**Southern WV Community & Technical College -
100 College Drive – Logan Campus
Logan, WV 25601**

Clinical and Theory Class Dress Codes

Program: Cosmetology

Section: Students

The Southern West Virginia Community and Technical College (Southern) Program expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. While in uniform, the student must be clean, neat, pleasant, and reflect good health. Clinical faculty has final judgment on the appropriateness of student attire and corrective action for dress code infractions. Students not complying with this policy will not be allowed to participate in clinical and will receive an unsatisfactory clinical day for each incident.

Procedure:

The Southern student uniform may only be worn during scheduled clinical, campus laboratory, or school-scheduled activities.

1) Students are expected to come to the clinical area in full uniform unless otherwise instructed by faculty. Full uniform includes:

- A pressed and freshly cleaned uniform
- Hems of uniform bottoms must to the floor (no joggers)
- Neutral-colored undergarments, including a t-shirt, tank top, or undershirt, may be worn underneath the scrub top.
- Pewter or black socks to correspond with shoe color.
- Clean black shoes and shoelaces
- Long-sleeved undershirts may be worn under a scrub top; colors include pewter, charcoal gray, or black.

- 2) Student name tag on a shirt, lab jacket, or at a level above the waist
- 3) The full uniform for the female consists of:
 - Two (2) sets of uniforms (2 pewter-colored scrub tops and 2 pewter-colored scrub pants).
 - Pewter or Black hoses or socks
 - Southern student ID Name Badge
 - One (1) pewter-colored lab jacket with school emblem
- 4) The full uniform for the male consists of:
 - Two (2) sets of uniforms (2 pewter-colored scrub tops and 2 pewter-colored scrub pants).
 - Pewter or Black hoses or socks
 - Southern student ID Name Badge
 - One (1) pewter-colored lab jacket with school emblem
- 5) Uniform shoes must be worn during the clinical experience. Shoes must be black, low-heeled, and clean. They must have a leather or vinyl, closed toe, closed heel, and a soft sole. Canvas or mesh shoes, sandals, and flip-flops are unacceptable.
- 6) All students are required to maintain high standards of personal cleanliness. The student must report to clinical well-groomed with clean hair, clean teeth free of noticeable decay, fresh breath, and absent bodily odors. Deodorant/antiperspirant is a must. Students **cannot** wear perfume, aftershave, colognes, body sprays, or heavily scented soaps in the clinical area. Tobacco odors on uniforms are not permitted. Makeup should conform to general body tones avoiding extreme colors. Severe skin problems must receive medical treatment.
- 7) Hair must be confined neatly out of your face. Hair color and style must be appropriate for the professional environment. Facial hair must be neatly groomed and relatively close to the face to avoid contaminating the work environment.
- 8) Offensive tattoos must always be covered during the clinical experience.
- 9) No tobacco use is permitted at clinical facilities. Any violation of any clinical facility policies will warrant disciplinary action and/or possible dismissal from the program.

- 10) While in any Southern clinical attire, no alcohol consumption will be permitted. Any violation will be grounds for immediate dismissal from the program.

Students must follow the listed dress code when attending the Salon Management Theory Classes.

DRESSING FOR SUCCESS FOR SALON MANAGEMENT IN A THEORY SETTING

The policy listed below contains the guidelines and standards for proper dress attire while attending Salon Management Theory Class.

- No shorts, cut-offs, or midriffs (belly shirts) exposed.
- Clothing must be clean and in good condition.
- Hair must be clean, brushed, and kept
- Appropriate make-up (if worn)
- No tears or holes in the leg areas or inappropriate areas in pants
- No excessive skin showing
- No underwear visible
- No offensive writing or images.
- No open-toed shoes (No House shoes, Flip-Flops, or Sandals allowed)
- No Attire that exposes or reveals the chest, midriff (belly), pelvic/groin area, and buttocks
- No Attire that contains language or symbols that demean an identifiable person or group or otherwise infringes on the rights of others

West Virginia Code for Barbers and Cosmetologists

0-27-1. Unlawful acts.

(a) It is unlawful for any person to practice or offer to practice barbering, barber permanent waving, cosmetology, hairstyling, waxing, aesthetics or nail care in this state without a license or certification issued under the provisions of this article, or advertise or use any title or description tending to convey the impression that the person is a licensed or certified aesthetician, barber, barber crossover, barber permanent waviest, cosmetologist, cosmetologist crossover, hairstylist, waxing specialist or nail technician unless the person has been licensed or obtained certification under the provisions of this article and the license or certification has not expired, been suspended or revoked.

(b) No salon, except through a licensee or certification, may render any service or engage in any activity which, if rendered or engaged in by an individual, would constitute the practices licensed or certified under the provisions of this article.

(c) No school, except through a certified instructor, may instruct, render any service or engage in any activity which, if taught, rendered or engaged in by an individual, would constitute the practices licensed under the provisions of this article.

§30-27-2. Applicable law.

The practices licensed under the provisions of this article and the board of Barbers and Cosmetologists are subject to the provisions of article one of this chapter, the provisions of this article, and any rules promulgated hereunder.

§30-27-3. Definitions.

NOTE: West Virginia Code §30-27-3 was amended by two bills passed during the 2020 Regular Session of the Legislature. When two acts of the Legislature amend the same section of the Code without express recognition in the bill of the action of the other bill, the Legislative Manager makes no determination as to the appropriate, legal effect of the two acts. Therefore, both versions of this section are set out below.

House Bill 4607 (passed last on March 7, 2020) amended West Virginia Code §30-27-3 to read as follows:

As used in this article, the following words and terms have the following meanings, unless the context clearly indicates otherwise:

(a) "Aesthetics" or "esthetics" means any one or any combination of the following acts when done on the human body for compensation and not for the treatment of disease:

(1) Administering cosmetic treatments to enhance or improve the appearance of the skin, including cleansing, toning, performing effleurage or other related movements, stimulating, exfoliating, or performing any other similar procedure on the skin of the human body or scalp;

(2) Applying, by hand or with a mechanical or electrical apparatus, any cosmetics, makeups, oils, powders, clays, antiseptics, tonics, lotions, creams, or chemical preparations necessary for the practice of aesthetics to another person's face, neck, back, shoulders, hands, elbows and feet up to and including the knee;

(3) The rubbing, cleansing, exercising, beautifying, or grooming of another person's face, neck, back, shoulders, hands, elbows, and feet, up to and including the knee;

(4) The waxing and tweezing of hair on another person's body;

(5) The wrapping of another person's body in a body wrap;

(6) Applying artificial eyelashes and eyebrows; and

(7) The lightening of hair on the body except for the scalp.

