

# BOARD FOR BARBERS AND COSMETOLOGY

## TENTATIVE AGENDA

Wednesday, January 22, 2025 – 9:30 a.m.  
2<sup>nd</sup> Floor - Board Room 4

Department of Professional and Occupational Regulation  
9960 Mayland Drive  
Richmond, Virginia 23233

**Mission:** Our mission is to protect the health, safety and welfare of the public by licensing qualified individuals and businesses enforcing standards of professional conduct for professions and occupations as designated by statute.

### I. CALL TO ORDER

- a. Determination of Quorum
- b. Emergency Evacuation Procedures

### II. APPROVAL OF AGENDA

- a. Board for Barbers and Cosmetology Board Meeting Tentative Agenda, January 6, 2025

### III. APPROVAL OF MINUTES

- a. Board for Barbers and Cosmetology Meeting Draft Minutes, November 18, 2024

### IV. COMMUNICATIONS

- a. Email from Ozlem Okcu concerning exams translated in the Turkish language

### V. PUBLIC COMMENT PERIOD \*

### VI. CASE FILES

- a. Licensing
  - i. 2024-02766 Bless Your Heart Nail Institute LLC
  - ii. 2024-02399 Michael Oswaldo Castellano-Rios
  - iii. 2024-02596 Roland Legers Iliff

### VII. REPORTS

- a. Examination Statistics
- b. Regulatory Report
- c. Executive Director Report

### VIII. NEW BUSINESS

- a. Cosmetology Compact Emergency Regulations Notice of Intended Regulatory Action
- b. NIC Exams

**IX. BOARD MEMBER PROFESSIONAL DEVELOPMENT**

- a. Complaint Process Overview

**X. REMINDERS**

- a. Next Board Meeting, March 31, 2025
- b. Complete Conflict of Interest Form and Travel Voucher

**XI. ADJOURNMENT**

- ❖ Agenda materials made available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the Code of Virginia.
- ❖ Five minute public comment, per person, with the exception of any open disciplinary or application file.
- ❖ Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-2785 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The Department fully complies with the Americans with Disabilities Act

**2025 MEETING DATES:**

**March 31, 2025**

**May 12, 2025**

**July 21, 2025**

**September 29, 2025**

**November 17, 2025**

Draft Agenda materials are proposed topics for discussion and are not to be construed as regulation or official Board position

**PERIMETER CENTER CONFERENCE CENTER**  
**EMERGENCY EVACUATION OF BOARD AND TRAINING ROOMS**  
(Script to be read at the beginning of each meeting.)

**PLEASE LISTEN TO THE FOLLOWING INSTRUCTIONS ABOUT EXITING THE PREMISES IN THE EVENT OF AN EMERGENCY.**

In the event of a fire or other emergency requiring the evacuation of the building, alarms will sound. When the alarms sound, leave the room immediately. Follow any instructions given by Security staff

**Board Room 1**

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

**Board Room 2**

Exit the room using one of the doors at the back of the room. (Point) Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

You may also exit the room using the side door, turn **Right** out the door and make an immediate **Left**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

**Board Rooms 3 and 4**

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

**Training Room 1**

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

**Training Room 2**

Exit the room using one of the doors at the back of the room. Upon exiting the doors, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

# BOARD FOR BARBERS AND COSMETOLOGY

## MINUTES OF MEETING

The Board for Barbers and Cosmetology met at 9:00 a.m. on Monday, November 18, 2024, at the Department of Professional and Occupational Regulation Offices, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 4, Richmond, Virginia.

The following board members were present:

Margaret B. LaPierre  
Oanh “Tina” Pham Kim Dang  
Kailey Blakeney  
Emmanuel Gayot  
Claudia Espinoza  
Marques Blackmon  
Candice Benvenuti  
Kimberly Lewis

The following board members were not present:

Gregory Edwards

DPOR staff present for all, or part of the meeting included:

Brian Wolford, Director  
Jeb Wilkinson, Chief Deputy Director  
Stephen Kirschner, Deputy Director, Licensing & Regulatory Programs  
Kelley Smith, Executive Director  
Tamika Rodriguez, Regulatory Operations Administrator  
Wendy Duncan, Licensing Operations Administrator  
Heather Garnett, Administrative Coordinator  
Joseph Haughwout, Regulatory Affairs Manager

A representative from the Office of the Attorney General was present for the meeting.

Ms. LaPierre, Board Chair, determined a quorum was present and called the meeting to order at 9:12 a.m.

**CALL TO ORDER**

Ms. LaPierre read the Department of Professional & Occupational Regulations mission statement and announced several meeting reminders.

Ms. Smith, Executive Director, explained the emergency egress procedure for board room 4.

**EMERGENCY  
EGRESS**

Ms. Smith introduced Jeb Wilkinson, DPOR Chief Deputy Director and board members Candice Benvenuti and Kimberly Lewis.

**INTRODUCTION  
OF NEW AGENCY**

**STAFF AND  
BOARD MEMBERS**

The Board took the agenda under consideration.

**APPROVAL OF  
AGENDA**

Mr. Blackmon motioned to approve the agenda, seconded by Ms. Blakeney.

The members voting “yes” were Ms. LaPierre, Mr. Blackmon, Ms. Blakeney, Ms. Espinoza, Ms. Benvenuti, and Ms. Lewis. There were no negative votes. The motion carried.

The Board took the minutes of the Regulatory Advisory Panel meeting on September 23, 2024, and Board meeting on September 30, 2024, under consideration.

**APPROVAL OF  
MINUTES AS A  
BLOCK**

Ms. Blakeney motioned to approve the minutes as a block, seconded by Mr. Blackmon.

The members voting “yes” were Ms. LaPierre, Mr. Blackmon, Ms. Blakeney, Ms. Espinoza, Ms. Benvenuti, and Ms. Lewis. There were no negative votes. The motion carried.

Mr. Gayot arrived at 9:20 am.

**Arrival of Board  
Member**

Ms. LaPierre opened the floor for public comment.

**PUBLIC  
COMMENT**

Chris Pleasants addressed the board with concerns of his barbershop booth rental. Ms. Smith requested Mr. Pleasants discuss his concerns with board staff after the meeting.

Christine Werne addressed the board with concerns about the esthetics regulation survey results presented on the PowerPoint during the September 23, 2024, Regulatory Advisory Panel meeting.

Laura Todd addressed the board with concerns of the Regulatory Advisory Panel meeting minutes statement and survey.

Ms. Dang arrived at 9:30 am.

**Arrival of Board  
Member**

Matt England addressed the board with concerns of the Regulatory Advisory Panel survey.

**PUBLIC  
COMMENT**

**CASES**

**Disciplinary**

In the matter of File Number **2023-01146, Sammie Leary**, Ms. Dang recused herself and remaining Board members reviewed the record of the Informal Fact-Finding Conference which consisted of the transcript, investigative file, report of findings, and exhibits.

**File Number 2023-01146, Sammie Leary**

Sammie Leary did not appear at the meeting in person, by counsel, or by any other qualified representative.

Mr. Blackmon motioned to accept the recommendation which cites a violation for Count 1, seconded by Mr. Gayot.

There was no Board discussion.

The members voting “yes” were Ms. LaPierre, Mr. Blackmon, Ms. Blakeney, Ms. Espinoza, Ms. Benvenuti, Ms. Lewis, and Mr. Gayot. There were no negative votes. The motion carried.

Mr. Blackmon motioned to accept the recommended sanctions for Count 1, seconded by Ms. Blakeney.

There was no Board discussion.

The members voting “yes” were Ms. LaPierre, Mr. Blackmon, Ms. Blakeney, Ms. Espinoza, Ms. Benvenuti, Ms. Lewis, and Mr. Gayot. There were no negative votes. The motion carried.

The violations and sanctions were:

Count 1:	18 VAC 41-20-280.1	\$800.00
Total		\$800.00

**Prima Facia**

In the matter of File Number **2024-02094, Super Hair’s Beauty Academy**, Board members reviewed the record of the revised report of findings and exhibits.

**File Number 2024-02094, Super Hair’s Beauty Academy**

A representative from Super Hair’s Beauty Academy did not appear at the meeting in person, by counsel, or by any other qualified representative.

Mr. Blackmon motioned to find violations for Count 1 and Count 2 and accept the recommendation sanctions, seconded by Ms. Blakeney.

There was no Board discussion.

The members voting “yes” were Ms. LaPierre, Mr. Blackmon, Ms. Blakeney, Ms. Espinoza, Ms. Benvenuti, Ms. Lewis, Ms. Dang, and Mr. Gayot. There were no negative votes. The motion carried.

The violations and sanctions were:

Count 1:	18 VAC 41-20-280.4	\$2,500.00
Count 2:	18 VAC 41-20-280.9	\$1,000.00
Total		\$3,500.00

In addition, for violations of Count 1 and 2 the Board imposed license revocation.

Ms. Duncan called the Boards attention to the electronic agenda that provided both private and high school examination statistics.

The Board did not have any questions or discussion.

Ms. Rodriguez presented the regulatory report that was provided in the electronic agenda.

The Board did not have any questions or discussion.

Ms. Smith presented the executive directors report that was provided in the electronic agenda.

The Board did not have any questions or discussion.

Ms. Smith provided an overview of training topics and speakers that attended the board member training conference on October 10<sup>th</sup> and 11<sup>th</sup>, 2024.

The Board discussed the training conference.

## **REPORTS**

### **Examination Statistics**

### **Regulatory Report**

### **Executive Director Report**

## **NEW BUSINESS**

### **Report on 2024 New Board Member Training Conference**

Ms. Smith informed the Board that DPOR is funded through licensing fees. The Code of Virginia requires DPOR Boards to establish fees that are sufficient to cover operating expenses. The 2019 General Assembly directed DPOR to spend down its surplus reserve through filling vacancies and upgrading its licensing and enforcement systems. The Board is expected to exhaust its cash reserve in the next fiscal year. To ensure DPOR and the Board have sufficient funds to continue operating, a fee increase is necessary. The Board's last fee increase was in September 2011. There has been 39% inflation since September 2011 and Board costs have increased during time. Staff recommended a fee increase to provide sufficient revenue to cover operating expenses.

**Fast-Track Fee Increase**

Ms. Blakeney motioned to adopt the proposed adjusted fee amounts and authorize staff to begin a fast-track regulatory action, seconded by Ms. Espinoza.

The Board discussed the fee increase. Mr. Kirshner explained the calculation of the new fees and the Callahan Act §54.1-113 of the Code of Virginia.

The members voting "yes" were Ms. LaPierre, Mr. Blackmon, Ms. Blakeney, Ms. Espinoza, Ms. Benvenuti, Ms. Lewis, Ms. Dang, and Mr. Gayot. There were no negative votes. The motion carried.

**REMINDERS**

Ms. LaPierre reminded the Board of the next board meeting scheduled for January 6, 2025.

**Next Board Meeting**

There being no further business brought before the Board, Ms. LaPierre adjourned the meeting at 10:02 a.m.

**Adjourn**

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Margaret LaPierre, Board Chair

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Brian P. Wolford, Board Secretary



 Outlook

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**Request for Language Accommodation for Esthetician License Exam – Request to Address Board on January 6, 2025**

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**From** [REDACTED]**Date** Thu 12/5/2024 8:56 PM**To** BCHOPLicensing (DPOR) <bchoplicensing@dpor.virginia.gov>; DPOR: Board for Barbers & Cosmetology (DPOR) <barbercosmo@dpor.virginia.gov>

Dear Board Members

I hope this message finds you well. My name is Ozlem Okcu, and I am reaching out to request your attention and assistance with a critical issue regarding the esthetician license exam. I would like to inform you that this email is being written by my husband on my behalf, as my English proficiency is limited. This is important to understand so that my concerns are communicated as clearly as possible. I hope this will help you better understand the challenges I am facing.

I recently took the esthetician license exam, but I unfortunately did not pass. The main reason for this is that the exam was conducted entirely in English, and my first language is Turkish. Although I made my best effort, the language barrier made it extremely difficult to comprehend the questions fully, which resulted in my failure.

I understand that I can retake the exam, but I am concerned that I will face the same challenge due to the language barrier. Although the exam is available in other languages, Turkish is not one of them. I visited the Department of Professional and Occupational Regulation (DPOR) today to explain my situation, and they advised me that only the board has the authority to address this issue.

This license is incredibly important to me, my family, and my future. Obtaining this license is crucial for opening my small business, and without it, my plans for the future are at a standstill. I have worked hard to study this field, and I am confident in my abilities. However, the language barrier has been a significant obstacle for me, and I am requesting your help in finding a solution.

I am asking the board to consider providing an accommodation for me during the exam. Specifically, I would like to request that the exam questions be translated into Turkish or that I be provided with a translator to help me understand the questions. While I have been offered a dictionary and extra time, these accommodations are not sufficient for me. Translating each question word by word would take too long and would not allow me to demonstrate my knowledge effectively. I am confident that I could pass the exam if I can fully understand the questions in my native language.

