



2015 ANNUAL REPORT

MISSION STATEMENT

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

State of West Virginia

Board of Barbers and
Cosmetologists

1201 Dunbar Avenue

Dunbar, West Virginia 25064

www.wvbbc.com



West Virginia State Board of Barbers and Cosmetologists
1201 Dunbar Avenue
Dunbar, WV 25064
Tel: 304.558.2924 Fax: 304.558.3450
www.wvbbc.org

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

October 1st, 2015

Dear Honorable Governor Tomblin:

The West Virginia State Board of Barbers and Cosmetologists presents the 2015 Annual Report as required by West Virginia Code § 30-1-12.

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

Sincerely,

Amanda D. Smith
Executive Director

ORGANIZATIONAL CHART

BOARD MEMBERS

Michael Belcher
Charleston, WV

Justina Gabbert
Martinsburg, WV

Sarah Hamrick
Hurricane, WV

Susan Poveromo
South Charleston, WV

Rick Stache
Morgantown, WV

Sean Stevens
Beckley, WV

Khuong Nguyen
Charles Town, WV

BOARD OFFICE

Amanda D. Smith
Executive Director

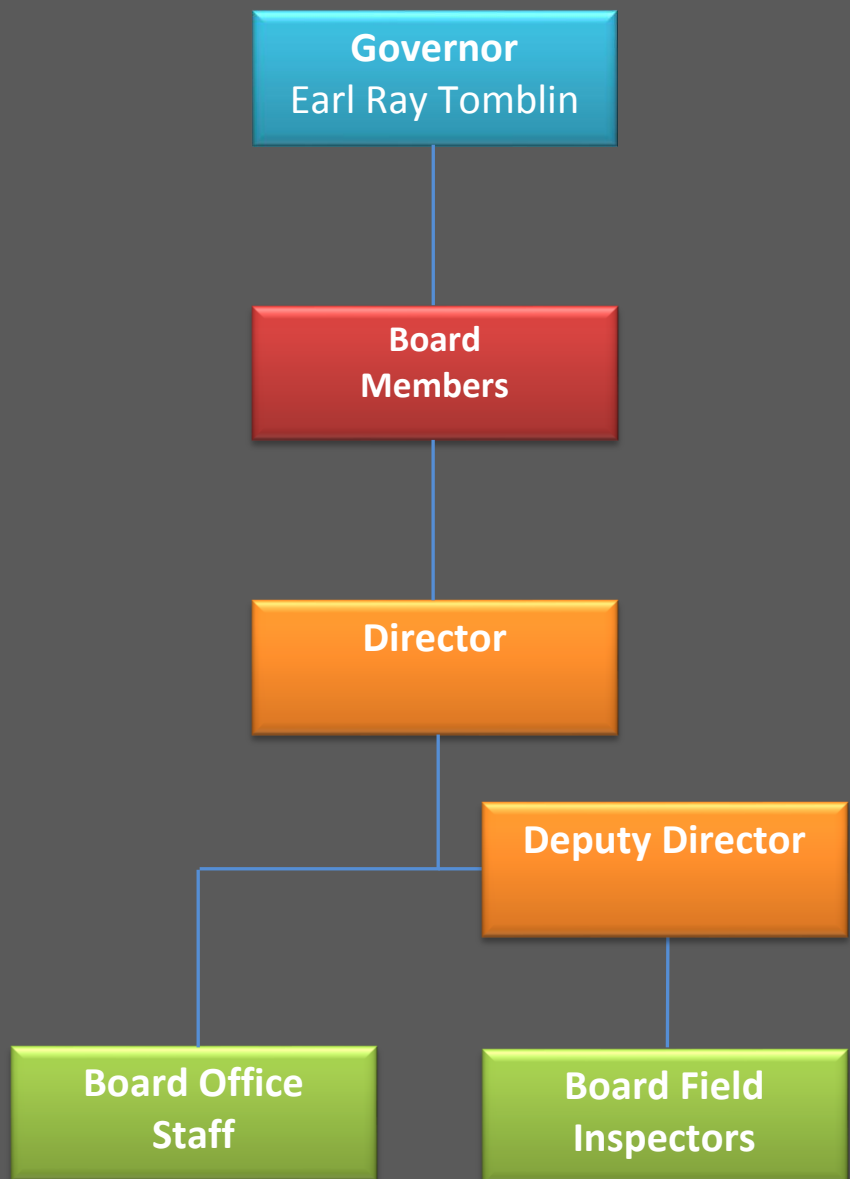
David Scarpelli
Deputy Director

Charlie Persinger
Investigator/Researcher

Danielle Cordle
Customer Services Rep.