(b) "Aesthetician" or "esthetician" means a person licensed under the provisions of this article who engages in the practice of aesthetics and has completed 600 clock hours of training.

(c) "Applicant" means a person making an application for a professional license, license, certificate, registration, permit, or renewal under the provisions of this article.

(d) "Barber" means a person licensed under the provisions of this article who engages in the practice of barbering and has completed a 1,200-clock-hour barber training program without chemical services or a 1,500-clock-hour barber training program with chemical services or has successfully completed the barber apprenticeship program.

(e) "Barbering" means any one or any combination of the following acts when done on the head and neck for compensation and not for the treatment of disease:

(1) Shaving, shaping, and trimming the beard, or both;

(2) Cutting, singeing, arranging, dressing, tinting, bleaching, or applying lotions or tonics on human hair, or a wig or hairpiece; and

(3) Applications, treatments, or rubs of the scalp, face, or neck with oils, creams, lotions, cosmetics, antiseptics, powders, or other preparations concerning the shaving, cutting, or trimming of the hair or beard.

(f) "Barber crossover" is a person who has completed 1,200 or 1,500 clock hours of training, is licensed as a barber, and completed additional hours of training in nails, aesthetics, and/or chemical services, to the total amount of 2,100 hours, to perform cosmetology.

(g) "Barber permanent waving" means the following acts performed on the head and neck for compensation and not for the treatment of disease:

(1) The bleaching or tinting of hair; and

(2) The permanent waving of hair.

(h) "Barber Permanent-wavist" means someone who has completed 2,000 clock hours of training and was licensed to perform barbering and permanent waving enrolled by August 28, 2012.

(i) "Board" means the West Virginia Board of Barbers and Cosmetologists.

(j) "Certificate" means an instructor certificate to teach in a school under the provisions of this article or a document issued by the board for certification obtained pursuant to §30-27-8b of this code.

(k) "Certificate holder" means a person certified as an instructor to teach in a school under the provisions of this article or who has obtained a certification pursuant to §30-27-8b of this code.

(l) "Cosmetologist" means a person licensed under the provisions of this article who engages in the practice of cosmetology and who has completed 1,800 clock hours of training.

(m) "Cosmetology" means any one or any combination of the following acts when done on the human body for compensation and not for the treatment of disease:

(1) Cutting, styling, shaping, arranging, braiding, weaving, dressing, adding extensions, curling, waving, permanent waving, relaxing, straightening, cleansing, singeing, bleaching, tinting, coloring, waxing, tweezing, or similarly, work on human hair, or a wig or hairpiece, by any means, including hands, mechanical, or electrical devices or appliances;

(2) Nail care;

(3) Applying by hand or with a mechanical or electrical device or appliance any cosmetics, makeups, oils, powders, clays, antiseptics, tonics, lotions, creams or chemical preparations necessary for the practice of aesthetics to another person's face, neck, shoulders, hands, elbows, and feet, up to and including the knee;

(4) The rubbing, cleansing, exercising, beautifying, or grooming of another person's face, neck, shoulders, hands, elbows, and feet, up to and including the knee;

(5) The wrapping of another person's body in a body wrap; and

(6) Performing aesthetics.

(n) "Cosmetology crossover" is a person who has completed 1,800 clock hours of training, is licensed as a cosmetologist, and completes an additional 300 hours of training in clipper cuts and face shaving to perform barbering for a total of 2,100 hours.

(o) "General supervision" means:

(1) For schools, a master or certified instructor is on the premises and is quickly and easily available; or

(2) For salons, a professional licensee is on the premises and is quickly and easily available.

(p) "Hair styling" means any one or any combination of the following acts when done on the head and neck for compensation and not for the treatment of disease:

Cutting, styling, shaping, arranging, braiding, weaving, dressing, adding extensions, curling, facial hair trimming, scalp treatments, waving, permanent waving, relaxing, straightening, singeing, bleaching, tinting, coloring, or similar, work on human hair, or a wig or hairpiece, by any means, including hands, mechanical or electrical devices, or appliances.

(q) "Hairstylist" means a person licensed under the provisions of this article who engages in the practice of hair styling and who has completed 1,000 clock hours of training, effective July 1, 2016.

(r) "License" means a professional, salon, or school license.

(s) "Licensed school" means a facility that has been approved by the West Virginia Council for Community and Technical College Education (CCTCE), Department of Education in conjunction with CCTCE, or Department of Education in conjunction with the Department of Corrections pursuant to §18B-2B-9 of this code to educate persons to be licensed or issued certain permits under the provisions of this article.

(t) "Licensee" means a person, corporation, or firm holding a license issued under the provisions of this article.

(u) "Mobile shop" means any self-contained, self-supporting, enclosed unit which is constructed in either a motorized vehicle or a towable trailer as a portable facility for providing any of the professional services set forth in this article to the public.

(v) "Nail care" means any one or any combination of the following acts when done on the human body for compensation and not for the treatment of disease:

(1) The cleansing, dressing, or polishing of nails of a person;

(2) Performing artificial nail service; and

(3) The cosmetic treatment of the feet up to the knee and the hands up to the elbow.

(w) "Nail technician" or "manicurist" means a person licensed under the provisions of this article who engages in the practice of nail care and has completed 400 clock hours of training.

(x) "Permit" means a work permit.

(y) "Permittee" means a person holding a work permit.

(z) "Professional license" means a license to practice as an aesthetician, barber, barber crossover, barber permanent waviest, cosmetologist, cosmetologist crossover, hairstylist, or nail technician.

(aa) "Registration" means a registration issued by the board to a person who rents or leases a booth or chair from a licensed salon owner and operator, or both, or a registration issued by the board to a person who is a student in a school.

(bb) "Registrant" means a person who holds a registration under the provisions of this article.