I respectfully request that this issue be addressed at the board meeting scheduled for January 6, 2025. I would very much appreciate the opportunity to attend the meeting in person to explain my situation further and discuss how this could be resolved. I believe that providing language accommodations could benefit many future students who face similar challenges, and I hope that this will be a step toward creating a fairer process for all.

I am eager to obtain my license and open my small business as soon as possible, and I truly hope we can find a solution that will allow me to move forward. Thank you very much for your time, understanding, and consideration of this important matter.

I look forward to your response and the opportunity to address the board on January 6, 2025.

Sincerely

Sent from my iPhone



## High School Exam Statistics (October 2024)

### Barber

- The Barber theory exam pass rates averaged 100%
- The Barber practical exam pass rates averaged 100%

### Cosmetology

- The Cosmetology theory exam pass rates averaged 50%
- The Cosmetology practical pass rates averaged 86%

### Nail Technician

- The Nail Technician theory exam pass rates averaged 50%
- The Nail Technician practical pass rates – No Practical exams reported

DRAFT  
Draft Agenda  
Draft Agenda  
Materials contained in this agenda are proposed topics for discussion and are not to be construed as regulation or official Board position

**Board for Barbers and Cosmetology**  
**Current Regulatory Actions**  
**as of January 6, 2025**

**In the Governor's Office:**

None

**In the Secretary's Office:**

None

**At Department of Planning and Budget (DPB)/OAG:**

VAC	Stage	Subject Matter	Review	Notes
18 VAC 41-20 18 VAC 41-50 18 VAC 41-60 18 VAC 41-70	Fast-Track	Fee Adjustment	DPB received the regulatory action on 12/20/24	Adjusting license application, renewal and reinstatement fees for barbers, cosmetology, nail, waxing, esthetics, body piercing, and tattooing.

**Public Comment:**

None

**Completed Public Comment and awaiting Proposed Regulatory Stage:**

VAC	Stage	Subject Matter	Date Public Comment period begins and ends	Notes
18 VAC 41-20	NOIRA	General review of Barbering and Cosmetology Regulations	Public comment period began on 12/18/23 and ended on 01/17/24	A general review of the barber and cosmetology regulations was necessary due to the Executive Directive Number One (2022). The regulatory review committee ensured the regulations provides minimum burdens on regulants while still protecting the public.

18 VAC 41-50	NOIRA	General review of Tattooing Regulations	Public comment period began on 12/18/23 and ended on 01/17/24	A general review of the tattoo regulations was necessary due to the Executive Directive Number One (2022). The regulatory review committee ensured the regulations provides minimum burdens on regulants while still protecting the public.
18 VAC 41-60	NOIRA	General review of Body-Piercing Regulations	Public comment period began on 12/18/23 and ended on 01/17/24	A general review of the body piercing regulations was necessary due to the Executive Directive Number One (2022). The regulatory review committee ensured the regulations provides minimum burdens on regulants while still protecting the public.
18 VAC 41-70	NOIRA	General review of Esthetics Regulations	Public comment period began on 12/18/23 and ended on 01/17/24	A general review of the esthetics regulations was necessary due to the Executive Directive Number One (2022). The regulatory review committee ensured the regulations provides minimum burdens on regulants while still protecting the public.

**Completed Public Comment and awaiting Final Regulatory Stage:**

VAC	Stage	Subject Matter	Date Public Comment period begins and ends	Notes
18 VAC 41-20 18 VAC 41-70	Proposed	Amendment to the instructor training program	Public comment period began on 05/20/2024 and will end on 07/19/2024	Establish a uniform instructor program among licensed cosmetology, barber, nail, wax, and esthetic schools.

**Approved Regulatory Actions:**

None



**TO:** Board for Barbers and Cosmetology  
**FROM:** Kelley Smith, Executive Director  
**SUBJECT:** Executive Director Update  
**DATE:** December 10, 2024

**Application Statistics**

The table below outlines the number of applications received per calendar year (Jan. 1 – Dec. 31) since 2019 for BCHOP.

2024 <sup>1</sup>	2023 <sup>2</sup>	2022	2021	2020	2019
21,943	35,616	40,271	42,021	41,651	45,382

**Call Center Telephone Statistics**

The table below outlines the number of telephone calls received through BCHOP’s call center per fiscal year (July 1 – June 30).

2025 <sup>3</sup>	2024 <sup>4</sup>	2023 <sup>5</sup>	2022	2021	2020	2019
17,216	19,778	33,894	43,063	36,074	41,837	39,187

**Call Center Summary – 10/01/24 – 10/31/24**

	Average Wait Time	Average Speed of Answer	Average Abandonment Time	Average Staff	Number of Calls	Call Duration
<b>BCHOP</b>	00:03:39	00:03:48	00:05:52	1.74	2284	
<b>BCHOP – B</b>	00:03:11	00:03:21	00:04:10	1.74	1726	
<b>SUMMARY</b>	00:03:27	00:03:37	00:04:48	3.48	4010	00:05:45

**Call Center Summary – 11/01/24 – 11/30/24**

	Average Wait Time	Average Speed of Answer	Average Abandonment Time	Average Staff	Number of Calls	Call Duration
<b>BCHOP</b>	00:02:37	00:02:46	00:03:44	1.91	2159	
<b>BCHOP – B</b>	00:01:58	00:02:09	00:03:24	1.91	1398	
<b>SUMMARY</b>	00:02:21	00:02:31	00:03:33	3.81	3557	00:05:25

<sup>1</sup> As of 7/31/24

<sup>2</sup> Missing totals for May 2023 and June 2023

<sup>3</sup> As of 11/30/24

<sup>4</sup> As of 6/30/24

<sup>5</sup> Missing totals for May 2023 through August 2023

## **Email Statistics**

The table below outlines the number of emails received through BCHOP's email addresses per calendar year (Jan 1 – Dec 31).

2024 <sup>6</sup>	2023	2022	2021	2020	2019
19,287	22,638	28,441	18,164	14,580	11,071

## **Board Case Statistics**

Since 2020, the Board has adjudicated 502 cases: 339 Disciplinary and 163 Licensing

### Disciplinary

Cases - 339: Final Orders - 246; Consent Orders – 93

339 disciplinary cases resulted in the sanctions below:

Revocations-268  
Suspensions-1  
Probation-6  
Fines-\$1,333,250  
Board cost-\$13,800

### Licensing

Cases – 163  
Denied – 19  
Conditional approvals – 1

## **Stakeholder Engagement & Out of Office Events**

During the 2024 calendar year, Board staff has the following opportunities to engage with various stakeholders and participate in out of office events. Below is a snapshot of our engagement throughout the year.

### July 2024

1. Presenting at the 2024 VATIE Conference.

### October 2024

1. October 2, 2024 – Virtual Inaugural Meeting for the Cosmetology Compact Commission
2. October 10-11, 2024 - Board Member Training Conference in Williamsburg, Virginia.

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<sup>6</sup> As of 11/30/24

License Type	11/1/2012	% Change Since 2012	11/1/2014	% Change Since 2012	11/1/2016	% Change Since 2012	11/1/2018	% Change Since 2012	11/1/2020	% Change Since 2012	11/1/2022	% Change Since 2012	11/1/2024	% Change Since 2012
Registered Athlete Agents	NA	NA	NA	NA	NA	NA	NA	NA	12	NA	60	400%	73	508%
APELSCIDLA Businesses	3,558	NA	3,868	9%	3,999	12%	4,198	18%	4,507	27%	4,831	36%	4,677	31%
Architects	6,992	NA	7,106	2%	7,210	3%	7,432	6%	7,532	8%	7,674	10%	7,786	11%
Asbestos Workers	1,687	NA	1,513	-10%	1,356	-20%	1,516	-10%	1,237	-27%	1,226	-27%	1,250	-26%
Asbestos Supervisors	1,290	NA	1,377	7%	1,357	5%	1,366	6%	1,256	-3%	1,373	6%	1,371	6%
Asbestos Inspectors	640	NA	691	8%	661	3%	699	9%	677	6%	680	6%	672	5%
Asbestos Management Planners	180	NA	168	-7%	152	-16%	141	-22%	130	-28%	112	-38%	112	-38%
Asbestos Project Designers	183	NA	192	5%	177	-3%	161	-12%	152	-17%	142	-22%	135	-26%
Asbestos Contractors	181	NA	194	7%	195	8%	199	10%	177	-2%	164	-9%	167	-8%
Asbestos Project Monitors	318	NA	335	5%	311	-2%	325	2%	305	-4%	303	-5%	299	-6%
Asbestos Laboratories	91	NA	99	9%	93	2%	93	2%	71	-22%	69	-24%	56	-38%
Asbestos Laboratory Branch Offices	NA	NA	NA	NA	NA	NA	NA	NA	16	NA	17	13%	16	7%
Auctioneers	1,323	NA	1,304	-1%	1,181	-11%	1,135	-14%	1,066	-19%	954	-28%	923	-30%
Auction Firms	243	NA	248	2%	256	5%	245	1%	236	-3%	220	-9%	218	-10%
Temporary Barbers	NA	NA	NA	NA	NA	NA	NA	NA	0	NA	1	100%	5	500%
Barbers	3,352	NA	3,153	-6%	2,993	-11%	2,906	-13%	335	-90%	495	-85%	673	-80%
Barbers/Barber Instructors	246	NA	288	17%	310	26%	334	36%	24	-90%	26	-89%	41	-83%
Master Barbers	NA	NA	NA	NA	NA	NA	NA	NA	2,510	NA	2,239	-11%	2,051	-18%
Master Barber/Barber Instructors	NA	NA	NA	NA	NA	NA	NA	NA	367	NA	335	-9%	320	-13%
Barber Teacher Temporary	NA	NA	NA	NA	NA	NA	NA	NA	0	NA	1	100%	0	0%
Barber Shops	977	NA	945	-3%	921	-6%	887	-9%	922	-6%	838	-14%	776	-21%
Barber Schools	72	NA	83	15%	73	1%	83	15%	76	6%	71	-1%	58	-19%
Body Piercers	151	NA	145	-4%	123	-19%	125	-17%	126	-17%	149	-1%	182	21%
Body Piercing Salons	120	NA	121	1%	101	-16%	97	-19%	105	-13%	111	-8%	121	1%
Apprentice Body Piercers	NA	NA	NA	NA	NA	NA	NA	NA	36	NA	44	22%	66	83%
Body Piercers Ear Only	329	NA	325	-1%	401	22%	320	-3%	306	-7%	270	-18%	316	-4%
Body Piercing Ear Only Salons	71	NA	73	3%	67	-6%	60	-15%	68	-4%	77	8%	106	49%
Temporary Boxers	NA	NA	NA	NA	NA	NA	NA	NA	0	NA	0	0%	1	100%
Boxers	98	NA	103	5%	201	105%	70	-29%	38	-61%	51	-48%	91	-7%
Boxing/Wrestling Promoters	26	NA	32	23%	29	12%	29	12%	22	-15%	27	4%	31	19%
Box/Wrest Trainers, Seconds, Cutmen	209	NA	258	23%	397	90%	231	11%	164	-22%	156	-25%	186	-11%
Boxing/Wrestling Managers	1	NA	2	100%	5	400%	4	300%	3	200%	4	300%	3	200%
Boxing/Wrestling Matchmakers	1	NA	1	0%	9	800%	27	2600%	20	1900%	27	2600%	31	3000%
Boxing Events	0	NA	0	0%	0	0%	0	0%	0	0%	2	200%	4	400%
Branch Pilots	53	NA	50	-6%	46	-13%	44	-17%	45	-15%	39	-26%	39	-26%
Cemetery Companies	92	NA	94	2%	93	1%	88	-4%	59	-36%	64	-30%	56	-39%
Cemeteries	139	NA	164	18%	165	19%	160	15%	160	15%	130	-6%	130	-6%
Cemetery Sales Personnel	1,905	NA	1,718	-10%	1,294	-32%	943	-50%	1,078	-43%	946	-50%	865	-55%
CIC Associations	5,230	NA	5,226	9%	5,997	15%	6,389	22%	6,778	30%	7,129	36%	7,225	38%
CIC Time Shares	NA	NA	84	NA	86	2%	88	5%	78	-7%	73	-13%	78	-7%
CIC Times Shares Exchanges	NA	NA	22	NA	19	-14%	21	-5%	22	0%	21	-5%	22	0%
CIC Condominiums	NA	NA	319	NA	224	-30%	227	-29%	201	-37%	193	-39%	155	-51%
CIC Managers	168	NA	181	8%	186	11%	174	4%	168	0%	173	3%	145	-14%
CIC Certificate Holders	121	NA	310	156%	304	151%	302	150%	306	153%	293	142%	254	110%
CIC Alternative Purchase	NA	NA	NA	NA	NA	NA	NA	NA	5	NA	6	20%	3	-40%
CIC Time-Share Resellers	NA	NA	NA	NA	NA	NA	NA	NA	0	NA	0	0%	0	0%
Temporary Contractor	NA	NA	NA	NA	NA	NA	NA	NA	5	NA	6	20%	7	40%
Contractors-Class A	32,014	NA	31,324	-2%	31,155	-3%	31,144	-3%	31,565	-1%	32,665	2%	33,735	5%
Contractors-Class B	13,416	NA	12,122	-10%	11,352	-15%	10,860	-19%	10,268	-23%	9,800	-27%	9,149	-32%
Contractors-Class C	20,177	NA	16,575	-18%	14,827	-27%	14,225	-29%	13,508	-33%	13,019	-35%	12,002	-41%
Contractors-Tradesman	28,017	NA	27,721	-1%	27,306	-3%	27,707	-1%	27,853	-1%	28,555	2%	30,094	7%
Contractors-Backflow Operators	1,181	NA	1,305	10%	1,330	13%	1,400	19%	1,471	25%	1,560	32%	1,917	62%
Contractors-Elevator Mechanics	805	NA	769	-4%	700	-13%	671	-17%	753	-6%	978	21%	1,014	26%
Contractors-Water Well Systems Providers	611	NA	515	-16%	494	-19%	484	-21%	463	-24%	432	-29%	400	-35%
Contractors-Accessibility Mechanic	NA	NA	2	NA	7	250%	10	400%	15	650%	23	1050%	27	1250%
Contractors-Residential Building Energy Analysts	NA	NA	105	NA	92	-12%	77	-27%	67	-36%	81	-23%	94	-10%
Contractors-Residential Building Energy Analyst Firms	NA	NA	59	NA	59	0%	54	-8%	49	-17%	57	-3%	56	-5%