FIELD INSPECTORS

Jason Graves
Stacie Harper
Chassidy Kinser
Kenyon Warner



CODE, RULES AND REGULATIONS

West Virginia Code Chapter 30, Article 27

HOUR REQUIREMENTS

| Profession | Hours |
|------------------------------|-------|
| Barbering | 1,200 |
| Cosmetology | 1,800 |
| Nail Tech. | 400 |
| Aesthetics | 600 |
| Hair Styling | 1,000 |
| Barber Apprenticeship | 2,400 |
| Shampoo Assistant | 3 |

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

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

Series 3-Rules and Regulations for Licensing Schools of Barbering, Cosmetology, Nail Technology and Aesthetics (no longer used due to Code changes in 2014).

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

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

Series 6-Schedule of Fees.

Series 7-Schedule of Fines.

Series 8-Shampoo Assistant.

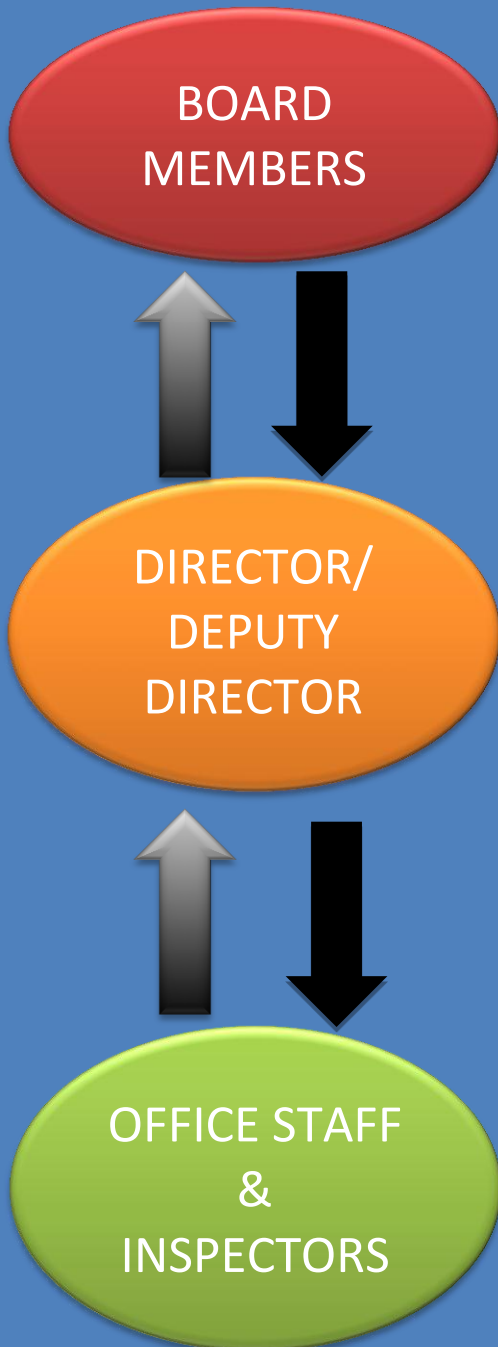
Series 9-Complaint Procedures.

Series 11-Continuing Education Series.

Series 13- Barber Apprenticeship.

BOARD OPERATIONS

FLOW OF INFORMATION



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

2015 PERFORMANCE MEASURES

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

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

PAST PERFORMANCE MEASURES

2013 ACCOMPLISHMENTS

- ✓ Digitally scanned individual more than 50% of Nail Technician individual files and 100% of Aesthetician individual files.
- ✓ Digitally scanned in all miscellaneous files and Booth Rental Certificates and Student Registration files.
- ✓ Completed online inspection reviews with photographs in August 2012.
- ✓ Established attachments to licensee applications and other licensee files in November 2012.
- ✓ Implemented 100% paperless inspection process in August 2012.

2014 ACCOMPLISHMENTS

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

2016 PERFORMANCE MEASURES

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

SCHOOLS

SCHOOL EXAMINATION RESULTS HISTORY

Examination results are from July 2014 to June 2015. The data is based on first time test takers and each school's percentage of students that pass the first attempt.

| Rank | SCHOOL | 1ST ATTEMPT PASS RATE |
|-------------|--|---|
| 1 | <i>Mercer County</i> | <i>92%</i> |
| 2 | <i>Huntington</i> | <i>84.48%</i> |
| 3 | <i>Artisan</i> | <i>81.82%</i> |
| 4 | <i>Wyoming</i> | <i>78.95%</i> |
| 5 | <i>Carver</i> | <i>77.55%</i> |
| 6 | <i>Morgantown</i> | <i>77.14%</i> |
| 7 | <i>Charleston</i> | <i>76.47%</i> |
| 8 | <i>Clarksburg</i> | <i>74.47%</i> |
| 9 | <i>Laurel</i> | <i>73.08%</i> |
| 10 | <i>New River</i> | <i>71.43%</i> |
| 11 | <i>Scott College</i> | <i>67.65%</i> |
| 12 | <i>International</i> | <i>64.52%</i> |
| 13 | <i>Art & Science</i> | <i>54.55%</i> |
| 14 | <i>Southern</i> | <i>53.49%</i> |
| 15 | <i>Cutting Edge</i> | <i>50.00%</i> |
| 16 | <i>Academy of Careers & Technology</i> | <i>Opened in 2014 No data</i> |
| 17 | <i>Lakin School of Cosmetology</i> | <i>Opened in 2014 No data</i> |
| 18 | <i>Buena Vista Beauty School</i> | <i>Located in Alderson Prison</i> |