(cc) "Salon" means a shop or other facility where a person practices under a professional license.

(dd) "Salon license" means a license to own and operate a salon.

(ee) "Student registration" means a registration issued by the board to a student to study at a school licensed under the provisions of this article.

(ff) "Waxing specialist" means a person certified under the provisions of this article who engages in the practice of waxing and tweezing of hair on another person's body.

(gg) Hair braiding, threading, and any other item not spelled out are not regulated by the West Virginia Board of Barbers and Cosmetologists.

House Bill 4099 (passed first on March 4, 2020) amended West Virginia Code §30-27-3 to read as follows:

As used in this article, the following words and terms have the following meanings, unless the context clearly indicates otherwise:

(a) "Aesthetics" or "esthetics" means any one or any combination of the following acts when done on the human body for compensation and not for the treatment of disease:

(1) Administering cosmetic treatments to enhance or improve the appearance of the skin, including cleansing, toning, performing effleurage or other related movements, stimulating, exfoliating or performing any other similar procedure on the skin of the human body or scalp;

(2) Applying, by hand or with a mechanical or electrical apparatus, any cosmetics, makeups, oils, powders, clays, antiseptics, tonics, lotions, creams or chemical preparations necessary for the practice of aesthetics to another person's face, neck, back, shoulders, hands, elbows and feet up to and including the knee;

(3) The rubbing, cleansing, exercising, beautifying or grooming of another person's face, neck, back, shoulders, hands, elbows and feet up to and including the knee;

(4) The waxing and tweezing of hair on another person's body;

(5) The wrapping of another person's body in a body wrap;

(6) Applying artificial eyelashes and eyebrows; and

(7) The lightening of hair on the body except the scalp.

(b) "Aesthetician" or "esthetician" means a person licensed under the provisions of this article who engages in the practice of aesthetics and has completed six hundred clock-hours of training.

(c) "Applicant" means a person making application for a professional license, license, certificate, registration, permit or renewal under the provisions of this article.

(d) "Barber" means a person licensed under the provisions of this article who engages in the practice of barbering and has completed a twelve hundred clock-hour barber training program without chemical services or a fifteen hundred clock-hour barber training program with chemical services, or has successfully completed the barber apprenticeship program.

(e) "Barbering" means any one or any combination of the following acts when done on the head and neck for compensation and not for the treatment of disease:

(1) Shaving, shaping and trimming the beard, or both;

(2) Cutting, singeing, arranging, dressing, tinting, bleaching, or applying lotions or tonics on human hair, or a wig or hairpiece; and

(3) Applications, treatments or rubs of the scalp, face, or neck with oils, creams, lotions, cosmetics, antiseptics, powders, or other preparations in connection with the shaving, cutting or trimming of the hair or beard.

(f) "Barber crossover" is a person who has completed twelve hundred or fifteen hundred clock-hours of training, is licensed as a barber, and completed additional hours of training in nails, aesthetics and/or chemical services, to the total amount of twenty-one hundred hours, to perform cosmetology.

(g) "Barber permanent waving" means the following acts performed on the head and neck for compensation and not for the treatment of disease:

(1) The bleaching or tinting of hair; and

(2) The permanent waving of hair.

(h) "Barber permanent waviest" means a person who has completed two thousand clock-hours of training and was licensed to perform barbering and barber permanent waving enrolled by August 28, 2012.

(i) "Board" means the West Virginia Board of Barbers and Cosmetologists.

(j) "Certificate" means an instructor certificate to teach in a school under the provisions of this article or a document issued by the board for certification obtained pursuant to section eight-b of this article.

(k) "Certificate holder" means a person certified as an instructor to teach in a school under the provisions of this article or who has obtained a certification pursuant to section eight-b of this article.

(l) "Cosmetologist" means a person licensed under the provisions of this article who engages in the practice of cosmetology and who has completed eighteen hundred clock-hours of training.

(m) "Cosmetology" means any one or any combination of the following acts when done on the human body for compensation and not for the treatment of disease:

(1) Cutting, styling, shaping, arranging, braiding, weaving, dressing, adding extensions, curling, waving, permanent waving, relaxing, straightening, cleansing, singeing, bleaching, tinting, coloring, waxing, tweezing, or similarly work on human hair, or a wig or hairpiece, by any means, including hands, mechanical or electrical devices or appliances;

(2) Nail care;

(3) Applying by hand or with a mechanical or electrical device or appliance, any cosmetics, makeups, oils, powders, clays, antiseptics, tonics, lotions, creams or chemical preparations necessary for the practice of aesthetics to another person's face, neck, shoulders, hands, elbows and feet up to and including the knee;

(4) The rubbing, cleansing, exercising, beautifying or grooming of another person's face, neck, shoulders, hands, elbows and feet up to and including the knee;

(5) The wrapping of another person's body in a body wrap; and

(6) Performing aesthetics.

(n) "Cosmetology crossover" is a person who has completed eighteen hundred clock-hours of training, is licensed as a cosmetologist and completes an additional three hundred hours of training in clipper cuts and face shaving to perform barbering, for a total of twenty-one hundred hours.

(o) "General supervision" means:

(1) For schools, a master or certified instructor is on the premises and is quickly and easily available; or

(2) For salons, a professional licensee is on the premises and is quickly and easily available.

(p) "Hair styling" means any one or any combination of the following acts when done on the head and neck for compensation and not for the treatment of disease:

Cutting, styling, shaping, arranging, braiding, weaving, dressing, adding extensions, curling, facial hair trimming, scalp treatments, waving, permanent waving, relaxing, straightening, singeing, bleaching, tinting, coloring, or similarly work on human hair, or a wig or hairpiece, by any means, including hands, mechanical or electrical devices or appliances.

(q) "Hair stylist" means a person licensed under the provisions of this article who engages in the practice of hair styling and who has completed one thousand clock-hours of training, effective July 1, 2016.

(r) "License" means a professional license, a salon license or a school license.

(s) "Licensed school" means a facility which has been approved by the West Virginia Council for Community and Technical College Education (CCTCE), Department of Education in conjunction with CCTCE or Department of Education in conjunction with the Department of Corrections pursuant to section nine, article two-b, chapter eighteen-b of this code to educate persons to be licensed or issued certain permits under the provisions of this article.