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Certified Automatic Fire Sprinkler Inspectors	NA	NA	NA	NA	NA	NA	NA	NA	66	NA	355	483%	363	450%
Temporary Cosmetologists	NA	NA	NA	NA	NA	NA	NA	NA	11	NA	21	91%	17	55%
Cosmetologists	43,157	NA	42,747	-1%	42,459	-2%	42,175	-2%	41,740	-3%	40,432	-6%	39,993	-7%
Cosmetology Salons	5,528	NA	5,277	-5%	5,185	-6%	5,080	-8%	5,231	-5%	4,726	-15%	4,663	-16%
Temporary Cosmetology Instructors	NA	NA	NA	NA	NA	NA	NA	NA	9	NA	8	-11%	9	0%
Cosmetology Instructors	2,197	NA	2,178	-1%	2,241	2%	2,408	10%	2,436	11%	2,418	10%	2,444	11%
Cosmetology Schools	224	NA	227	1%	202	-10%	194	-13%	180	-20%	160	-29%	142	-37%
Professional Engineers	26,760	NA	27,449	3%	28,061	5%	28,957	8%	29,550	10%	30,488	14%	31,656	18%
Estheticians	2,687	NA	2,887	7%	3,054	14%	3,286	22%	3,618	35%	4,346	62%	5,249	95%
Temporary Estheticians	NA	NA	NA	NA	NA	NA	NA	NA	3	NA	3	0%	1	-67%
Esthetics Instructors	52	NA	45	-13%	52	0%	59	13%	68	31%	86	65%	134	158%
Esthetics Schools	41	NA	49	20%	48	17%	42	2%	47	15%	54	32%	69	68%
Master Estheticians	993	NA	1,121	13%	1,270	28%	1,421	43%	1,644	66%	1,878	89%	2,238	125%
Temporary Master Estheticians	NA	NA	NA	NA	NA	NA	NA	NA	2	NA	0	-100%	2	0%
Master Estheticians Instructors	124	NA	159	28%	191	54%	210	69%	240	94%	270	118%	319	157%
Esthetics SPAs	518	NA	554	7%	572	10%	631	22%	708	37%	805	55%	947	83%
Fair Housing Certificate Holders	2,078	NA	2,410	16%	2,623	26%	2,328	12%	1,959	-6%	2,055	-1%	2,129	2%
Fair Housing Instructors	14	NA	9	-36%	8	-43%	9	-36%	9	-36%	9	-36%	10	-29%
Fair Housing Schools	86	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Certified Professional Geologists (cpg)	889	NA	917	3%	943	6%	960	6%	911	2%	920	3%	920	3%
Geologist in Training (git)	NA	NA	NA	NA	NA	NA	NA	NA	60	NA	81	35%	NA	NA
Hearing Aid Specialists	626	NA	672	7%	708	13%	773	23%	814	30%	852	36%	908	45%
Temporary Hearing Aid Specialist Permit Holders	NA	NA	NA	NA	NA	NA	NA	NA	33	NA	45	36%	59	79%
Home Inspectors	270	NA	326	21%	406	50%	906	236%	1,049	289%	1,134	320%	962	256%
Certified Interior Designers	503	NA	506	1%	501	0%	500	-1%	487	-3%	472	-6%	480	-5%
Land Surveyors	1,337	NA	1,312	-2%	1,290	-4%	1,292	-3%	1,259	-6%	1,229	-8%	1,237	-7%
Land Surveyors B	122	NA	104	-15%	88	-30%	75	-39%	71	-42%	63	-48%	57	-53%
Land Surveyor Photogrammetrists	157	NA	141	-10%	129	-18%	118	-25%	110	-30%	101	-36%	93	-41%
Landscape Architects	860	NA	889	3%	898	4%	919	7%	937	9%	947	10%	994	16%
Interim Lead Supervisors	NA	NA	6	NA	8	33%	5	-17%	0	-100%	3	-50%	6	0%
Interim Lead Inspectors	NA	NA	8	NA	8	0%	14	75%	4	-50%	8	0%	5	-38%
Interim Lead Risk Assessors	NA	NA	2	NA	2	0%	7	250%	1	-50%	4	100%	1	-50%
Lead Workers	395	NA	372	-6%	345	-13%	332	-16%	282	-29%	284	-28%	312	-21%
Lead Supervisors	181	NA	167	-8%	156	-14%	145	-20%	129	-29%	135	-25%	126	-30%
Lead Inspectors	95	NA	68	-28%	73	-23%	85	-11%	75	-21%	86	-9%	79	-17%
Lead Risk Assessors	204	NA	209	2%	192	-6%	189	-7%	178	-13%	157	-23%	156	-24%
Lead Project Designers	44	NA	41	-7%	27	-39%	27	-39%	24	-45%	28	-36%	23	-48%
Lead Abatement Contractors	116	NA	114	-2%	101	-13%	97	-16%	87	-25%	59	-49%	56	-52%
Martial Artists	43	NA	80	86%	114	165%	51	19%	51	19%	61	42%	52	21%
Nail Technicians	8,745	NA	8,549	-2%	8,206	-6%	8,404	-4%	8,877	2%	9,038	3%	9,378	7%
Nail Technician Instructors	194	NA	187	-4%	188	-3%	221	14%	248	28%	266	37%	305	57%
Nail Technician Salons	694	NA	666	-4%	683	-2%	663	-4%	700	1%	679	-2%	728	5%
Nail Technician Schools	44	NA	38	-14%	35	-20%	37	-16%	39	-11%	45	2%	47	7%
Temporary Nail Technicians	NA	NA	NA	NA	NA	NA	NA	NA	6	NA	3	-50%	6	0%
Temporary Nail Technician Instructors	NA	NA	NA	NA	NA	NA	NA	NA	0	NA	1	100%	5	500%
Opticians	1,989	NA	1,964	-1%	1,942	-2%	1,913	-4%	1,844	-7%	1,791	-10%	1,746	-12%
Polygraph Examiners	294	NA	298	1%	294	0%	305	4%	307	4%	314	7%	316	7%
Polygraph Examiners Interns	NA	NA	NA	NA	NA	NA	NA	NA	20	NA	26	30%	11	-45%
Real Estate Active Associate Brokers	5,550	NA	5,734	3%	5,624	1%	5,711	3%	5,594	1%	5,597	1%	5,530	0%
Real Estate Active Sole Proprietors	1,578	NA	1,382	-9%	1,272	-16%	1,197	-21%	1,090	-28%	1,000	-34%	893	-41%
Real Estate Active Principal Brokers	2,518	NA	4,689	4%	4,723	5%	4,811	6%	4,889	8%	4,999	11%	5,104	13%
Real Estate Active Salespersons	32,345	NA	35,140	9%	38,011	18%	41,253	28%	42,846	32%	46,573	44%	45,026	39%
Real Estate Inactive Associate Brokers	649	NA	643	-1%	600	-8%	523	-19%	507	-22%	521	-20%	495	-24%
Real Estate Inactive Sole Proprietors	107	NA	122	14%	94	-12%	86	-20%	69	-36%	57	-47%	61	-43%
Real Estate Inactive Principal Brokers	271	NA	358	32%	341	26%	324	20%	272	0%	304	12%	369	36%
Real Estate Inactive Salespersons	8,742	NA	8,959	2%	8,491	-3%	8,408	-4%	7,290	-17%	8,341	-5%	8,528	-2%
Real Estate Firms-Branch Offices	581	NA	641	10%	657	13%	709	22%	715	23%	785	35%	734	26%
Real Estate Firms	4,601	NA	4,684	2%	4,722	3%	4,813	5%	4,906	7%	5,012	9%	5,104	11%
Real Estate Firms-Business Entities	1,343	NA	1,568	17%	2,003	49%	2,627	96%	3,567	166%	4,297	220%	4,420	229%
Real Estate Firms-Sole Proprietors	1,532	NA	1,389	-9%	1,288	-16%	1,200	-22%	1,150	-25%	1,011	-34%	893	-42%

