



Board for Barbers and Cosmetology

Guidance Document: December 8, 2022

Frequency of Providing School Rosters

I. Background

The Board modified its regulations governing the reporting requirements for licensed schools in February 2017. Under Board regulations 18 VAC 41-20-250.A and 18 VAC 41-70-250.A, barber, cosmetology, nail, wax, and esthetics schools are required to provide rosters of current students and students who attended within the previous six months in the manner, format, and frequency specified by the Board. Due to a rise in complaints, discipline against licensed schools, and a recommendation from the 2018 JLARC study of the agency, DPOR is initiating unannounced school inspections. The Department needs up-to-date student rosters to properly inspect the schools. On September 26, 2022, the Board for Barbers and Cosmetology approved the guidance document establishing a format for schools to provide school rosters.

II. Issue

An unannounced inspection for schools within the first year of approval was recommended by the JLARC 2018 report. JLARC suggested that DPOR conduct site audits of education providers to ensure they are operating legitimately. Licensed schools that did not adhere to the regulations were the basis of several complaints to the Board. Numerous concerns center on non-certified instructors teaching courses, inability to maintain student records in a manner deemed acceptable by the Board, and failure to follow the Board-approved curriculum. Students face difficulties when schools neglect Board regulations. Some students are required to repeat hours or retake the program.

III. Board Guidance

On September 26, 2022, the Board approved guidance for the frequency of providing school rosters:

In accordance with 18 VAC 41-20-250.A and 18 VAC 41-70-250.A barber, cosmetology, nail, wax, and esthetics schools are required to provide rosters of current students and

students who attended in the last six months in the manner, format, and frequency prescribed by the Board.

1. Rosters must be submitted quarterly, with rosters due on January 15, April 15, July 15, and October 15 every year. The roster should be current to within 15 days of the submission. For example, the January 15 roster should be current through December 31.
2. Rosters will include all students enrolled in the school as well as any students who completed in the past six months. Students who are enrolled, but have not begun classes must be included in the report.
3. Rosters will be provided on a Board supplied spreadsheet, which will include the students full name, date of birth, program type, date enrolled, the total number of hours to-date, and the date completed, terminated, or withdrawn.
4. Schools with no students enrolled, but the intention of operating, must submit a report to that effect. Schools with no students enrolled that no longer wish to operate should terminate their license in accordance with Board regulations.
5. Rosters must be submitted by email to schoolroster@dpor.virginia.gov with the school name as the title of the email.
6. In each calendar year, schools will not be penalized on their first instance of reporting after the deadline, provided the report is provided within 15 days of the deadline. Subsequent late filings or failing to report within 15 days of the deadline will result in a referral for disciplinary action.

The Virginia Board for Barbers and Cosmetology will be taking public comment on this proposed guidance document regarding the frequency of providing school rosters. A 30-day comment period will begin on November 7, 2022.

If you wish to comment on the proposed guidance document, you may do so via the Town Hall website or you may submit written comments so that they are received no later than December 7, 2022 to:

*Stephen Kirschner, Executive Director
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, VA 23233
(804) 367-2960
barbercosmo@dpor.virginia.gov*