(t) "Licensee" means a person, corporation or firm holding a license issued under the provisions of this article.

(u) "Nail care" means any one or any combination of the following acts when done on the human body for compensation and not for the treatment of disease:

(1) The cleansing, dressing, or polishing of nails of a person;

(2) Performing artificial nail service; and

(3) The cosmetic treatment of the feet up to the knee and the hands up to the elbow.

(v) "Nail technician" or "manicurist" means a person licensed under the provisions of this article who engages in the practice of nail care and has completed four hundred clock-hours of training.

(w) "Permit" means a work permit.

(x) "Permitee" means a person holding a work permit.

(y) "Professional license" means a license to practice as an aesthetician, barber, barber crossover, barber permanent wavist, cosmetologist, cosmetologist crossover, hairstylist or nail technician.

(z) "Registration" means a registration issued by the board to a person who rents or leases a booth or chair from a licensed salon owner and operator, or both, or a registration issued by the board to a person who is a student in a school.

(aa) "Registrant" means a person who holds a registration under the provisions of this article.

(bb) "Salon" means a shop or other facility where a person practices under a professional license.

(cc) "Salon license" means a license to own and operate a salon.

(dd) "Student registration" means a registration issued by the board to a student to study at a school licensed under the provisions of this article.

(ee) "Waxing specialist" means a person certified under the provisions of this article who engages in the practice of waxing and tweezing of hair on another person's body.

(ff) Hair braiding, threading and any other item not spelled out are not regulated by the West Virginia Board of Barbers and Cosmetologists.

§30-27-4. Board of Barbers and Cosmetologists.

(a) The West Virginia Board of Barbers and Cosmetologists is continued. The members of the board in office on July 1, 2016, shall, unless sooner removed, continue to serve until their respective terms expire and until their successors have been appointed and qualified.

(b) The Governor, by and with the advice and consent of the Senate, shall appoint:

(1) One licensed cosmetologist;

(2) One licensed barber or barber permanent wavist;

- (3) One licensed aesthetician who is not a cosmetologist;
- (4) One licensed nail technician who is not a cosmetologist;
- (5) One representative from a privately-owned beauty school licensed by the West Virginia Council for Community and Technical College Education (CCTCE), Department of Education in conjunction with CCTCE or Department of Education with the Department of Corrections; and

(6) Four citizen members representing the public;

(c) After the initial appointment, the term shall be five years. All appointments to the board shall be made by the Governor by and with the advice and consent of the Senate.

(d) Each licensed member of the board, at the time of his or her appointment, must have held a professional license in this state for a period of not less than three years immediately preceding the appointment.

(e) Each member of the board must be a resident of this state during the appointment term.

(f) A member may not serve more than two consecutive full terms. A member may continue to serve until a successor has been appointed and has qualified. A member serving on the board on June 30, 2016, may be reappointed in accordance with the provisions of this section.

(g) A vacancy on the board shall be filled by appointment by the Governor for the unexpired term of the member whose office is vacant, and the appointment shall be made within sixty days of the vacancy.

(h) The Governor may remove any member from the board for neglect of duty, incompetency, or official misconduct.

(i) A member of the board immediately and automatically forfeits membership to the board if his or her license to practice is suspended or revoked, is convicted of a felony under the laws of any jurisdiction, or becomes a nonresident of this state.

(j) The board shall elect annually one of its members as chairperson who serves at the will of the board.

(k) Each member of the board is entitled to compensation and expense reimbursement in accordance with article one of this chapter.

(l) A majority of the board members constitutes a quorum.

(m) The board shall hold at least two annual meetings. Other meetings may be held at the call of the chairperson or upon the written request of two members at the time and place as designated in the call or request.

(n) Prior to commencing his or her duties as a member of the board, each member shall take and subscribe to the oath required by section five, article IV of the constitution of this state.

§30-27-5. Powers and duties of the board.

(a) The board has all the powers and duties set forth in this article by rule, provided such rule does not contradict the provisions of this article and does not exceed the authorities granted in this article, in article one of this chapter, and elsewhere in the law.

(b) The board shall:

(1) Hold meetings, conduct hearings, and administer examinations;

(2) Establish requirements for licenses, permits, certificates, and registrations;

(3) Establish procedures for submitting, approving, and rejecting applications for licenses, permits, certificates, and registrations;

(4) Determine the qualifications of any applicant for licenses, permits, certificates, and registrations;

(5) Prepare, conduct, administer and grade examinations for professional licenses and certificates: Provided, That the examinations must meet national standards;

(6) Determine the passing grade for the examinations;

(7) Maintain records of the examinations the board or a third party administers, including the number of persons taking the examinations and the pass and fail rate;

(8) Set operational standards and requirements for licensed schools: Provided, that a licensed school shall have a minimum of one chair per student available during practical instruction;

(9) Hire, discharge, establish the job requirements and fix the compensation of the executive director;

(10) Maintain an office and hire, discharge, establish the job requirements and fix the compensation of employees, investigators/inspectors and contracted employees necessary to enforce the provisions of this article: Provided, That any investigator/inspector employed by the board on July 1, 2009, shall retain their coverage under the classified service, including job classification, job tenure and salary, until that person retires or is dismissed: Provided, however, That nothing may prohibit the disciplining or dismissal of any investigator/inspector for cause;

(11) Investigate alleged violations of the provisions of this article, legislative rules, orders and final decisions of the board;

(12) Establish the criteria for the training of investigators/inspectors;

(13) Set the requirements for investigations and inspections;

(14) Conduct disciplinary hearings of persons regulated by the board;

(15) Determine disciplinary action and issue orders;

(16) Institute appropriate legal action for the enforcement of the provisions of this article;

(17) Report violations of the provisions of this article, and legislative rules promulgated pursuant to this article, alleged to have been committed by a licensed school to the West Virginia Council for Community and Technical College Education or the Department of Education. If the board determines that probable cause exists that a violation occurred, the board immediately shall advise and provide its investigation file to the West Virginia Council for Community and Technical College Education or the Department of Education;

(18) Maintain an accurate registry of names and addresses of all persons regulated by the board;

(19) Keep accurate and complete records of its proceedings, and certify the same as may be necessary and appropriate;

(20) Establish the continuing education requirements for professional licensees and certificate holders;

(21) Issue, renew, combine, deny, suspend, revoke or reinstate licenses, permits, certificates and registrations;

(22) Establish a fee schedule;

(23) Propose rules in accordance with the provisions of article three, chapter twenty-nine-a of this code to implement the provisions of this article; and

(24) Take all other actions necessary and proper to effectuate the purposes of this article.