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Real Estate Settlement Agents	NA	NA	NA	NA	NA	NA	NA	NA	1	NA	2	100%	2	100%
Real Estate Course Instructors	498	NA	556	12%	599	20%	608	22%	552	11%	494	-1%	443	-11%
Real Estate Proprietary Schools	171	NA	184	8%	187	9%	210	23%	213	25%	212	24%	213	25%
Real Estate Appraisers-Certified Residential	1,706	NA	1,679	-2%	1,701	0%	1,631	-4%	1,608	-6%	1,557	-9%	1,514	-11%
Real Estate Appraisers-Certified General	1,074	NA	1,109	3%	1,157	8%	1,144	7%	1,140	6%	1,155	8%	1,167	9%
Real Estate Appraisers-Residential	659	NA	534	-19%	439	-33%	414	-37%	376	-43%	383	-45%	334	-49%
Real Estate Appraiser Trainees	83	NA	73	-12%	87	5%	138	66%	170	105%	194	134%	149	80%
Real Estate Temporary Appraisers	NA	NA	NA	NA	NA	NA	NA	NA	213	NA	216	1%	173	-19%
Real Estate Active Appraiser Trainees	83	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
RE Inactive Appraisers-Certified Residential	34	NA	33	-3%	33	-3%	31	-9%	30	-12%	31	-9%	23	-32%
RE Inactive Appraisers-Certified General	28	NA	26	-7%	21	-25%	21	-25%	21	-25%	24	-14%	20	-29%
RE Inactive Appraisers-Licensed Residential	34	NA	33	-3%	30	-12%	29	-15%	21	-38%	20	-41%	15	-56%
Real Estate Inactive Appraiser Trainees	10	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Real Estate Appraisers Certified Instructors	63	NA	66	5%	72	14%	66	5%	62	-2%	48	-24%	54	-14%
Real Estate Appraiser Businesses	517	NA	471	-9%	447	-14%	434	-16%	419	-19%	425	-18%	417	-19%
Real Estate Appraisal Management Companies	NA	NA	NA	NA	139	NA	141	1%	125	-10%	123	-12%	107	-23%
Real Estate Appraiser Schools	NA	NA	49	NA	50	2%	50	2%	51	4%	51	4%	52	6%
Professional Soil Scientists	134	NA	131	-2%	125	-7%	98	-27%	90	-33%	83	-38%	80	-40%
Interim On-Site Soil Evaluators	59	NA	2	-97%	0	-100%	NA	NA	NA	NA	NA	NA	NA	NA
Interim Conventional On-Site Sewage Installers	214	NA	23	-89%	0	-100%	NA	NA	NA	NA	NA	NA	NA	NA
Interim Alternative On-Site Sewage Installers	744	NA	140	-81%	0	-100%	NA	NA	NA	NA	NA	NA	NA	NA
Interim Conventional On-Site Sewage Operators	113	NA	3	-97%	0	-100%	NA	NA	NA	NA	NA	NA	NA	NA
Interim Alternative On-Site Sewage Operators	449	NA	15	-97%	0	-100%	NA	NA	NA	NA	NA	NA	NA	NA
Alternative On-Site Soil Evaluators	NA	NA	362	NA	343	-5%	0	-100%	NA	NA	NA	NA	NA	NA
On-Site Soil Evaluators	372	NA	34	-91%	52	-86%	0	-100%	NA	NA	NA	NA	NA	NA
Journeyman Alter On-Site Soil Evaluators	NA	NA	NA	NA	NA	NA	4	NA	5	25%	6	50%	7	75%
Journeyman Conv On-Site Soil Evaluators	NA	NA	NA	NA	NA	NA	4	NA	8	100%	22	450%	28	600%
Master Alter On-Site Soil Evaluator	NA	NA	NA	NA	NA	NA	338	NA	343	1%	346	2%	342	1%
Master Conv On-Site Soil Evaluators	NA	NA	NA	NA	NA	NA	49	NA	47	-4%	51	4%	60	22%
Alternative On-Site Sewage Operators	13	NA	113	769%	153	1077%	0	-100%	NA	NA	NA	NA	NA	NA
(Conventional) On-Site Sewage System Operators	23	NA	59	157%	87	278%	0	-100%	NA	NA	NA	NA	NA	NA
Journeyman Alter On-Site Sewage System Operators	NA	NA	NA	NA	NA	NA	33	NA	61	85%	68	106%	80	142%
Journeyman Conv On-Site Sewage System Operators	NA	NA	NA	NA	NA	NA	14	NA	19	36%	28	100%	28	100%
Master Alter On-Site Sewage System Operators	NA	NA	NA	NA	NA	NA	165	NA	173	5%	179	8%	197	19%
Master Conv On-Site Sewage System Operators	NA	NA	NA	NA	NA	NA	118	NA	140	19%	159	35%	154	31%
Alternative On-Site Sewage System Installers	25	NA	152	508%	250	900%	0	-100%	NA	NA	NA	NA	NA	NA
(Conventional) On-Site Sewage System Installers	40	NA	265	563%	381	853%	0	-100%	NA	NA	NA	NA	NA	NA
Journeyman Alter On-Site Sewage System Installers	NA	NA	NA	NA	NA	NA	33	NA	51	55%	69	109%	72	118%
Journeyman Conv On-Site Sewage System Installers	NA	NA	NA	NA	NA	NA	15	NA	41	173%	47	213%	65	333%
Master Alter On-Site Sewage System Installers	NA	NA	NA	NA	NA	NA	267	NA	284	6%	304	14%	341	28%
Master Conv On-Site Sewage System Installers	NA	NA	NA	NA	NA	NA	347	NA	336	-3%	322	-7%	332	-4%
Master Con/Jour Alter On-Site Sewage System Installers	NA	NA	NA	NA	NA	NA	3	NA	3	0%	4	33%	3	0%
Tattooers	559	NA	602	8%	569	2%	666	19%	696	25%	813	45%	1,063	90%
Guest Tattooers	5	NA	1	-80%	0	-100%	5	0%	0	-100%	1	-80%	729	14480%
Apprentice Tattooer	NA	NA	NA	NA	NA	NA	NA	NA	141	NA	177	26%	277	96%
Tattoo Parlors	230	NA	252	10%	236	3%	245	7%	263	14%	312	36%	350	52%
Event Tattoo Parlors	1	NA	1	0%	1	0%	1	0%	0	-100%	0	-100%	28	2700%
Tattooing Instructors	14	NA	11	-21%	11	-21%	9	-36%	13	-7%	19	36%	23	64%
Tattooing Schools	7	NA	6	-14%	4	-43%	5	-29%	6	-14%	8	14%	6	-14%
Permanent Cosmetic Tattooers	186	NA	187	-3%	181	-6%	384	99%	565	193%	880	358%	1,181	512%
Master Permanent Cosmetic Tattooers	2	NA	4	100%	6	200%	8	300%	12	500%	16	700%	28	1300%
Permanent Cosmetic Tattoo Salons	37	NA	40	8%	47	27%	125	238%	190	414%	245	562%	271	632%
Permanent Cosmetic Tattoo Instructors	19	NA	21	11%	22	16%	27	42%	32	68%	60	216%	84	342%
Permanent Cosmetic Tattooing Schools	8	NA	9	13%	10	25%	15	88%	17	113%	30	275%	32	300%
Waste Mgt Facility Operators	NA	NA	686	NA	659	-4%	672	-2%	652	-5%	613	-11%	600	-13%
Waste Mgt Facility Operators-Class I	687	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Waste Mgt Facility Operators-Class II	401	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Waste Mgt Facility Operators-Class III	54	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Waste Mgt Facility Operators-Class IV	84	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Wastewater Works Operators	2,362	NA	2,299	-3%	2,298	-3%	2,200	-7%	2,131	-10%	2,084	-12%	2,122	-10%

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Waterworks Operators	2,273	NA	2,277	0%	2,248	-1%	2,253	-1%	2,243	-1%	2,266	0%	2,281	0%
Waxing Salons	80	NA	83	4%	98	23%	117	46%	130	63%	141	76%	160	100%
Wax Technicians	1,963	NA	1,760	-10%	1,659	-15%	1,602	-18%	1,579	-20%	1,601	-18%	1,549	-21%
Wax Technician Instructors	27	NA	21	-22%	24	-11%	23	-15%	23	-15%	29	7%	38	41%
Temporary Wax Technicians	NA	NA	NA	NA	NA	NA	NA	NA	0	NA	0	0%	0	0%
Temporary Wax Technician Instructors	NA	NA	NA	NA	NA	NA	NA	NA	0	NA	0	100%	0	0%
Waxing Schools	12	NA	13	8%	13	8%	15	25%	17	42%	17	42%	26	117%
Professional Wetland Delineators	105	NA	111	6%	108	3%	112	7%	116	10%	118	12%	145	38%
Temporary Wrestler	NA	NA	NA	NA	NA	NA	NA	NA	0	NA	1	100%	2	200%
Wrestlers	551	NA	476	-14%	601	9%	626	14%	390	-29%	664	21%	796	44%
Wrestling Events	11	NA	10	-9%	10	-9%	12	9%	0	100%	5	-55%	11	0%
<b>TOTAL</b>	<b>307,027</b>	<b>NA</b>	<b>304,828</b>	<b>-1%</b>	<b>304,598</b>	<b>-1%</b>	<b>309,778</b>	<b>1%</b>	<b>312,250</b>	<b>2%</b>	<b>321,132</b>	<b>5%</b>	<b>325,168</b>	<b>6%</b>

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## Project 8183 - Emergency/NOIRA

### Board For Barbers And Cosmetology

#### Cosmetology Compact Amendment

##### 18VAC41-20-10. Definitions.

The following words and terms when used in this chapter shall have the following meanings, unless the context clearly indicates otherwise. All terms defined in Chapter 7 (§ 54.1-700 et seq.) of Title 54.1 of the Code of Virginia are incorporated in this chapter.

"Barber school" means a place or establishment licensed by the board to accept and train students and that offers a barber, master barber, or dual barber/master barber curriculum approved by the board.

"Business entity" means a sole proprietorship, partnership, corporation, limited liability company, limited liability partnership, or any other form of organization permitted by law.

"Compact" means the Cosmetology Compact (§ 54.1-700.1 of the Code of Virginia).

"Direct supervision" means that a Virginia licensed barber, cosmetologist, nail technician, or wax technician shall be present in the barbershop, cosmetology salon, nail salon, or waxing salon at all times when services are being performed by a temporary permit holder or registered apprentice.

"Endorsement" means a method of obtaining a license by a person who is currently licensed in another state.

"Firm" means any business entity recognized under the laws of the Commonwealth of Virginia.

"Licensee" means any person, sole proprietorship, partnership, corporation, limited liability company, limited liability partnership, or any other form of organization permitted by law holding a license or multistate license issued by the Board for Barbers and Cosmetology, as defined in §§ 54.1-700 and 54.1-700.1 of the Code of Virginia.

"Post-secondary educational level" means an accredited college or university that is approved or accredited by the Southern Association of Colleges and Schools Commission on Colleges or by an accrediting agency that is recognized by the U.S. Secretary of Education.

"Reciprocity" means a conditional agreement between two or more states that will recognize one another's regulations and laws for equal privileges for mutual benefit.

"Reinstatement" means having a license, multistate license or certificate restored to effectiveness after the expiration date has passed.

"Renewal" means continuing the effectiveness of a license, multistate license or certificate for another period of time.

"Responsible management" means the following individuals:

1. The sole proprietor of a sole proprietorship;
2. The partners of a general partnership;
3. The managing partners of a limited partnership;
4. The officers of a corporation;
5. The managers of a limited liability company;
6. The officers or directors of an association or both; and
7. Individuals in other business entities recognized under the laws of the Commonwealth as having a fiduciary responsibility to the firm.

"Sole proprietor" means any individual, not a corporation, who is trading under his own name, or under an assumed or fictitious name pursuant to the provisions of §§ 59.1-69 through 59.1-76 of the Code of Virginia.

"Substantially equivalent exam" means an examination administered by the licensing entity which covers Virginia's scope of practice for that profession.

"Substantially equivalent training" means at least 80% of the required hours in Virginia and curriculum content covering Virginia's scope of practice for that profession.

"Virginia state institution" for the purposes of this chapter means any institution approved by the Virginia Department of Education or the Virginia Department of Corrections.

**18VAC41-20-35. Multistate license.**

After the date the Compact becomes operational, to obtain a multistate cosmetology license in Virginia, an applicant must hold an active and unencumbered cosmetology license in Virginia and shall meet the requirements for a multistate license under the Compact in effect at the time of the application. To renew a multistate cosmetology license in Virginia, a licensee must comply with rules adopted by the Commission in effect at the time of renewal. The applicant must also meet the requirements set forth in 18VAC41-20-20 A.

**18VAC41-20-100. General requirements for a barber instructor certificate, cosmetology instructor certificate, nail technician instructor certificate, or wax technician instructor certificate.**

A. Any individual wishing to engage in barbering instruction, master barbering instruction, cosmetology instruction, nail care instruction, or waxing instruction shall meet the following qualifications:

1. The applicant shall be in good standing as a licensed barber, master barber, cosmetologist, nail technician, or wax technician, and instructor, respectively, in Virginia and all other jurisdictions where licensed. The applicant shall disclose to the board at the time of application for licensure any disciplinary action taken in Virginia and all other jurisdictions in connection with the applicant's practice as a barber, master barber, cosmetologist, nail technician, or wax technician, or in the practice of teaching any of those professions. This includes monetary penalties, fines, suspensions, revocations, surrender of a license in connection with a disciplinary action, or voluntary termination of a license. The applicant shall disclose to the board at the time of application for licensure if the applicant has been previously licensed in Virginia as a barber instructor, master barber instructor, cosmetology instructor, nail technician instructor, or wax technician instructor.

Upon review of the applicant's prior disciplinary action, the board, in its discretion, may deny licensure to any applicant wherein the board deems the applicant is unfit or unsuited to engage in the instruction of barbering, cosmetology, nail care, or waxing. The board will decide each case by taking into account the totality of the circumstances. Any plea of nolo contendere or comparable plea shall be considered a disciplinary action for the purposes of this section. The applicant shall provide a certified copy of a final order, decree, or case decision by a court, regulatory agency, or board with the lawful authority to issue such order, decree, or case decision, and such copy shall be admissible as prima facie evidence of such disciplinary action;

2. The applicant shall hold a current Virginia cosmetology license, multistate cosmetology license, a current Virginia barber, master barber, cosmetology, nail technician, or wax technician license, respectively;

3. The applicant shall:

- a. Pass a course in teaching techniques at the post-secondary educational level;
  - b. Complete an instructor training course approved by the Virginia Board for Barbers and Cosmetology under the supervision of a certified barber, master barber, cosmetologist, nail technician, or wax technician instructor in a barber, cosmetology, nail technician, or wax technician school, respectively; or
  - c. Pass an examination in barber, master barber, cosmetology, nail technician, or wax technician instruction respectively, administered by the board or by a testing service acting on behalf of the board; and
4. In accordance with § 54.1-204 of the Code of Virginia, each applicant shall disclose the following information regarding criminal convictions in Virginia and all other jurisdictions:
- a. All misdemeanor convictions involving moral turpitude, sexual offense, non-marijuana drug distribution, or physical injury within two years of the date of the application; and
  - b. All felony convictions within 20 years of the date of application.

Any plea of nolo contendere shall be considered a conviction for purposes of this subsection. The record of a conviction received from a court shall be accepted as prima facie evidence of a conviction or finding of guilt. The board, in its discretion, may deny licensure to any applicant in accordance with § 54.1-204 of the Code of Virginia.

B. Instructors shall be required to maintain a barber, master barber, cosmetology, multistate cosmetology, nail technician, or wax technician license, respectively.

