

South Carolina Board of Barber Examiners

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11329 • Columbia • SC 29211-1329

Phone: 803-896-4588 • BoardInfo@llr.sc.gov • Fax: 803-896-4484

www.llr.sc.gov/POL/Barber/



Student Permit Application Instructions

1. Application must be printed in ink or typed.
2. Enclose a clear and legible copy of your beginner's permit; or state identification card, or driver's license.
3. Enclose a clear copy of your social security card.
4. Application must be signed by student, School Official or Shop Instructor and notarized. Your application is not complete without these signatures.
5. Read each area very carefully. If any information is not marked or questions unanswered, your application may be returned for incompleteness.
6. You must attach **proof of having completed at least the ninth grade or better**. If you do not mail this information along with the fee and application it will be marked as incomplete and will be returned to you.
7. A skin test or chest x-ray must accompany all applications. It must indicate you are free of tuberculosis.
8. **Mail the completed application and a check or money order for \$35 and other required documents (proof of completion of 9th grade) to:**

South Carolina Department of Labor, Licensing and Regulation
Board of Barber Examiners
Post Office Box 11329
Columbia SC 29211-1329

All applications will be returned if not properly completed or fees not enclosed (check or money order only).

Privacy Act Disclosure:

South Carolina Law requires that every individual who applies for an occupational or professional license provide a social security number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.

Other personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on the application may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services.

ATTESTATION AND SIGNATURE

I, _____ (print name), am the person described and identified and the person named in all documents presented in support of this application. I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare that all statements made by me herein are true and correct. Should I furnish any false or incomplete information in this application, I hereby agree that such act shall constitute the cause for denial or revocation of my permit/license to train or practice barbering in South Carolina.

Signature of Applicant (Do not print) _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Signature of Notary Public

My Commission Expires: _____

DID YOU REMEMBER TO:

- Complete and answer all questions. Sign, date and have your application notarized.
- Complete, sign, date and have the Affidavit of Lawful Presence/Affidavit of Eligibility notarized.
- Enclose a clear and legible copy of your beginner’s permit or state identification card or driver’s license.
- Enclose a clear copy of your Social Security Card.
- Enclose a copy of your TB test results.
- Attach your photo to your application (copies of your driver’s license are not acceptable for a photo).
- Enclose fee of \$35.00. Money order, cashier’s check or personal check made payable to the SC Board of Barber Examiners. **No cash, credit cards or debit cards accepted.**

Check the status of your application online at www.llr.state.sc.us/pol/barber. Once all requirements have been received, a license number may be generated within 10 business days. During peak times, the application review/approval process may take longer.

SECTION II- SCHOOL INFORMATION (Barber College/School Students)

School Name: _____ License No: _____ Date Issued: _____

Mailing Address: _____
Street City State Zip

School Contact Person: _____ Telephone No.: _____ - _____ - _____

SECTION III- ON-THE-JOB INSTRUCTOR AND SHOP INFORMATION

Instructor Name: _____ *Last Five Digits of Social Security No.: XXX-X _____

Registered Barber License No.: _____ Instructor License No.: _____

Shop Name: _____ Shop License No: _____

Mailing Address: _____
Street City State Zip

Shop Telephone No: _____ - _____ - _____

OJT instructors can only supervise two students at one time. List the name and social security number for each student who is training under your supervision.

1. _____ *Permit No.: _____

2. _____ *Permit No.: _____

SECTION IV- AFFIDAVIT OF SCHOOL OR SHOP INSTRUCTOR

I certify that the information furnished above is true and accurate and that all School or Shop student training requirements mandated by the SC Board of Barber Examiners have been met. I further certify and agree that I, School official or Shop Instructor, will comply with all the rules and regulations governing Barber Student Training, including but not limited to, providing all the paperwork required by the SC Board of Barber Examiners. I fully understand that non-compliance with any of the requirements set forth by the SC Board of Barber Examiners may result in suspension or revocation of any and all licenses issued by this Board or other disciplinary action.