(c) The board may:

(1) Establish joint licenses;

(2) Contract with third parties to administer the examinations required under the provisions of this article;

(3) Sue and be sued in its official name as an agency of this state;

(4) Confer with the Attorney General or his or her assistant in connection with legal matters and questions.

(d) Notwithstanding any other provision of this code, the board may not restrict a certificate holder or licensee from practicing his or her licensed craft at temporary on-site events in connection with, but not limited to: Fairs, carnivals, weddings, pageants or photographs: Provided, That the certificate holder or licensee is compliant with all other prescribed requirements and rules under this code. If an out-of-state licensee works in a temporary capacity, less than five days, in connection with an event or temporary

commercial enterprise, he or she may be granted a temporary permit to work after submitting his or her current license certification to this state and paying the applicable fee: Provided, however, That the licensee shall display or have immediately available their license for the duration of his or her practice at a temporary event.

§30-27-6. Rulemaking.

The board shall propose rules for legislative approval, in accordance with article three, chapter twenty-nine-a of this code, to implement the provisions of this article, including:

(1) Standards and requirements for licenses, permits, certificates and registrations;

(2) Procedures for examinations and reexaminations: Provided, That the board shall offer examinations in all languages other than English if available to the board and requested by the applicant;

(3) Requirements for third parties to prepare and/or administer examinations and reexaminations;

(4) Educational and experience requirements;

(5) The passing grade on the examinations;

(6) Standards for approval of courses and curriculum;

(7) Procedures for the issuance and renewal of licenses, permits, certificates and registrations;

(8) A fee schedule;

(9) Continuing education requirements for professional licensees and certificate holders;

(10) The procedures for denying, suspending, revoking, reinstating, or limiting the practice of licensees, permittees, certificate holders and registrants;

(11) Designating the regions for investigators/inspectors;

- (12) Criteria for the training of investigators/inspectors;
- (13) Requirements for investigations and inspections;
- (14) Requirements for inactive or revoked licenses, permits, certificates and registrations;
- (15) Establishing the training program and requirements for instructors for schools licensed under this article;
- (16) Establishing operating procedures for salons; and
- (17) Any other rules necessary to effectuate the provisions of this article.

§30-27-7. Fees; special revenue account; administrative fines.

(a) All fees in effect on January 1, 2009, shall remain in effect until they are amended or repealed by legislative rule or statute.

(b) All fees and other moneys, except administrative fines, received by the board shall be deposited in a separate special revenue fund in the state Treasury designated the "Barbers and Beauticians Special Fund", which is continued and shall be known as the "Board of Barbers and Cosmetologists Special Fund". The fund is used by the board for the administration of this article. Except as may be provided in article one of this chapter, the board retains the amount in the special revenue account from year to year. No compensation or expense incurred under this article is a charge against the General Revenue Fund.

(c) Any amount received as fines, imposed pursuant to this article, shall be deposited into the General Revenue Fund of the state Treasury.

§30-27-8. Professional license requirements.

(a) An applicant for a professional license to practice as an aesthetician, barber, barber crossover, cosmetologist, hair stylist, cosmetologist crossover or nail technician shall present satisfactory evidence that he or she:

- (1) Is at least eighteen years of age;

(2) Is of good moral character;

(3) Has a high school diploma, a GED, or has passed the “ability to benefit test” approved by the United States Department of Education;

(4) Has graduated from a licensed school which has been approved by the West Virginia Council for Community and Technical College Education (CCTCE), Department of Education in conjunction with CCTCE or Department of Education with the Department of Corrections or has completed education requirements in another state and meets the licensure provisions of the board;

(5) Has passed an examination that tests the applicant’s knowledge of subjects specified by the board: Provided, That the board may recognize a certificate or similar license in lieu of the examination or part of the examination that the board requires: Provided, however, that any examination meets national standards;

(6) Has paid the applicable fee;

(7) Presents a certificate of health from a licensed physician;

(8) Is a citizen of the United States or is eligible for employment in the United States; and

(9) Has fulfilled any other requirement specified by the board.

(b) A license to practice issued by the board prior to July 1, 2016, shall for all purposes be considered a professional license issued under this article: Provided, that a person holding a license issued prior to July 1, 2016, must renew the license pursuant to the provisions of this article.

(c) A person, who by education and experience qualifies to be a barber and a cosmetologist or a barber crossover or cosmetologist crossover, may elect at any time to practice solely as a barber and, after notice and application to the board, may be licensed as a barber without other designation.

§30-27-8a. Barber and cosmetologist apprentice.

(a) The board may establish an apprenticeship program to become a barber or cosmetologist. A barber or cosmetologist apprentice shall work at all times under the

direct supervision of a licensed barber or cosmetologist and any permit issued by the board to work as a barber or cosmetologist apprentice does not allow a person to practice individually as a barber or cosmetologist.

(b) An applicant for a barber or cosmetologist apprenticeship shall present satisfactory evidence that he or she:

(1) Is at least 16 years of age;

(2) Is of good moral character;

(3) Is in high school or has a high school diploma, a GED, or has passed the "ability to benefit test" approved by the United States Department of Education;

(4) Has paid the applicable fee;

(5) Has a certificate of health from a licensed physician;

(6) Is a citizen of the United States or is eligible for employment in the United States;
and

(7) Has fulfilled any other requirement specified by the board.

(c) An applicant for a sponsor of a barber or cosmetologist apprentice shall present satisfactory evidence that he or she:

(1) Is licensed as a barber or cosmetologist under the provisions of this article;

(2) Has paid the applicable fee; and

(3) Has fulfilled any other requirement specified by the board.

(d) A sponsor of a barber or cosmetologist apprentice shall be a current licensed barber or cosmetologist with at least five years' experience and has worked in a shop for the last five years.