**18VAC41-20-140. Fees.**

The following fees apply:

FEE TYPE	AMOUNT DUE September 1, 2022 through August 31, 2024	AMOUNT DUE September 1, 2024, and after	WHEN DUE
<b>Individuals:</b>			
Application	\$90	\$105	With application
License by Endorsement	\$90	\$105	With application
<u>Multistate License</u>	<u>NA</u>	<u>\$50</u>	<u>With application</u>
<b>Renewal:</b>			
Barber	\$90	\$105	With renewal card prior to expiration date
Master Barber	\$90	\$105	With renewal card prior to expiration date
Cosmetologist	\$90	\$105	With renewal card prior to expiration date

Nail Technician	\$90	\$105	With renewal card prior to expiration date
Wax Technician	\$90	\$105	With renewal card prior to expiration date
<u>Multistate License</u>	<u>NA</u>	<u>\$55</u>	<u>With renewal card prior to expiration date</u>
Reinstatement	\$180* *includes \$90 renewal fee and \$90 reinstatement fee	\$210* *includes \$105 renewal fee and \$105 reinstatement fee	With reinstatement application
<u>Multistate License</u>	<u>NA</u>	<u>\$110*</u> <u>*includes \$55 renewal fee and \$55 reinstatement fee</u>	<u>With reinstatement application</u>
Instructors:			
Application	\$110	\$125	With application
License by Endorsement	\$110	\$125	With application
Renewal	\$110	\$150	With renewal card prior to expiration date
Reinstatement	\$220* *includes \$110 renewal fee and \$110 reinstatement fee	\$300* *includes \$150 renewal fee and \$150 reinstatement fee	With reinstatement application
Facilities:			
Application	\$165	\$190	With application
Renewal	\$165	\$190	With renewal card prior to expiration date
Reinstatement	\$330* *includes \$165 renewal fee and \$165 reinstatement fee	\$380* *includes \$190 renewal fee and \$190 reinstatement fee	With reinstatement application
Schools:			
Application	\$185	\$220	With application

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Add Program	\$100	\$100	With application
Renewal	\$185	\$220	With renewal card prior to expiration date
Reinstatement	\$370* *includes \$185 renewal fee and \$185 reinstatement fee	\$440* *includes \$220 renewal fee and \$220 reinstatement fee	With reinstatement application

**18VAC41-20-160. License renewal required.**

A license or certificate issued under this chapter shall expire two years from the last day of the month in which it was issued. A multistate license expiration date shall run concurrently with the Virginia license.

**18VAC41-20-170. Notice of renewal.**

The Department of Professional and Occupational Regulation will mail a renewal notice to the licensee, multistate licensee, or certificate holder outlining the procedures for renewal. Failure to receive this notice, however, shall not relieve the licensee, multistate licensee, or certificate holder of the obligation to renew. If the licensee, multistate licensee, or certificate holder fails to receive the renewal notice, a copy of the old license or certificate may be submitted as evidence of intent to renew, along with the required fee.

**18VAC41-20-180. Failure to renew.**

A. When an individual who holds a license, multistate license or certificate ~~a licensed or certified individual~~ or a business entity fails to renew its license or certificate within 30 days following its expiration date, the licensee, multistate licensee, or certificate holder shall apply for reinstatement of the license, multistate license, or certificate by submitting to the Department of Professional and Occupational Regulation a reinstatement application and renewal fee and reinstatement fee.

B. When an individual who holds a license, multistate license or certificate ~~a licensed or certified individual~~ or a business entity fails to renew its license within two years following the expiration date, reinstatement is no longer possible. To resume practice:

1. The former licensee, multistate licensee, or certificate holder shall apply for licensure, multistate licensure, or certification as a new applicant and shall meet all current entry requirements for each respective license or certificate. An individual who holds an active multistate license in a member state is exempt from this requirement.

2. An individual initially granted licensure under any of the following examination or training waiver provisions, known as grandfathering, shall submit a new application showing the individual met the requirements of the applicable examination or training waiver provision, demonstrate five years of licensed experience, and pass the required examination:

a. Any person who was exempted from examination for licensure as a barber, as such person was engaged in the practice of barbering on or before July 1, 1966, in any establishment or place of business within which the practice of barbering was carried on by only one barber, and such person filed an application with the board on or before January 1, 1967.

b. Any person exempted from examination as a registered professional hair dresser, as such person was substantially engaged as a hairdresser in Virginia for at least nine months prior to June 29, 1962, and such person filed an application satisfactory to the board on or before July 1, 1963.

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- c. Any person exempted from training requirements for licensure as a nail technician, as such person had experience or training as a nail technician, and such person applied to the board for examination by October 1, 1991.
- d. Any person exempted from examination as a wax technician pursuant to § 54.1-703.1 of the Code of Virginia.

C. The application for reinstatement for a school shall provide (i) the reasons for failing to renew prior to the expiration date and (ii) a notarized statement that all students currently enrolled or seeking to enroll at the school have been notified in writing that the school's license has expired. All of these materials shall be called the application package. Reinstatement will be considered by the board if the school consents to and satisfactorily passes an inspection of the school and if the school's records are maintained in accordance with 18VAC41-20-240 and 18VAC41-20-250 by the Department of Professional and Occupational Regulation. Pursuant to 18VAC41-20-130, upon receipt of the reinstatement fee, application package, and inspection results, the board may reinstate the school's license or require requalification or both. If the reinstatement application package and reinstatement fee are not received by the board within six months following the expiration date of the school's license, the board will notify the testing service that prospective graduates of the unlicensed school are not acceptable candidates for the examination. Such notification will be sent to the school and must be displayed in a conspicuous manner by the school in an area that is accessible to the public. No student shall be disqualified from taking the examination because the school was not licensed for a portion of the time the student attended if the school license is reinstated by the board.

D. The date a renewal fee is received by the Department of Professional and Occupational Regulation, or its agent, will be used to determine whether the requirement for reinstatement of a license, multistate license, or certificate is applicable.

E. When a license or certificate is reinstated, the licensee or certificate holder shall be assigned an expiration date two years from the date of the last day of the month of reinstatement.

F. When a multistate license is reinstated, the multistate license shall be assigned an expiration date concurrent with the expiration of the home state (or Virginia cosmetology) license.

F-G. A licensee, multistate licensee, or certificate holder that reinstates its license, multistate license, or certificate shall be regarded as having been continuously licensed or certified without interruption. Therefore, a licensee, multistate licensee, or certificate holder shall be subject to the authority of the board for activities performed prior to reinstatement.

G-H. A licensee or certificate holder that fails to reinstate its license or certificate shall be regarded as unlicensed or uncertified from the expiration date of the license or certificate forward. Nothing in this chapter shall divest the board of its authority to discipline a licensee, multistate licensee, or certificate holder for a violation of the law or regulations during the period of time for which the individual was licensed or certified.

#### **18VAC41-20-260. Display of license.**

A. Each shop, salon, or school shall ensure that all current licenses, multistate licenses, certificates, or permits issued by the board shall be displayed in plain view of the public either in the reception area or at individual work stations of the shop, salon, or school. Duplicate licenses, multistate licenses, certificates, or permits shall be posted in a like manner in every shop, salon, or school location where the regulant provides services.

B. Each shop, salon, or school shall ensure that no employee, licensee, student, or apprentice performs any service beyond the scope of practice for the applicable license.

C. All licensees, multistate licenses, certificate holders, and permit holders shall operate under the name in which the license, certificate, or permit is issued.

D. Unless also licensed as a cosmetologist, a barber or master barber is required to hold a separate nail technician or wax technician license if performing nail care or waxing.

E. All apprenticeship cards issued by the Department of Labor and Industry (DOLI) shall be displayed in plain view of the public either in the reception area or at individual work stations of the shop or salon. The apprentice sponsor shall require each apprentice to wear a badge clearly indicating his status as a DOLI registered apprentice.

**18VAC41-20-270. Sanitation and safety standards for shops, salons, and schools.**

A. Sanitation and safety standards. Any shop, salon, school, or facility where barber, master barber, cosmetology, or nail or waxing services are delivered to the public must be clean and sanitary at all times. Compliance with these rules does not confer compliance with other requirements set forth by federal, state, and local laws, codes, ordinances, and regulations as they apply to business operation, physical construction and maintenance, safety, and public health. Licensees and multistate licensees shall take sufficient measures to prevent the transmission of communicable and infectious diseases and comply with the sanitation standards identified in this section and shall ensure that all employees likewise comply.

B. Disinfection and storage of implements.

1. A wet disinfection unit is a container large enough to hold a disinfectant solution in which the objects to be disinfected are completely immersed. A wet disinfection unit must have a cover to prevent contamination of the solution. The solution must be an Environmental Protection Agency (EPA) registered disinfectant that is bactericidal, virucidal, and fungicidal. Disinfectant solutions shall be used according to manufacturer's directions.

2. Disinfection of multiuse items constructed of hard, nonporous materials such as metal, glass, or plastic that the manufacturer designed for use on more than one client, including clippers, scissors, combs, and nippers is to be carried out in the following manner prior to servicing a client:

- a. Remove all foreign matter from the object, utilizing a brush if needed. Drill bits are to be soaked in acetone and scrubbed with a wire brush to remove all foreign matter;
- b. Wash thoroughly with hot water and soap;
- c. Rinse thoroughly with clean water and dry thoroughly with a clean paper towel;
- d. Fully immerse implements into solution for a minimum of 10 minutes; and
- e. After immersion, rinse articles, dry thoroughly with a clean paper towel, and store in a clean, pre-disinfected, and dry cabinet, drawer, or nonairtight covered container, or leave instruments in an EPA-registered disinfection storage solution used according to manufacturer's directions.

3. Single-use items designed by the manufacturer for use on no more than one client should be discarded immediately after use on each individual client, including powder puffs, lip color, cheek color, sponges, styptic pencils, or nail care implements. The disinfection and reuse of these items is not permitted and the use of single-use items on more than one client is prohibited.

4. For the purpose of recharging, rechargeable clippers may be stored in an area other than in a closed cabinet or container. This area shall be clean and the cutting edges of any clippers are to be disinfected.

5. Electrical clipper blades shall be disinfected before and after each use. If the clipper blade cannot be removed, the use of a spray or foam used according to the manufacturer's instructions will be acceptable, provided that the disinfectant is an EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal, and that the entire handle is also disinfected by wiping with the disinfectant solution.

6. All wax pots shall be cleaned and disinfected with an EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal and with no sticks left standing in the wax at any time. The area immediately surrounding the wax pot shall be clean and free of clutter, waste materials, spills, and any other items that may pose a hazard.

7. Each barber, master barber, cosmetologist, nail technician, and wax technician must have a wet disinfection unit at his station.

8. Sinks, bowls, tubs, whirlpool units, air-jetted basins, pipe-less units, and non-whirlpool basins used in the performance of nail care shall be maintained in accordance with manufacturer's recommendations. They shall be cleaned and disinfected immediately after each client in the following manner:

- a. Drain all water and remove all debris;
- b. Clean the surfaces and walls with soap or detergent to remove all visible debris, oils, and product residue and then rinse with water;
- c. Disinfect by spraying or wiping the surface with an EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal; and
- d. Wipe dry with a clean towel.

C. General sanitation and safety requirements.

1. Service chairs, wash basins, shampoo sinks, workstations and workstands, and back bars shall be clean;

2. The floor surface in all work areas must be of a washable surface other than carpet. The floor must be kept clean and free of hair, nail clippings, dropped articles, spills, clutter, trash, electrical cords, other waste materials, and any other items that may pose a hazard;

3. All furniture, fixtures, walls, floors, windows, and ceilings shall be clean and in good repair and free of water seepage and dirt. Any mats shall be secured or shall lie flat;

4. A fully functional bathroom in the same building with a working toilet and sink must be available for clients. There must be hot and cold running water. Fixtures must be in good condition. The bathroom must be lighted and sufficiently ventilated. If there is a window, it must have a screen. There must be soap and clean single-use towels or hand air-drying device for the client's use. Laundering of towels is allowed, space permitting. The bathroom must not be used as a work area or for the open storage of chemicals. For facilities newly occupied after January 1, 2017, the bathroom shall be maintained exclusively for client use or shared with other businesses in the same building. If the bathroom is shared, the bathroom shall be available for client use and within 200 feet of the entrance and must adhere to all sanitation requirements of this chapter;

5. General areas for client use must be neat and clean with a waste receptacle for common trash;

6. Electrical cords shall be placed to prevent entanglement by the client or licensee, and electrical outlets shall be covered by plates;

7. All sharp tools, implements, and heat-producing appliances shall be in safe working order at all times, safely stored, and placed so as to prevent any accidental injury to the client or licensee;

8. The salon area shall be sufficiently ventilated to exhaust hazardous or objectionable airborne chemicals, and to allow the free flow of air; and

9. Adequate lighting shall be provided.

D. Articles, tools, and products.

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1. Clean towels, robes, or other linens shall be used for each patron. Clean towels, robes, or other linens shall be stored in a clean, pre-disinfected, and dry cabinet, drawer, or nonairtight covered container. Soiled towels, robes, or other linens shall be stored in a container enclosed on all sides including the top, except if stored in a separate laundry room;
2. Whenever a haircloth is used, a clean towel or neck strip shall be placed around the neck of the patron to prevent the haircloth from touching the skin;
3. Soiled implements must be removed from the tops of work stations immediately after use;
4. Lotions, ointments, creams, and powders shall be labeled and kept in closed containers. A clean spatula, other clean tools, or clean disposable gloves shall be used to remove bulk substances such as creams or ointments from jars. Sterile cotton or sponges shall be used to apply creams, lotions, and powders. Cosmetic containers shall be covered after each use;
5. For nail care, if a sanitary container is provided for a client, the sanitary container shall be labeled and implements shall be used solely for that specific client. Disinfection shall be carried out in accordance with subdivisions B 1 and B 2 of this section;
6. No substance other than a sterile styptic powder or sterile liquid astringent approved for homeostasis and applied with a sterile single-use applicator shall be used to check bleeding; and
7. Any disposable material making contact with blood or other body fluid shall be disposed of in a sealed plastic bag and removed from the shop, salon, school, or facility in accordance with the guidelines of the Virginia Department of Health.

