Department of Professional and Occupational Regulation

**Board for Barbers and Cosmetology**
**August 12, 2013**

# Guidance Document: Non-Traditional Classroom Instruction

In accordance with 18 VAC 41-20-200, 18 VAC 41-40-190, 18 VAC 41-50-230, and 18 VAC 41-70-180 schools shall submit its curricula for Board approval and shall conduct classroom instruction in an area separate from the clinic area where practical instruction is conducted and services are provided.

The Board is providing the following guidance in the interpretation or implementation of the aforementioned regulations.

Schools may offer, at the Board's discretion, non-traditional or 'online' instruction provided that the school has demonstrated, in a manner and format prescribed and acceptable to the Board, that:

• Only the 'general' or 'intro' portions of the curriculum which are common across all professions (as noted below) regulated by the Board may be offered online. All other theory instruction must be obtained in a traditional brick and mortar classroom setting.

- Orientation
- School Policies
- State laws and regulations
- Health and safety

- Personal hygiene
- Sanitation and Sterilization
- Ethics
- Salon/Shop/Parlor Management
- Analyzing skin or scalp conditions
- Anatomy
- Client Consultation
- Care of equipment
- Procedures

• The school provides sufficient information to show it utilizes technologies and practices that are effective in verifying the identity of distance-learning students who participate in class or coursework (such as a secure login and pass code) while protecting student privacy.

• The curriculum package submitted for Board approval is equal in content and thoroughness to that required of a traditional classroom program.

• There is a measure of competency (examination) of the information the student is taught online which shall be completed in a traditional brick and mortar classroom.