(e) The board may propose emergency rules and rules for legislative approval, in accordance with the provisions of §29A-3-1 *et seq.*, to implement the provisions of this section, including:

(1) The requirements for:

(A) The barber or cosmetologist apprenticeship program;

(B) The barber or cosmetologist apprentice permit; and

(C) A licensed barber or cosmetologist to sponsor a barber or cosmetologist apprentice;

(2) Procedures for an examination;

(3) A fee schedule; and

(4) Any other rules necessary to effectuate the provisions of this section.

§30-27-8b. Certifications.

(a) The board shall issue a certification to an applicant who obtains training at a licensed school or continuing education provider, in West Virginia, in the following area:

Waxing Specialist. —

An applicant for a waxing specialist shall present satisfactory evidence that he or she:

(A) Is at least 18 years of age;

(B) Is of good moral character;

(C) Has a high school diploma, a GED, or has passed the “ability to benefit test” approved by the United States Department of Education;

(D) Has paid the applicable fee;

(E) Has a certificate of health from a licensed physician;

(F) Is a citizen of the United States or is eligible for employment in the United States;

(G) Has completed a 100-hour class that consists of: Professional requirements, safety and health, skin structure, disorders and diseases, removal of superfluous hair and 25 hours on the clinic floor, supervised, for a total of 125 hours;

(H) If not currently licensed, must take the West Virginia state law test; and

(I) Has fulfilled any other requirement specified by the board.

(b) The board shall issue to any barber the 1500 clock-hour level licensure who has previously completed a 1200 clock-hour training program, and who subsequently completes a 300 clock-hour certification program in chemical services.

(c) A cosmetologist who obtains the necessary hours of training in an apprenticeship program outlined in §30-27-8a of this code shall be issued the necessary certification as if the apprentice had completed beauty school, so long as the apprentice has completed the necessary requirements outlined in that section. The apprenticeship program established by the board may allow individuals to participate in beauty school to the extent necessary to obtain any other classroom instruction or technical training that is not otherwise provided in the apprenticeship.

§30-27-9. Professional license from another state; license to practice in this state; provisional license to practice in this state.

(a) The board shall issue a professional license to practice to an applicant of good moral character who holds a valid license or other authorization to practice in that particular field from another state, if the applicant demonstrates that he or she:

(1) Holds a valid license or other authorization to practice in another state which was granted after completion of educational requirements required in another state;

(2) Does not have charges pending against his or her valid license or other authorization to practice and has never had a valid license or other authorization to practice revoked;

(3) Has paid the applicable fee;

(4) Is at least 18 years of age;

(5) Has a high school diploma, a GED, or has passed the "ability to benefit test" approved by the United States Department of Education;

(6) Is a citizen of the United States or is eligible for employment in the United States;

(7) Has presented a certificate of health issued by a licensed physician; and

(8) Has fulfilled any other requirement specified by the board.

(b) The board shall award an applicant holding an expired license from another state a provisional license to practice in this state: Provided, that applicant does not have charges pending against his or her expired license or other authorization to practice and has never had a license revoked or other authorization to practice revoked. The provisional license will become a full license after the applicant:

(1) Has worked for one year under the supervision of someone with a valid license in this state;

(2) Does not have any complaints filed against him or her during the year the applicant holds a provisional license;

(3) Has paid all applicable fees for a provisional license and valid license;

(4) Is at least 18 years of age;

(5) Has a high school diploma, a GED, or has passed the "ability to benefit test" approved by the United States Department of Education;

(6) Is a citizen of the United States or is eligible for employment in the United States;

(7) Has presented a certificate of health issued by a licensed physician; and

(8) Has fulfilled any other requirement specified by the board.

The board may determine the applicable fees for a provisional license: Provided, That the cost shall not exceed one-half the cost of a full license.

§30-27-10. Professional license and certificate renewal requirements.

(a) A professional licensee and certificate holder shall annually on or before January 1, renew his or her professional license or certificate by completing a form prescribed by the board, paying the renewal fee, and submitting any other information required by the board.

(b) The board shall charge a fee for each renewal of a license or certificate, and a late fee for any renewal not paid by the due date.

(c) The board may deny an application for renewal for any reason which would justify the denial of an original application for a license or certificate.

(d) The board shall recognize reciprocity for military barbers for the purpose of the state examination for barbers.

§30-27-10a.

Repealed.

Acts, 2009 Reg. Sess., Ch. 175.

§30-27-11. Work permit.

(a) The board may issue a work permit to practice to an applicant who meets the following conditions:

(1) Has graduated from a licensed school approved by the West Virginia Council for Community and Technical College Education (CCTCE), Department of Education in conjunction with CCTCE or Department of Education with the Department of Corrections or has completed education requirements in another state and meets the licensure provisions of the board;

(2) Is waiting to take the examination;

(3) Has employment in the field in which he or she applied to take the examination and is working under the general supervision of a professional licensee;

(4) Has paid the work permit fee;

(5) Has presented a certificate of health issued by a licensed physician;

(6) Is a citizen of the United States or is eligible for employment in the United States;
and

(7) Meets all the other requirements specified by the board.

(b) A work permit expires at the end of the month after issuance following the next examination in the specific field. A work permit may be renewed once.

(c) While in effect, a work permittee is subject to the restrictions and requirements imposed by this article.

§30-27-11a. Shampoo assistant.

[Repealed.]

§30-27-12. Student registration; classes.

(a) Prior to commencing studies in a licensed school, a student shall acquire a student registration issued by the board.

(b) An applicant for a student registration shall present satisfactory evidence that he or she meets the following conditions:

(1) Is enrolled as a student in a licensed school;

(2) Is of good moral character;

(3) Has paid the required fee;

(4) Has presented a certificate of health issued by a licensed physician; and

(5) Is a citizen of the United States or is eligible for employment in the United States.

(c) The student registration is good during the prescribed period of study for the student.

(d) The student may perform acts constituting barbering, hairstyling, cosmetology, aesthetics or nail care in a school under the general supervision of a master or certified instructor.

(e) The student is not required to take class hours that are consecutive.

§30-27-13. Display of professional license and permits.

(a) The board shall prescribe the form for a professional license and work and student permits, including a photograph, and may issue a duplicate license or permit upon payment of a fee.