E. Chemical storage and emergency information.

1. Shops, salons, schools, and facilities shall have in the immediate working area a binder with all Safety Data Sheets (SDS) provided by manufacturers for any chemical products used;
2. Shop, salons, schools, and facilities shall have a blood spill clean-up kit in the work area that contains at minimum latex gloves, two 12-inch by 12-inch towels, one disposable trash bag, bleach, one empty spray bottle, and one mask with face shield or any Occupational Safety and Health Administration (OSHA) approved blood spill clean-up kit;
3. Flammable chemicals shall be labeled and stored in a nonflammable storage cabinet or a properly ventilated room; and
4. Chemicals that could interact in a hazardous manner (e.g., oxidizers, catalysts, and solvents) shall be labeled and separated in storage.

F. Client health guidelines.

1. All employees providing client services shall cleanse their hands with a soap product prior to providing services to each client. Licensees shall require that clients for nail care services shall cleanse their hands immediately prior to the requested nail care service;
2. An artificial nail shall only be applied to a healthy natural nail;
3. A nail drill or motorized instrument shall be used only on the free edge of the nail;
4. No shop, salon, school, or facility providing cosmetology or nail care services shall have on the premises cosmetic products containing hazardous substances that have been banned by the U.S. Food and Drug Administration (FDA) for use in cosmetic products;
5. No product shall be used in a manner that is disapproved by the FDA; and

6. All regulated services must be performed in a facility that is in compliance with current local building and zoning codes.

G. In addition to any requirements set forth in this section, all licensees and temporary permit holders shall adhere to regulations and guidelines established by the Virginia Department of Health and the Occupational Safety and Health Compliance Division of the Virginia Department of Labor and Industry.

H. All shops, salons, schools, and facilities shall immediately report the results of any inspection of the shop, salon, or school by the Virginia Department of Health as required by § 54.1-705 of the Code of Virginia.

I. All shops, salons, schools, and facilities shall maintain a self-inspection form on file to be updated on an annual basis, and kept for five years, so that it may be requested and reviewed by the board at its discretion.

**18VAC41-20-280. Grounds for license revocation or suspension; denial of application, renewal, or reinstatement; or imposition of a monetary penalty.**

~~The board may, in considering the totality of the circumstances, fine any licensee, certificate holder, or permit holder; suspend or revoke or refuse to renew or reinstate any license, certificate, or permit; or deny any application issued under the provisions of Chapter 7 (§ 54.1-700 et seq.) of Title 54.1 of the Code of Virginia and this chapter if it finds that the licensee, certificate holder, permit holder, or applicant:~~

The board may, in considering the totality of the circumstances: fine; suspend; revoke; refuse to renew; or reinstate any license, multistate license issued in Virginia, certificate, permit or authorization to practice cosmetology through a multistate license; or deny any application issued under the provisions of Chapter 7 (§ 54.1-700 et seq.) of Title 54.1 of the Code of Virginia and this chapter if it finds that the licensee, multistate licensee, certificate holder, permit holder, or applicant:

1. Is incompetent, or negligent in practice, or incapable mentally or physically, as those terms are generally understood in the profession, to practice as a barber, master barber, cosmetologist, nail technician, or wax technician, or to operate a shop, salon, or school;
2. Is convicted of fraud or deceit in the practice or teaching of barbering, master barbering, cosmetology, nail care, or waxing or fails to teach the curriculum as provided for in this chapter;
3. Attempts to obtain, obtained, renewed or reinstated a license, certificate, or temporary license, or multistate license issued in Virginia by false or fraudulent representation;
4. Violates or induces others to violate, or cooperates with others in violating, any of the provisions of this chapter or Chapter 7 (§ 54.1-700 et seq.) of Title 54.1 of the Code of Virginia or any local ordinance or regulation governing standards of health and sanitation of the establishment in which any barber, master barber, cosmetologist, nail technician, or wax technician may practice or offer to practice;
5. Offers, gives, or promises anything of value or benefit to any federal, state, or local employee for the purpose of influencing that employee to circumvent, in the performance of his duties, any federal, state, or local law, regulation, or ordinance governing barbering, master barbering, cosmetology, nail care, or waxing as defined in § 54.1-700 of the Code of Virginia;
6. Fails to respond to the board or any of its agents or provides false, misleading, or incomplete information to an inquiry by the board or any of its agents;
7. Fails or refuses to allow the board or any of its agents to inspect during reasonable hours any licensed shop, salon, or school for compliance with provisions of Chapter 7 (§ 54.1-700 et seq.) or this chapter;

8. Fails to produce, upon request or demand of the board or any of its agents, any document, book, record, or copy thereof in a licensee's or owner's possession or maintained in accordance with these regulations;
9. Fails to notify the board of a change of name or address in writing within 30 days of the change for each and every license, certificate, or permit;
10. Makes any misrepresentation or publishes or causes to be published any advertisement that is false, deceptive, or misleading;
11. Fails to notify the board in writing within 30 days of the suspension, revocation or surrender of a license, certificate, or permit, or the authorization to practice cosmetology in a remote state, in connection with a disciplinary action in any jurisdiction or of any license, certificate, or permit, or the authorization to practice cosmetology in a remote state, that has been the subject of disciplinary action in any jurisdiction;
12. Has been convicted or found guilty, regardless of the manner of adjudication in Virginia or any other jurisdiction of the United States, of a misdemeanor involving moral turpitude, sexual offense, non-marijuana drug distribution, or physical injury or any felony, there being no appeal pending therefrom or the time for appeal having elapsed. Review of convictions shall be subject to the requirements of § 54.1-204 of the Code of Virginia. Any plea of nolo contendere shall be considered a conviction for purposes of this subdivision. The record of a conviction certified or authenticated in such form as to be admissible in evidence under the laws of the jurisdiction where convicted shall be admissible as prima facie evidence of such conviction or guilt;
13. Fails to inform the board in writing within 30 days of pleading guilty or nolo contendere or being convicted or found guilty regardless of adjudication of any convictions as stated in subdivision 12 of this section;
14. Allows, as responsible management of a shop, salon, or school, a person who has not obtained a license, multistate license, or a temporary permit to practice as a barber, master barber, cosmetologist, nail technician, or wax technician unless the person is duly enrolled as a registered apprentice;
15. Allows, as responsible management of a school, a person who has not obtained an instructor certificate or a temporary permit to practice as a barber, master barber, cosmetologist, nail technician, or wax technician instructor;
16. Fails to take sufficient measures to prevent transmission of communicable or infectious diseases or fails to comply with sanitary requirements provided for in this chapter or any local, state, or federal law or regulation governing the standards of health and sanitation for the practices of barbering, master barbering, cosmetology, nail care, or waxing, or the operation of barbershops, cosmetology salons, nail salons, or waxing salons; or
17. Fails to comply with all procedures established by the board and the testing service with regard to conduct at any board examination.

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**TO:** VIRGINIA BOARD FOR BARBERS AND COSMETOLOGY  
**FROM:** KELLEY SMITH, EXECUTIVE DIRECTOR  
**SUBJECT:** NIC ESTHETICS EXAM  
**DATE:** DECEMBER 19, 2024

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Board staff and the Board's new exam vendor, Prov, have received multiple complaints about the Board's continued use of hard wax removal on the upper lip in the esthetics exam. Currently, the Board uses NIC's core domain sections on the Esthetics practical examination, which contains a section on New Client Preparation and Hair Removal of the Eyebrows using Simulated Soft Wax and Tweezing, and the NIC Esthetics Hair Removal of the Upper Lip with Hard Wax additional section. The complaints center around the safety of the wax pot and the redundancy of showing safety and proficiency in waxing with both hard and soft wax when the same steps are performed the same way.

As a comparison, as you can see on the attached pages the Virginia Cosmetology examination has an additional section for Hair Removal of the Eyebrows by Tweezing and Using Simulated Hard Wax, though cosmetology students are also taught the use of hard wax.

Does the Board believe the Esthetics Hair Removal of the Upper Lip with Hard Wax section of the Virginia Esthetics examination can be removed so the Board is only using the core domain practical exam? Is there some reason an esthetician may choose to use a hard wax versus simulated soft wax, based on scope of practice, and therefore needs to be able to show proficiency?

The Board can decide to retain or remove the Esthetics Hair Removal of the Upper Lip with Hard Wax add on practical examination by making a motion to "retain the Esthetics Hair Removal of the Upper Lip with Hard Wax section of the Virginia Esthetics examination" or "remove the Esthetics Hair Removal of the Upper Lip with Hard Wax section of the Virginia Esthetics examination."

Please come prepared to discuss.

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## Cosmetology

### WRITTEN EXAM:

- ✓ [Cosmetology Written CIB](#)

### PRACTICAL EXAM - Core Practical Exam CIB:

- ✓ [Cosmetology Practical CIB](#)

### Additional Practical Exam Service CIB:

- ✓ [Cosmetology Hair Removal Eyebrows CIB](#)

### Required Core Practical Exam Services:

- 1) Work area and Client Preparation, and Set Up of Supplies (15 mins)
- 2) Thermal Curling (10 mins)
- 3) Hair Cutting (35 mins)
- 4) Work Area and Client Preparation, and Set Up of Supplies (15 mins)
- 5) Chemical Waving (20 mins)
- 6) Predisposition Test and Strand Test with Simulated Product (10 mins)
- 7) Highlighting with Foil, Virgin Application with Colored Simulated Product (15 mins)
- 8) Hair Color Retouch with Colored Simulated Product (10 mins)
- 9) Virgin Hair Relaxer (No Base) Application with Colored Simulated Product (15 mins)
- 10) Blood Exposure Procedure (10 mins)

### Required Additional Practical Exam Service:

Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft wax (Untimed)

Please note, the NIC Core CIB includes all additional exam areas that are available nationally. The State of Virginia utilizes the Core Services and Hair Removal of the Eyebrows by Tweezing and Using Simulated Soft Wax as listed above.

## Esthetician

### WRITTEN EXAM:

- ✓ [Esthetics Written CIB](#)

### PRACTICAL EXAM - Core Practical Exam CIB:

- ✓ [Esthetics Practical CIB](#)

### Additional Practical Exam Service CIB:

- ✓ [Esthetics Hard Wax CIB](#)

### Required Core Practical Exam Services:

- 1) Work Area and Client Preparation, and Set Up of Supplies (10 mins)
- 2) Client Preparation and Basic Facial (25 mins)
- 3) Work Area Preparation for New Client and Set Up of Supplies (10 mins)
- 4) New Client Preparation and Hair Removal of the Eyebrows using Simulated Soft Wax and Tweezing (5 minute set-up; procedure untimed)
- 5) Facial Makeup (20 mins)
- 6) Blood Exposure Procedure (10 mins)  
Hair Removal of the Upper Lip Using Hard Wax (10 mins)

### Required Additional Practical Exam Service:

Hair Removal on the Upper Lip Using Hard Wax (10 mins)

Please note, the NIC Core CIB includes all additional exam areas that are available nationally. The State of Virginia utilizes the Core Services and Hair Removal on the Upper Lip Using Hard Wax as listed above.

CANDIDATE INFORMATION BULLETIN (CIB)

IMPORTANT INSTRUCTIONS

ESTHETICS PRACTICAL EXAMINATION

CONTENT OUTLINE

*SUGGESTED* EXAMINATION SUPPLIES

NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES

# National Esthetics Practical Examination CIB

Effective: January 01, 2020

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# CANDIDATE INFORMATION BULLETIN (CIB)

## EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

Please visit your official examination provider website OR [www.nictesting.org](http://www.nictesting.org) (<https://www.nictesting.org>) for the most current bulletin prior to testing.

The National Esthetics Practical Examination is a licensure examination for Esthetics, developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding National Esthetics Practical Examination content and administration for core services and additional sections and references.