School Official or Shop Instructor Signature Date

SWORN to before me this _____ day of _____, 20 _____

Notary Signature

Print Name

Notary Public for _____

My Commission Expires: _____

OJT SUBMISSIONS ONLY
SUBSTITUTE INSTRUCTOR INFORMATION

On-the-Job Training instructors **are allowed** to have a substitute instructor on file with his/her student. This is not a requirement; however, it is an option for vacation purposes as it still allows the student to continue with training in your absence. The substitute must be a licensed barber instructor with a current master hair care or registered barber license **AND** he/she must be working in the same barber shop as the primary instructor.

Student's Name

OJT Permit Number

By signing below, I agree to fill-in as a substitute and record the training hours in the absence of the primary barber instructor.

Instructor License Number

Master/Barber License Number

Signature of Substitute Barber Instructor

SWORN to before me this _____ day of _____, 20_____

Notary Signature

Print Name

Notary Public for _____

My Commission Expires: _____

HEALTH CERTIFICATION

Prior to licensure, applicant shall be required to have a tuberculin skin test with five U.S. Tuberculin Units of purified protein derivative. Applicants found to be non-reactors to a 5TU-PPD tuberculin skin test shall require no further routine annual screening. Results of skin tests utilizing the multiple puncture method shall not be accepted, if applicants are found to be tuberculin reactors, they must provide the Board with a statement that the applicant is non-contagious and must undergo such further testing as may be necessary before the county health department or private physician can provide the Board with such a statement. This statement shall include a section stating whether or not it will be necessary for the applicant to have an annual chest x-ray.

Name of person being examined

Date

Result of Tuberculosis Examination:

X-Ray of Chest OR Skin Test (attach report) _____

I find this applicant free from TB and is physically qualified to practice barbering.

Signature of M.D.

Print Name of M.D.

Address

City

State

Zip

County

Phone

M.D. License Number



STATE OF SOUTH CAROLINA
DEPARTMENT OF LABOR, LICENSING AND REGULATION
VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES
AFFIDAVIT OF ELIGIBILITY



Pursuant to Section 8-29-10, *et seq.* of the South Carolina Code of Laws (1976, as amended), the Department of Labor, Licensing and Regulation must verify that any person who applies for a South Carolina license is lawfully present in the United States. Complete and sign this affidavit of eligibility. The information provided is subject to verification.

Section A: LAWFUL PRESENCE in the United States.

The undersigned _____, of _____
(Print clearly First, Middle, and Last name) (Home Address, City, State, and Zip Code)
 being first duly sworn deposes and states as follows:

Check only one box:

1. I am a United States citizen; or

2. I am a Legal Permanent Resident of the United States eighteen years of age or older; or

3. I am a Qualified Alien or non-immigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older, and lawfully present in the United States.

4. Other: _____ Please submit any documentation that supports this status.

Date of Birth: _____

Alien Number: _____ I-94 Number: _____

(If you checked number 2, 3, or 4 you must attach a copy of your immigration documents. See instruction sheet for a list of accepted immigration documents.)

Section B: ATTESTATION.

I understand that in accordance with section 8-29-10 of the South Carolina Code of Laws, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall, in addition to other sanctions imposed by this State or the United States, be guilty of a felony, and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

I understand that the representations made in this Affidavit shall apply through any license(s) or renewals issued, and that I shall have an affirmative duty to immediately advise the Department of Labor, Licensing and Regulation of any change of my immigration or citizenship status.

I swear and attest the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension, or revocation of a license, certificate, registration or permit.

Signature of Affiant

SWORN to before me this _____ day of _____, 20____

Notary Signature

Print Name

Notary Public for _____

My Commission Expires: _____

INSTRUCTION SHEET FOR COMPLETING AFFIDAVIT OF ELIGIBILITY

CHECK box 1:

If you are a United States Citizen by birth or naturalization

CHECK box 2:

If you are a Legal Permanent Resident and you are not a U.S. Citizen, but are residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

CHECK box 3:

If you are a Qualified Alien. You are a Qualified Alien if you are:

An alien who is lawfully admitted for residence under the INA.