(b) Every professional licensee and work permittee shall display his or her license or permit in a conspicuous place at his or her work station.

(c) Every student shall have available his or her student permit and be able to produce it upon request.

(d) Every professional licensee, work permittee, or certificate holder must present such license, permit, certification or registration to an investigator/inspector or a board member upon request.

§30-27-14. Health certificate requirements.

(a) It is unlawful for a person to practice as a professional licensee, certificate holder or be a permittee or be a certified instructor while having an infectious, contagious or communicable disease.

(b) The board may, with cause, require a professional licensee, permittee, certificate holder or certified instructor to submit to a physical examination and file a certificate of health.

§30-27-15. Schools may provide certain classes at different locations.

A licensed school may provide clinical instruction and theory instruction in separate locations. Any school authorized under this article cannot be established within the same physical structure as a salon, spa or similar business licensed under W. Va. Code §30-27-17.

§30-27-16. Certification requirements to be an instructor in a school.

(a) The board may issue a certificate to be an instructor in a school to an applicant who meets the following requirements:

- (1) Meets the educational requirements established by the board;
- (2) Has completed and passed a course in teaching techniques at a post-secondary educational level;
- (3) Has passed the instructor examination;
- (4) Has paid the appropriate fees;
- (5) Presents a certificate of health from a licensed physician;
- (6) Is a citizen of the United States or is eligible for employment in the United States;
and
- (7) Has fulfilled any other requirement specified by the board.

(b) All instructor certifications must be renewed annually or biennially on or before January 1 and pay a renewal fee.

(c) A certification to be an instructor issued by the board prior to January 1, 2009, shall for all purposes be considered a certification issued under this article: Provided, that a person holding a certification issued prior to January 1, 2009, must renew the certification pursuant to the provisions of this article.

(d) An instructor with an expired certificate must comply with the following to renew his or her certificate:

(1) Notify the board that he or she wants to be placed on inactive status; or

(2) Pay all lapsed renewal fees;

(3) Present a new certificate of health; and

(4) Meet the qualifications for certification set out in this article.

(e) A certified instructor is not required to have an active professional license, unless the instructor is in fact practicing outside the scope of his or her employment as an instructor.

§30-27-17. Salon license requirements.

(a) Prior to opening a salon, any person, firm or corporation owning and/or operating a salon, and any person, firm or corporation practicing in a field authorized by this article, shall meet the following requirements to acquire a salon license to do business:

(1) The salon has been approved by the board as having met all the requirements and qualifications for the place of business as are required by this article;

(2) Notify the board, in writing, at least twenty days before the proposed opening date, so there can be an inspection of the salon: Provided, that if an inspection is not made within ten days of the opening of the salon, or a salon license to open has not been granted or refused, then the salon may open provisionally subject to a later inspection and to all other provisions and rules provided in this article;

(3) Pay all applicable fees;

(4) All rooms, facilities, bathrooms, toilets and adjoining rooms used in the place of business are kept clean, sanitary, well lighted and ventilated at all times. The use of chunk alum, powder puffs and styptic pencils in any shop is prohibited;

(5) Every professional licensee, certificate holder, or permittee in the place of business thoroughly cleans his or her hands with soap and water immediately before serving any patron; and

(6) Every patron is served with clean, freshly laundered linen that is kept in a closed cabinet used for that purpose only. All linens, immediately after being used, must be placed in a receptacle used for that purpose only.

(b) All rules shall be kept posted in a conspicuous place in each place of business.

(c) All salon licenses must be renewed annually on or before July 1 and pay a renewal fee.

(d) A license to operate a salon issued by the board prior to July 1, 2009, shall for all purposes be considered a salon license issued under this article: Provided, that a person holding a license issued prior to July 1, 2009, must renew the license pursuant to the provisions of this article.

(e) The salon license shall be permanently displayed in the salon and a suitable sign shall be displayed at the main entrance of the salon which shall plainly indicate what type of salon is being operated.

§30-27-17a. Mobile shops.

(a) Every mobile shop in this state offering services set forth in this article shall be operated under the supervision and management of a professional licensee or certificate holder licensed under this article.

(b) Prior to opening a mobile shop, any person, firm, or corporation owning and/or operating the mobile shop shall meet the following requirements to acquire a mobile shop license to do business:

(1) Provide to the board a physical description and photographs of the exterior of the mobile shop and, if applicable, its vehicle registration number to facilitate ready identification of the mobile shop;

(2) Meet all board requirements and qualifications for a place of business, not incompatible with a mobile facility, as are required by this article;

(3) Notify the board, in writing, at least 20 days before the proposed opening date, so there can be an inspection of the mobile shop: *Provided*, That if an inspection is not made within 10 days of the opening of the mobile shop, or a mobile shop license to open has not been granted or refused, then the mobile shop may open provisionally

subject to a later inspection and to all other provisions and rules provided in this article;
and

(4) Pay all applicable fees.

(c) Every mobile shop shall be equipped with an electronic device, approved by the board, capable of transmitting its location, as well as an identifying label or call sign, to the board at all times. This device shall be in operation at all times that the mobile shop is open and at additional times specified by the board.

(d) If the mobile shop visits identified locations on a regular schedule, the managing licensee shall provide a copy of the schedule to the board and shall notify the board in writing of any changes to the regular schedule within five days of changing the schedule.

(e) Each mobile unit shall, at a minimum, be equipped with each of the following functioning systems:

(1) A self-contained, potable water supply of not less than 100 gallons, and waste water collection tanks shall be of adequate capacity;

(2) Continuous, on-demand hot water tanks which shall have not less than a six-gallon capacity; and

(3) A cooling and heating system sufficient to maintain a comfortable room temperature in the mobile shop during all hours of operation.

(f) All mobile shop licenses must be renewed annually on or before July 1 and pay a renewal fee.

(g) The mobile shop license shall be permanently displayed in the mobile shop, and a suitable sign shall be displayed at the entrance of the mobile shop which shall plainly indicate the business conducted therein.

§30-27-18. Salon management requirements.

(a) Every salon in this state offering the services set forth in this article shall be operated under the supervision and management of a professional licensee or certificate holder licensed under this article.