Academy of Careers and Technology
Beckley, WV

Art and Science Institute of Cosmetology
Whitehall, WV

Artisan School of Cosmetology
Parkersburg, WV

Buena Vista
Alderson, WV

Carver Beauty Academy
Malden, WV

Charleston School of Beauty Culture
Charleston, WV

Charleston School of Barbering
Charleston, WV

Clarksburg Beauty Academy
Clarksburg, WV

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

Huntington School of Beauty Culture
Huntington, WV

International School of Beauty
Martinsburg, WV

Lakin School of Cosmetology
West Columbia, WV

Laurel Business Institute
Morgantown, WV

Mercer County Vocational School
Princeton, WV

Morgantown Beauty College
Morgantown, WV

New River Community and Technical College
Lewisburg, WV

Scott College of Cosmetology
Wheeling, WV

Southern Community and Technical College
Logan, WV

Wyoming County Vocational School
Pineville, WV

AESTHETICS LICENSEE DATA

The chart below indicates the number of aestheticians by county.

AESTHETICIANS

346 LICENSED

272 IN-STATE LICENSEES

74 OUT-OF-STATE LICENSEES

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

BARBERING LICENSEE DATA

The chart below indicates the number of barbers by county.

BARBERS

834- LICENSED

765- IN-STATE LICENSEES

69- OUT-OF-STATE LICENSEES

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

COSMETOLOGISTS

7,875- LICENSED

7,070- IN-STATE LICENSEES

805- OUT-OF-STATE LICENSEES

COSMETOLOGY LICENSEE DATA

The chart below indicates the number of cosmetologists by county.

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

NAIL TECHNOLOGY LICENSEE DATA

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

NAIL TECHNICIANS

1,508- LICENSED

1,248- IN-STATE LICENSEES

260- OUT-OF-STATE LICENSEES

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

HAIR STYLISTS

63- LICENSED

61- IN-STATE LICENSEES

2- OUT-OF-STATE LICENSEES

HAIR STYLIST LICENSEE DATA

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

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

INSPECTION INFORMATION

2,681- NUMBER OF LICENSED
SHOPS/SALONS

4,916- NUMBER OF INSPECTIONS
PERFORMED

442- NUMBER OF SHOP VIOLATION
NOTICES ISSUED

88- NUMBER OF INDIVIDUAL
VIOLATION NOTICES ISSUED

530- TOTAL NUMBER OF VIOLATION
NOTICES ISSUED

SHOPS AND SALONS LICENSEE DATA

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

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

MOST FREQUENT SHOP VIOLATIONS

COUNTIES WITH THE MOST SHOPS

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

TOP TEN SHOP VIOLATIONS

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

COUNTIES WITH THE MOST INDIVIDUAL LICENSEES

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

MOST FREQUENT INDIVIDUAL VIOLATIONS

TOP EIGHT INDIVIDUAL VIOLATIONS

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

FINANCIALS

Revenue- **\$587,133.59**

Expenses- **\$563,589.78**

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

2015 FINANCIALS

2014- 1ST QUARTER

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

2014- 2nd QUARTER

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

2015-3rd QUARTER

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

2015- 4th QUARTER

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

TOTAL NUMBER OF LICENSES ISSUED

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

*Estimate

SEVEN YEAR REVIEW RECEIPTS AND DISBURSEMENTS

| Fiscal Year | Receipts | Disbursements | Account Balance |
|-------------|--------------|---------------|-----------------|
| 2006 | \$407,304.01 | \$435,909.44 | \$60,909.44 |
| 2007 | \$418,307.32 | \$415,950.54 | \$66,629.78 |
| 2008 | \$412,220.10 | \$412,672.22 | \$66,177.66 |
| 2009 | \$520,381.36 | \$438,552.18 | \$129,965.58 |
| 2010 | \$481,793.20 | \$451,787.36 | \$136,183.14 |
| 2011 | \$562,147.26 | \$512,006.77 | \$186,494.21 |
| 2012 | \$562,051.52 | \$557,976.40 | \$132,038.03 |
| 2013 | \$570,656.28 | \$540,740.32 | \$103,266.40 |
| 2014 | \$593,050.48 | \$540,224.09 | \$156,092.79 |
| 2015 | \$587,133.59 | \$563,589.78 | \$180,876.22 |