**PLEASE REVIEW ALL INFORMATION CAREFULLY.**

For each NIC Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB):

- **Important Instructions and Examination Content Domain Sections** – This provides information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- **Additional Services** – These provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- **References** – This provides a list of references used to develop and support the content covered in NIC examinations. References will be the same across exam types for each exam.

**BE CERTAIN TO REVIEW ALL PARTS OF THIS NIC EXAMINATION CIB CAREFULLY!**

## IMPORTANT INSTRUCTIONS

### General

- The NIC Practical examinations are designed to assess candidates' ability to perform tasks expected to be performed while working as a licensed professional. The tasks a candidate will be asked to perform are those that frequently occur on-the-job and that are important to safe and proficient performance. Though the tasks are performed in an artificial testing session, efforts are made to make the tasks seem realistic and to closely mimic actual conditions.

Candidates are expected to conduct themselves as if they were performing these tasks in actual scenarios.

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. *Picture ID is required for re-entry into the examination.*
- All examinations are administered in a testing environment.
- Candidates are evaluated at all times. Continue working until the entire section is complete or time has elapsed.

## Supplies

Candidates are required to bring a supply kit for their own use.

- It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
- The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed except when removing materials for a particular service.
- Candidates may remove items, supplies, etc., from the kit at any time, however *nothing* may be returned to the kit.
- EPA registered, disinfectant wipes that demonstrate bactericidal, fungicidal, and virucidal properties must be used. **DISINFECTANT AND AEROSOL SPRAYS ARE NOT ALLOWED IN THE TESTING ENVIRONMENT.**
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturer-created labels must be only in English.
- Original manufacturer's labels are *required* for all disinfectants and hand-sanitizers.
- Simulated products are not allowed for disinfectants and hand sanitizers.
- Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is however, a section titled "Suggested Examination Supplies" provided for each section of the examination. Suggested Supplies can be found after the "Content Domains" section of this bulletin.

## Standardized Administration

Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:

- The verbal instructions will be read twice for each section of the examination.
- With the exception of verbal instructions or an emergency situation, the proctors and/or examination administration personnel are not allowed to communicate with other testing candidates.
- Candidates requesting information during the examination will be told one of the following statements:
  - "Do the best you can with what you have available."
  - "Do as you were taught."

- If a candidate experiences an emergency situation, they may notify the proctor by raising their hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
  - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
  - Once a candidate has completed all tasks in the section, they need to step back to indicate they have finished. In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination. When the timer goes off, all candidates must stop working and step back IMMEDIATELY.

## Prohibited Items

- The following provides examples of materials and actions that are prohibited in the examination room during the examination administration:
  - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
  - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
- Communicating to other candidates or any examiner.
- Exhibiting disruptive behavior. The above referenced items or actions are not an exhaustive list.

Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in immediate dismissal from the examination and the candidates' actions reported to the proper authorities.

## Safety

- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
  - In the event of a blood exposure incident, candidates will be expected to follow proper blood exposure procedures.
- Failure to do so may result in dismissal from the examination.
- Be sure to contact the examination provider or State to obtain the most current version of, and any addenda to blood exposure procedures.
- If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination and could result in removal from the testing area.
- If a candidate experiences any other unsafe conditions, they will need to address it immediately.

## NIC Model or Mannequin Requirements

Please refer to your state specific guidelines for model and mannequin requirements. If your state requires that you use a mannequin head(s) :

- Candidates who are required to use a mannequin head(s) are responsible for coming prepared for the examination.
- Mannequin heads that are premarked or presectioned are not allowed for any part of the practical examination.
- Mannequin heads must be approved by the examination state/vendor prior to admittance into examination.

## Special Attention

The following information is vital and specific to the NIC National Esthetics Practical Examination:

- Candidates will be evaluated on proper designation of materials that are disposed. Candidates are *required* to bring and use the following supplies for the appropriate disposal of materials:
  - Container labeled 'To be disinfected'
  - Container labeled 'Soiled linens'
  - Container labeled 'Trash'
- It is specified that there is more than one client represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Esthetics Practical Examination Content Domains Sections). All additional services (varies by state) will be performed on Client 2.
- Candidates are not allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.
- Candidates are expected to brace any time they are working around the eye and mouth areas.
- In accordance with manufacturer's guidelines, gloves **MUST** be worn during disinfection procedures.

Materials contained in this agenda are proposed topics for discussion and are not to be considered as regulation or official Board position

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# ESTHETICS PRACTICAL EXAMINATION CONTENT OUTLINE

## Core Domain Sections

The scope of the National Esthetics Practical Examination includes 6 (six) Core Domain Sections. The Core Domain Sections are based on the national job analysis.

1. WORK AREA PREPARATION AND SET UP OF SUPPLIES (10 minutes)
2. CLIENT PREPARATION AND BASIC FACIAL (25 minutes)
3. WORK AREA PREPARATION FOR NEW CLIENT AND SET UP OF SUPPLIES (10 min)
4. NEW CLIENT PREPARATION AND HAIR REMOVAL OF THE EYEBROW USING SIMULATED SOFT WAX AND TWEEZING (5 minute set-up; Untimed)
5. FACIAL MAKEUP (20 min)
6. BLOOD EXPOSURE PROCEDURE (10 min)

## Domain Details

The following outlines the scope of content covered by the NIO National Esthetics Practical Examination.

### 1. WORK AREA PREPARATION AND SET UP OF SUPPLIES (10 minutes)

**Proctor – Verbal Instructions: Read to all candidates:**

*“You will prepare your WORK AREA for your client.*

*You will set up the universal supplies you will use throughout the examination.*

*You will also set up the supplies for the Basic Facial section of the examination.*

*You will be expected to follow all client protection, safety and infection control procedures.*

*You will have 10 minutes to complete this section.*

*You will be informed when you have 5 minutes remaining.*

*Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.*

*Step back to indicate you have finished.*

*(1) The instructions will be repeated.*

*(2) You may begin.”*

**Candidates will be evaluated on the following tasks:**

**1.1 Disinfects all work areas completely with product labeled in English as EPA-registered disinfectant that is virucidal, bactericidal, and fungicidal**

**1.2 Sanitizes hands with product labeled in English**

**1.3 Universal supplies are labeled in English**

**1.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:**

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:**

*“Please stop working.”*

## **2. CLIENT PREPARATION AND BASIC FACIAL (25 minutes)**

**Proctor – Verbal Instructions: Read to all candidates:**

*“You will prepare your CLIENT for services.*

*You will perform a Basic Facial.*

*The basic facial will include cleansing, manual exfoliation, towel steaming, massage, and mask.*

*You will be expected to follow all client protection, safety and infection control procedures.*

*You will have 25 minutes to complete this section.*

*You will be informed when you have 12 minutes remaining.*

*Step back to indicate you have finished.*

*(1) The instructions will be repeated.*

*(2) You may begin.”*

**Candidates will be evaluated on the following tasks:**

**2.1 Basic facial supplies are labeled in English**

**2.2 Implements and supplies are visibly clean**

**2.3 Cleanses entire face**

**2.4 Performs exfoliation with manual exfoliant using an implement or material on entire face excluding eyes and lips**

**2.5 Steams the face with towel and removes residual product completely**

**2.6 Demonstrates facial massage procedure using 4 different types of facial massage movements**



**2.7 Demonstrates facial mask application and concludes the service**

**2.8 Maintains drape throughout section**

**2.9 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:**

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:**

*“Please stop working.”*

### **3. WORK AREA PREPARATION FOR NEW CLIENT AND SET UP OF SUPPLIES (10 min)**

**Proctor – Verbal Instructions: Read to all candidates:**

*“You will break down your work area and dispose of supplies used in the previous sections of this examination.*

*You will prepare your WORK AREA for a NEW client.*

*You will set up the universal supplies you will use for the remainder of the examination.*

*You will also set up for the following sections of the examination-*

- Hair Removal of the Eyebrow using Simulated Soft Wax and Tweezing,*
- Facial Makeup.*

*You will be expected to follow all client protection, safety and infection control procedures.*

*You will have 10 minutes to complete this section.*

*You will be informed when you have 5 minutes remaining.*

*Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.*

*Step back to indicate you have finished.”*

**Candidates will be evaluated on the following tasks:**

**3.1 Disinfects all work areas completely with product labeled in English as EPA registered disinfectant that is virucidal, bactericidal, and fungicidal**

**3.2 Sanitizes hands with product labeled in English**

**3.3 Universal supplies are labeled in English**

**3.4 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:**

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:**

*“Please stop working.”*

#### **4. NEW CLIENT PREPARATION AND HAIR REMOVAL OF THE EYEBROW USING SIMULATED SOFT WAX AND TWEEZING (5 minute set-up; Untimed)**

**Proctor Verbal Instructions: Read to all candidates:**

*“You have 5 minutes to prepare your CLIENT for the following sections of the examination-*

- Hair Removal of the Eyebrow using Simulated Soft Wax and Tweezing*
- Facial Makeup.*

*Please do not begin any procedures until the verbal instructions are given and you are instructed to begin.*

*Step back to indicate you have finished.*

*(1) The instructions will be repeated.*

*(2) You may begin.”*

**Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:**

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:**

*“Please stop working.”*

**Proctor – Verbal Instructions: Read to all candidates:**

*“You will perform hair removal of the eyebrow using simulated soft wax and tweezing.*

*You will select one eyebrow to demonstrate a simulated soft wax and tweezing procedure.*

*You will be expected to follow all client protection, safety and infection control procedures.*

*You will be instructed individually by the examiner to demonstrate the soft wax and tweezing procedures.*

*This is an untimed section.*

Do not begin to demonstrate the soft wax and tweezing procedures. You will be instructed individually by the examiner to do so.

(1) The instructions will be repeated.”

**Candidates will be evaluated on the following tasks:**

**4.1 Hair removal of the eyebrow supplies are labeled in English**

**4.2 Implements and supplies are visibly clean**

**Examiner – Verbal Instructions: Read to each candidate individually:**

*“Please demonstrate hair removal using simulated soft wax along entire length of one eyebrow.”*

**4.3 Demonstrates simulated soft wax procedure along entire length of eyebrow**

**Examiner – Verbal Instructions: Read to each candidate individually:**

*“Please tweeze three hairs from the same eyebrow and conclude the service.”*

**4.4 Demonstrates tweezing procedure**

**4.5 Maintains drape throughout section**

**4.6 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Examiner – Verbal Instructions: Read to each candidate individually after hair removal of the eyebrow using soft wax and tweezing has been examined:**

*“Please step back and do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:**

*“All examiners have indicated they are ready to proceed.”*

## **5. FACIAL MAKEUP (20 min)**

**Proctor – Verbal Instructions: Read to all candidates:**

**You will perform Facial Makeup. You will be expected to apply facial makeup in the following order - - foundation, - powder, - blush, - eyeshadow, - eyeliner, - mascara, - and lip color. You are expected to brace when working around the eye and mouth areas.**

**You will be expected to follow all client protection, safety and infection control procedures.**

**You will have 20 minutes to complete this section.**

**You will be informed when you have 10 minutes remaining. Step back to indicate you have finished.**

**Additional verbal instruction specific to state guidelines for Hard Wax:**

*“Please check the temperature of your wax pot at this time (if additional Hard Wax section is administered).”*

(1) *The instructions will be repeated.*

(2) *You may begin.*”

**Candidates will be evaluated on the following tasks:**

**5.1 Facial makeup supplies are labeled in English**

**5.2 Implements and supplies are visibly clean**

**5.3 Applies foundation to cover face**

**5.4 Applies powder**

**5.5 Applies blush**

**5.6 Applies eyeshadow**

**5.7 Applies eyeliner**

**5.8 Applies mascara**

**5.9 Applies lip color**

**5.10 Maintains drape throughout section**

**5.11 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:**

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:**

*“Please stop working.”*

## **6. BLOOD EXPOSURE PROCEDURE (10 min)**

**Proctor – Verbal Instructions: Read to all candidates: You will demonstrate the blood exposure procedure. You will imagine the following scenario:**

*“During a service, your client has sustained a minor cut to the chin. The injury is such that you can continue with the service. You have not come in contact with the blood and your work area has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure.*

*You will be expected to follow all client protection, safety and infection control procedures.*

*You will have 10 minutes to complete this section.*

*You will be informed when you have 5 minutes remaining.*

*Step back to indicate you have finished.*

(1) *The instructions will be repeated.*

(2) *You may begin.*”

**Candidates will be evaluated on the following tasks:**

**6.1 Blood exposure supplies and materials are labeled in English**

**6.2 Removes materials from the first aid kit**

**6.3 Supplies and materials are visibly clean**

**6.4 Candidate wears gloves**

**6.5 Cleans injured area with antiseptic**

**6.6 Covers with dressing that is absorbent and secured**

**6.7 Disposes of all contaminated supplies**

**Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:**

*“All candidates have indicated they have completed this section. Please do nothing until the next verbal instructions are given.”*

**Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:**

*“Please stop working. Please do nothing until the next verbal instructions are given.”*

#### **CANDIDATE SUMMARY AND FINAL CLEANUP**

**Proctor - Verbal Instructions: Read at the conclusion of the examination:**

*“All examiners have indicated they have completed their assessment.*

*Make sure that all kit supplies and disposable materials are taken with you.*

*This concludes the National Interstate Council of State Boards of Cosmetology, National Esthetics Practical Examination.*

*Thank you for your participation.”*

*Materials contained in this agenda are proposed topics for discussion and are not to be construed as regulation or official Board position*

# ***SUGGESTED EXAMINATION SUPPLIES***

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.
- Tools must be in good working order.