(b) Any services set forth in this article may be conducted within the same salon. A suitable sign shall be displayed at the main entrance of all salons plainly indicating the business conducted therein.

§30-27-19. Booth or chair rental registration requirements.

(a) Any professional licensee or certificate holder who elects to rent or lease a booth or chair from a licensed salon owner and/or operator must comply with the following to receive a registration from the board:

(1) Register with the board;

(2) Register with the state Tax Division and present the registration to the board;

(3) Pay a registration fee;

(4) Notify the board of the length of any rental or lease agreement;

(5) State the name of the person or salon from which a chair or booth is being rented or leased; and

(6) State the effective date of the rental or lease.

(b) If a person registered with the board pursuant to this section elects to move from one salon to rent or lease a chair or booth from another salon, then he or she must register again with the board and pay a fee.

(c) Each licensed salon owner and/or operator who elects to rent or lease chairs or booths shall notify the board in writing of such rental or lease within ten days of the effective date of the rental or lease.

(d) The board shall quarterly notify the state Tax Commissioner of all persons registered pursuant to this section during the previous quarter. Such notice shall be in writing and shall include the following:

(1) The names of all the registered professional licensees or certificate holders;

(2) The names of the salons where space is being rented or leased; and

(3) The length of time of each rental or lease agreement.

(e) All registrations must be renewed annually on or before July 1 and pay a renewal fee.

(f) A registration to rent or lease a booth or chair issued by the board prior to July 1, 2009, shall for all purposes be considered a registration issued under this article: Provided, that a person holding a registration to rent or lease a booth or chair issued prior to July 1, 2009, must renew the registration pursuant to the provisions of this article.

§30-27-20. Complaints; investigations; due process procedure; grounds for disciplinary action.

(a) The board may upon its own motion based on credible information, and shall upon the written complaint of any person cause an investigation to be made to determine whether grounds exist for disciplinary action under this article or the legislative rules of the board.

(b) Upon initiation or receipt of the complaint, the board shall provide a copy of the complaint to the licensee, permittee, registrant or certificate holder.

(c) After reviewing any information obtained through an investigation, the board shall determine if probable cause exists that the licensee, permittee, registrant or certificate holder has violated subsection (g) of this section or rules promulgated pursuant to this article.

(d) Upon a finding that probable cause exists that the licensee, permittee, registrant or certificate holder has violated subsection (g) of this section or rules promulgated pursuant to this article, the board may enter into a consent decree or hold a hearing for the suspension or revocation of the license, permit, registration or certification or the imposition of sanctions against the licensee, permittee, registrant or certificate holder. Any hearing shall be held in accordance with the provisions of this article.

(e) Any member of the board or the executive director of the board may issue subpoenas and subpoenas duces tecum to obtain testimony and documents to aid in the investigation of allegations against any person regulated by the article.

(f) Any member of the board or its executive director may sign a consent decree or other legal document on behalf of the board.

(g) The board may, after notice and opportunity for hearing, deny or refuse to renew, suspend or revoke the license, permit, registration or certification of, impose probationary conditions upon or take disciplinary action against, any licensee, permittee, registrant or certificate holder for any of the following reasons once a violation has been proven by a preponderance of the evidence:

(1) Obtaining a license, permit, registration or certification by fraud, misrepresentation or concealment of material facts;

(2) Being convicted of a felony or other crime involving moral turpitude;

(3) Being guilty of unprofessional conduct which placed the public at risk, as defined by legislative rule of the board;

(4) Intentional violation of a lawful order or legislative rule of the board;

(5) Having had a license or other authorization revoked or suspended, other disciplinary action taken, or an application for licensure or other authorization revoked or suspended by the proper authorities of another jurisdiction;

(6) Aiding or abetting unlicensed practice; or

(7) Engaging in an act while acting in a professional capacity which has endangered or is likely to endanger the health, welfare or safety of the public.

(h) For the purposes of subsection (g) of this section, effective July 15, 2009, disciplinary action may include:

(1) Reprimand;

(2) Probation;

(3) Administrative fine, not to exceed \$1,000 per day per violation;

(4) Mandatory attendance at continuing education seminars or other training;

(5) Practicing under supervision or other restriction;

(6) Requiring the licensee, permittee, registrant or certificate holder to report to the board for periodic interviews for a specified period of time; or

(7) Other corrective action considered by the board to be necessary to protect the public, including advising other parties whose legitimate interests may be at risk.

§30-27-21. Procedures for hearing; right of appeal.

(a) Hearings shall be governed by the provisions of section eight, article one of this chapter.

(b) The board may conduct the hearing or elect to have an administrative law judge conduct the hearing.

(c) If the hearing is conducted by an administrative law judge, at the conclusion of a hearing he or she shall prepare a proposed written order containing findings of fact and conclusions of law. The proposed order may contain proposed disciplinary actions if the board so directs. The board may accept, reject or modify the decision of the administrative law judge.

(d) Any member or the executive director of the board has the authority to administer oaths, examine any person under oath and issue subpoenas and subpoenas duces tecum.

(e) If, after a hearing, the board determines the licensee, permittee, registrant or certificate holder has violated subsection (g) of this section or the board's rules, a formal written decision shall be prepared which contains findings of fact, conclusions of law and a specific description of the disciplinary actions imposed.

§30-27-22. Judicial review.

Any licensee, permittee, registrant or certificate holder adversely affected by a decision of the board entered after a hearing may obtain judicial review of the decision in accordance with section four, article five, chapter twenty-nine-a of this code, and may appeal any ruling resulting from judicial review in accordance with article six, chapter twenty-nine-a of this code.

§30-27-23. Criminal proceedings; penalties.

(a) When, as a result of an investigation under this article or otherwise, the board has reason to believe that a licensee, permittee, registrant or certificate holder has committed a criminal offense under this article, the board may bring its information to the attention of an appropriate law-enforcement official.

(b) Effective July 15, 2009, a person violating a provision of this article is guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than \$500 nor more than \$1,000 or confined in jail not more than six months, or both fined and confined.

§30-27-24. Single act evidence of practice.

In any action brought or in any proceeding initiated under this article, evidence of the commission of a single act prohibited by this article is sufficient to justify a penalty, injunction, restraining order or conviction without evidence of a general course of conduct.