An alien who is granted asylum under Section 208 of the INA.

A refugee who is admitted to the United States under Section 207 of the INA.

An alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year.

An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3).

An alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

An alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980.

An alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

ACCEPTED IMMIGRATION DOCUMENTS:

Unexpired Reentry Permit (I-327)

Permanent Resident Card or Alien Registration Receipt Card With Photograph (I-551)

Unexpired Refugee Travel Document (I-571)

Unexpired Employment Authorization Card Which Contains a Photograph (I-766)

Machine Readable Immigrant Visa (with Temporary I-551 Language)

Temporary I-551 Stamp (on passport or I-94)

I-94 (Arrival/Departure Record) in Unexpired Foreign Passport

I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)

DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)

TRAINING REQUIREMENTS

1. Students training fulltime in a school or college shall be on a five (5) day week basis, eight (8) hours per day, for a minimum of forty (40) weeks; OR, students training fulltime under the personal supervision of a qualified registered barber instructor shall train for eight (8) hours per day on a forty (40) hour a week basis for forty-eight (48) weeks.
2. Students shall receive a student permit issued by the Board.
3. Each student training under the personal supervision of a registered barber or master haircare specialist instructor will be required to obtain the same textbooks; workbooks; and exam review book taught by barber school or college and be given at least one (1) hour of study per day (textbook- Milady Standard Barbering 6th ed ISBN 1305100557; Milady Standard Barbering Student Workbook ISBN 1305100662; and Milady Standard barbing Exam Review ISBN 1305100670).
4. Students training part-time in a school or college shall be on a twenty (20) hour a week basis for forty (40) weeks; students training part-time under the personal supervision of a registered barber instructor shall be on a twenty (20) hour a week basis for forty-eight (48) weeks.

BARBER SCHOOL AND ON THE JOB TRAINING CURRICULUM

HOURS

1. Hygiene and Good Grooming—the hair, nails, skin and posture	45
2. Professional Ethics---ethical conduct and attitudes	30
3. Bacteriology, Sterilization and Sanitation---types of bacteria, methods of sterilization	35
4. Implements--- introduction and use	8
5. Shaving---fundamentals and preparation	10
6. Men’s Haircutting---fundamentals, implements, preparation, tapered cuts, clipper cuts, clipper techniques, shear and comb, thinning, facial types and modern trends	450
7. Cutting and Styling Curly and Over-Curly Hair---hair structure, special problems and methods	150
8. Mustaches and Beards--- designing and techniques of cutting	15
9. Shampooing and Rinsing---methods, positions and types	50
10. Hair and Scalp Treatment---recommended treatments and massage methods	35
11. Facial Treatment---theory of massage, benefits and results, procedures and nerves	15
12. Razor Haircutting---men’s and women’s, principles, types of razors and safety	45
13. Hair Waving and Curling---blow drying and curling iron techniques	50
14. Permanent Waving---men and women, types of perms, sectioning and blocking, special problems and aftercare	150

15. Men’s Hairpieces---fitting, types of hairpieces and service	25
16. Disorders of the Skin, Scalp and Hair---diseases and treatments	35
17. Anatomy and Physiology---the body and its functions	10
18. Shop Management	35
19. Retailing	35
20. Licensing Laws	5
21. History of Barbering	5
22. Orientation and Introduction of School Staff and Policy	5
23. Honing and Stropping	8
24. Chemical Hair Relaxing---introduction, chemical processing and safety precautions	40
25. Hair Coloring---temporary, permanent, semi-permanent, application and lightening	90
26. Electricity and Light Therapy---usage and precautions	5
27. Chemistry---product knowledge, organic and inorganic chemistry reaction to hair and skin	90
28. Testing	24

TOTAL HOURS FOR BARBER SCHOOL STUDENTS: 1500

****TOTAL HOURS FOR STUDENTS WHO COMPLETE OJT: 1920**

****OJT Students must add 420 hours towards sanitation; sciences and shaving (this includes #3; #5, #14, #17, #24, #25 and #27).**