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present in English
- All other created labels must be only English

Suggested Supplies

- Applicators, Spatula(s)
- Bag or Container Labeled "soiled Linens"
- Bag or Container Labeled "to be Disinfected"
- Bag or Container Labeled "trash"
- Blush
- Bowl or Container of Water (if Used)
- Candidate Supply Kit to Serve as Dry Storage Area (Must be Closeable)
- Cleanser
- Disposable Bag for Blood Contaminated Materials
- Disposable Makeup Applicator(s)
- Empty Makeup Palette
- EPA-Registered Disinfectant Wipes with Manufacturer's Label that Demonstrate Bactericidal, Fungicidal, and Virucidal Properties Must be Used (Must be Actual Disinfectant Wipes)
- Eye Shadow
- Eyeliner
- First Aid Kit
- Foundation
- Gloves

- Hand Sanitizer and Manufacturer's Label (Must be Actual Hand Sanitizer)
- Head and Body Drapes
- Implement or Material to Exfoliate
- Lip Color
- Manual Exfoliation Product
- Mascara
- Mask Applicator
- Mask Product with Color (not Clear)
- Massage Product
- Moisturizer/Sun Protection
- Paper Towels
- Post-Epilation Product
- Powder
- Pre-Epilation Product
- Sharpener
- Simulated Soft Wax
- Tissues, Gauze Pad, Cotton Rounds, Sponges
- Toner
- Tweezers
- Wax Applicator(s)
- Wax Strip(s)
- Wet Steam Towel(s)

## **NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES**

This list provides the references used to develop and support the content covered in the NIC examinations. References will be the same across exam types for each exam. Candidates are responsible for using these most updated versions of references, as these editions were used to reference exam material.

## Standard

*Milady Standard Esthetics Fundamentals*

Copyrighted Foundations 2020,

12th Edition

ISBN: 9780357263792

Milady [www.Milady.com](http://www.Milady.com)

Contact: [Info@Milady.com](mailto:Info@Milady.com) (mailto:Info@Milady.com);

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*Pivot Point Fundamentals: Esthetics, (101E – 111E)*

Copyrighted ©2020 Pivot Point International, Inc.

1st Edition, 1st Printing, December 2020

ISBN 978-1-951862-26-8

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Contact: [info@pivot-point.com](mailto:info@pivot-point.com) (mailto:info@pivot-point.com); 847-886-0500, Ext. 7399

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## Supplemental

*Milady Standard Advanced Esthetics*

Copyrighted 2013

2013, 2nd Edition

ISBN: 9781111139094

Milady [www.Milady.com](http://www.Milady.com)

Contact: [Info@Milady.com](mailto:Info@Milady.com) (mailto:Info@Milady.com);

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*Salon Fundamentals Esthetics*

Copyrighted 2013

2013, 2nd Edition, 1st printing, 2nd Edition

August 2013 Pivot Point International, Inc. [www.pivot-point.com](http://www.pivot-point.com)

Contact: [info@pivot-point.com](mailto:info@pivot-point.com) (mailto:info@pivot-point.com); 847-886-0500, Ext. 7399

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*The Epidermal Cell Therapy Skillsbook*

Copyrighted 2015

Author: L. Saphonia Gee, L.M.E., CIDESCO Diplomat L. Saphonia Gee

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CANDIDATE INFORMATION BULLETIN (CIB)

*SUGGESTED EXAMINATION SUPPLIES*

# National Examination Esthetics Hair Removal of the Upper Lip with Hard Wax Additional Section CIB

Effective January 01, 2020

Materials contained in this agenda are proposed topics for discussion and are not to be construed as regulation or official Board position

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# CANDIDATE INFORMATION BULLETIN (CIB)

HAIR REMOVAL OF THE UPPER LIP USING HARD WAX (10 minutes)

## Domain Details

The following outlines the scope of content covered by the NIC National Examination Esthetics Hair Removal of the Upper Lip with Hard Wax Additional Section CIB.

### HAIR REMOVAL OF THE UPPER LIP USING HARD WAX (10 minutes)

#### **Proctor – Verbal Instructions: Read to all candidates:**

*“You have 2 minutes to set up the supplies for the Hair Removal of the Upper Lip Using Hard Wax section of this examination.*

*Please do not begin any procedures until the verbal instructions are given and you are instructed to begin.*

*Step back to indicate you have finished.*

*(1) The instructions will be repeated.*

*(2) You may begin.”*

#### **Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:**

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

#### **Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:**

*“Please stop working.”*

#### **Proctor – Verbal Instructions: Read to all candidates:**

*\*You will perform hair removal on the upper lip.*

*You will demonstrate the procedure on the entire upper lip using hard wax.*

*You will be expected to follow all client protection, safety and infection control procedures.*

*You will have 10 minutes to complete this section.*

You will be informed when you have 5 minutes remaining.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin.”

**Candidates will be evaluated on the following tasks:**

**1 Hair removal of the upper lip supplies are labeled in English**

**2 Equipment, implements, and supplies are visibly clean**

**3 Demonstrates hard wax application procedure on entire upper lip**

**4 Demonstrates hard wax removal procedure on entire upper lip**

**5 Conclusion of hair removal procedure on upper lip**

**6 Maintains drape throughout section**

**7 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section**

**Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:**

*“All candidates have indicated they have completed this section of the examination, we will now proceed.”*

**Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:**

*“Please stop working.”*

## ***SUGGESTED EXAMINATION SUPPLIES***

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.
- Tools must be in good working order.

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer’s label is present in English
- All other created labels must be only English

Suggested Supplies

- Disposable Applicator

- Gloves
- Hard Wax
- Post-Epilation Product
- Pre-Epilation Product
- Tissue, Gauze, or Cotton Rounds
- Wax Applicators
- Wax Heater (MUST be Actual Hard Wax, and Only the Approximate Amount Needed to Wax the Upper Lip)

Materials contained in this agenda are proposed topics for discussion and are not to be construed as regulation or official Board position

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**TO:** VIRGINIA BOARD FOR BARBERS AND COSMETOLOGY  
**FROM:** KELLEY SMITH, EXECUTIVE DIRECTOR  
**SUBJECT:** FINANCIAL STATEMENTS  
**DATE:** DECEMBER 20, 2024

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Attached you will find the most recent Statement of Financial Activity and the Supporting Statement of Year-to-Date Activity for the Board. Additionally, you will find the Agency Statement of Financial Activity.

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**Department of Professional and Occupational Regulation  
Statement of Financial Activity**

**Board for Barbers and Cosmetology  
954230**

2022-2024 Biennium

May 2024

	May 2024 Activity	Biennium-to-Date Comparison	
		July 2020 - May 2022	July 2022 - May 2024
<b>Cash/Revenue Balance Brought Forward</b>			810,212
<b>Revenues</b>	370,291	7,766,612	8,057,465
<b>Cumulative Revenues</b>			8,867,677
<b>Cost Categories:</b>			
<b>Board Expenditures</b>	20,808	402,487	437,783
<b>Board Administration</b>	173,010	2,085,166	2,312,640
<b>Administration of Exams</b>	8,893	105,112	123,650
<b>Enforcement</b>	122,937	1,772,034	1,993,976
<b>Legal Services</b>	0	62,576	59,423
<b>Information Systems</b>	85,305	1,491,225	1,574,475
<b>Facilities and Support Services</b>	39,502	661,898	667,068
<b>Agency Administration</b>	104,179	986,063	1,559,911
<b>Other / Transfers</b>	0	(3)	(923)
<b>Total Expenses</b>	554,634	7,566,559	8,728,004
<b>Transfer To/(From) Cash Reserves</b>	(7,291)	0	(329,420)
<b>Ending Cash/Revenue Balance</b>			469,092

<b>Cash Reserve Beginning Balance</b>	5,108,915	0	5,431,044
<b>Change in Cash Reserve</b>	(7,291)	0	(329,420)
<b>Ending Cash Reserve Balance</b>	5,101,624	0	5,101,624

<b>Number of Regulants</b>	
Current Month	76,453
Previous Biennium-to-Date	74,368

**Department of Professional and Occupational Regulation**  
**Supporting Statement of Year-to-Date Activity**  
**Board for Barbers and Cosmetology - 954230**  
**Fiscal Year 2024**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal YTD Charges	Planned Annual Charges	Current Balance	Projected Charges at 6/30		Projected Variance Favorable (Unfavorable)	
																Amount	%	Amount	%
<b>Board Expenditures</b>	17,763	24,979	23,032	19,074	17,585	23,374	8,737	18,636	24,306	19,405	20,808	0	217,700	209,326	-8,374	232,230	-22,904	-10.9%	
<b>Board Administration</b>	94,354	91,468	136,012	47,839	100,126	146,982	58,655	104,523	154,116	63,584	173,010	0	1,170,668	1,501,743	331,075	1,211,252	290,490	19.3%	
<b>Administration of Exams</b>	5,227	6,132	8,716	2,913	5,859	8,759	2,956	5,946	8,885	2,964	8,893	0	67,250	80,223	12,973	69,718	10,506	13.1%	
<b>Enforcement</b>	81,854	85,042	127,902	46,429	84,562	127,565	42,497	85,589	124,329	44,435	122,937	0	973,140	1,324,511	351,371	1,005,781	318,730	24.1%	
<b>Legal Services</b>	0	0	0	0	0	0	11,955	5,978	5,978	0	0	0	23,911	23,911	0	26,085	-2,174	-9.1%	
<b>Information Systems</b>	40,949	96,030	77,474	53,967	60,150	73,232	13,319	147,228	142,934	55,959	85,305	0	846,548	843,892	-2,656	910,733	-66,842	-7.9%	
<b>Facilities / Support Svcs</b>	26,670	27,143	32,576	23,341	25,975	35,618	25,858	27,332	33,401	29,021	39,502	0	326,438	536,505	210,067	350,227	186,278	34.7%	
<b>Agency Administration</b>	64,252	69,424	110,462	36,999	75,047	104,866	28,996	63,285	97,503	35,866	104,179	0	790,879	924,410	133,531	822,992	101,418	11.0%	
<b>Other / Transfers</b>	0	0	0	0	0	-3	0	0	0	0	0	0	-3	0	3	-3	3		
<b>Total Charges</b>	<b>331,069</b>	<b>400,217</b>	<b>516,173</b>	<b>230,563</b>	<b>369,303</b>	<b>520,394</b>	<b>192,974</b>	<b>458,517</b>	<b>591,453</b>	<b>251,234</b>	<b>554,634</b>	<b>0</b>	<b>4,416,532</b>	<b>5,444,521</b>	<b>1,027,989</b>	<b>4,629,015</b>	<b>815,506</b>	<b>15.0%</b>	

**Department of Professional and Occupational Regulation  
Statement of Financial Activity**

**Agency Total**

**2022-2024 Biennium**

**May 2024**

	May 2024 Activity	Biennium-to-Date Comparison	
		July 2020 - May 2022	July 2022 - May 2024
<b>Cash/Revenue Balance Brought Forward</b>			3,453,476
<b>Revenues</b>	1,789,884	38,919,639	39,295,316
<b>Cumulative Revenues</b>			42,748,792
<b>Cost Categories:</b>			
<b>Board Expenditures</b>	180,788	3,229,564	3,743,320
<b>Board Administration</b>	704,551	8,531,154	9,569,236
<b>Administration of Exams</b>	41,993	579,915	594,616
<b>Enforcement</b>	907,311	13,589,924	14,327,127
<b>Legal Services</b>	26,043	464,839	505,125
<b>Information Systems</b>	356,015	6,254,562	6,675,947
<b>Facilities and Support Services</b>	221,985	3,748,658	3,806,777
<b>Agency Administration</b>	434,786	4,137,205	6,619,268
<b>Other / Transfers</b>	0	4,862	554
<b>Total Expenses</b>	2,873,472	40,540,681	45,841,971
<b>Transfer To/(From) Cash Reserves</b>	(256,643)	0	(5,171,116)
<b>Ending Cash/Revenue Balance</b>			2,077,937

<b>Cash Reserve Beginning Balance</b>	13,079,477	0	17,993,950
<b>Change in Cash Reserve</b>	(256,643)	0	(5,171,116)
<b>Ending Cash Reserve Balance</b>	12,822,834	0	12,822,834

**Number of Regulants**

Current Month	322,537
Previous Biennium-to-Date	308,696