

**BOARD FOR BARBERS AND COSMETOLOGY**

**TENTATIVE AGENDA MAY 15, 2023**

**9:00 a.m., Board Room 2, Second Floor**

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

**I. CALL TO ORDER**

**II. EMERGENCY EVACUATION PROCEDURES**

**III. APPROVAL OF AGENDA**

1. Board for Barbers and Cosmetology Board Meeting Tentative Agenda, May 15, 2023

**IV. APPROVAL OF MINUTES**

2. Board for Barbers and Cosmetology Meeting Draft Minutes, March 13, 2023
3. Board for Barbers and Cosmetology Regulatory Review Committee Draft Minutes, March 13, 2023

**V. COMMUNICATIONS**

Email from Annelies Bailey re: Lowering Cosmetology Hours

**VI. PUBLIC COMMENT PERIOD \***

**VII. CASES**

4.	2023-00118	LaTonya Taliferro	(LaPierre)	Disciplinary
5.	2017-02300	Sonita Chea	(Roberts)	Disciplinary
6.	2021-01788	Zahra Ali Lakhani	(Roberts & LaPierre)	Disciplinary
7.	2022-02649	Graffiti Tattoo & Piercing	(Gilanshah)	Disciplinary
8.	2023-01903	Donald Millen		Licensing
9.	2023-01619	Joseph Williams		Licensing
10.	2023-01623	Pro Nail and Spa		Licensing
11.	2023-01626	Michele Lucht		Licensing
12.	2023-01797	Dustin Messer		Licensing
13.	2023-00335	Empire Nails LLC		Consent Order
14.	2022-01022	Armaghan Amy Philippe		Prima Facia

**VIII. EXAMINATIONS**

**A. STATISTICS**

**IX. REGULATORY ACTION AND BOARD GUIDANCE**

- A. REGULATORY REPORT**
- B. LEGISLATIVE REPORT**

**X. NEW BUSINESS**

- A. NOIRA – FAST TRACK FOR 90 DAY TEMPORARY PERMIT FOR ALL APPLICANTS**
- B. GUIDANCE DOCUMENT AMENDMENT – THEORY V. PRACTICAL COURSEWORK**
- C. COSMETOLOGY APPRENTICESHIP HOURS**
- D. DISCUSSION – ESTHETICS PROGRAMS**
- E. PROPOSED INSTRUCTOR REGULATIONS REVISION**

**XI. ADJOURN**

\* 5-minute public comment, with the exception of any open disciplinary files. Persons desiring to attend the meeting and requiring special accommodations and/or interpretive services should contact the Board Office at (804) 367-8590 at least ten (10) days before the meeting so that suitable arrangements can be made for appropriate accommodation. The Department and Board fully comply with the Americans with Disabilities Act.

**2023 MEETING DATES:**

**July 10, 2023**

**September 25, 2023**

**November 13, 2023**

Materials contained in this agenda 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. **(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.

**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 **(Point)**, 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. **(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.

**Training Room 1**

Exit the room using one of the doors at the back of the room. **(Point)** 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. **(Point)** 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 on Monday, March 13, 2023, at the Offices of the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 4, Richmond, Virginia. The following board members were present:

Matthew D. Roberts  
Margaret B. LaPierre  
Gregory Edwards  
Claudia Espinoza  
Emmanuel Gayot  
Renee Gilanshah  
Sandra G. Smith

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

Stephen Kirschner, Deputy Director, Licensing & Regulatory Programs  
Tamika Rodriguez, Regulatory Operations Administrator  
Heather Garnett, Administrative Coordinator  
Wendy Duncan, Licensing Operations Administrative

A representative from the Office of the Attorney General was not present for the meeting.

Mr. Roberts, Chair, determined a quorum was present and called the meeting to order at 9:11 a.m.

**Call to Order**

Wendy Duncan introduced DPOR staff members, Cheryl Jones; Licensing Specialist, and Lori Looney; Licensing Specialist.

The Board took the agenda under consideration.

**Approval of  
Agenda**

Upon a motion by Ms. LaPierre and second by Mr. Edwards, the Board voted to adopt the agenda.

The members voting “yes” were Ms. LaPierre, Mr. Edwards, Mr. Roberts, Ms. Espinoza, Ms. Gilanshah, and Ms. Smith. There were no negative votes. The motion passed unanimously.

The Board took the minutes of January 9, 2023, Board Meeting under consideration.

**Approval of  
Minutes**

Upon a motion by Ms. LaPierre and seconded by Mr. Edwards, the Board voted to approve the minutes.

The members voting “yes” were Ms. LaPierre, Mr. Edwards, Mr. Roberts, Ms. Espinoza, Ms. Gilanshah, and Ms. Smith. There were no negative votes. The motion passed unanimously.

Mr. Kirschner provided the Board with an email from Ajia Minnis Cruz Lanham, owner of Thrive Hair Bar in Arlington, Virginia expressing concerns regarding natural hair health and care.

**Communication**

9:15 a.m. Board member Mr. Gayot arrived at the meeting.

Jamie Turgeon addressed the Board about the challenges involved in obtaining a new license after receiving a license under grandfather provisions.

**Public Comment**

Jonathan Melloul addressed the Board concerning the reduction in cosmetology training hours.

**Cases**

In the matter of **File Number 2022-02370, ACCH Beauty Academy LLC**, Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the Informal Fact-Finding Conference, transcript, investigative file, Report of Findings, and exhibits.

**File Number 2022-02370, ACCH Beauty Academy LLC**

A qualified ACCH Beauty Academy LLC representative did not appear at the meeting.

Upon motion by Ms. LaPierre and seconded by Mr. Edwards, the Board voted to accept the recommendation which cites:

Count 1: 18 VAC 41-20-280.6	\$2,250.00
Count 2: 18 VAC 41-20-280.4	\$1,400.00
Count 3: 18 VAC 41-20-280.4	\$1,400.00
Count 4: 18 VAC 41-20-280.4	\$1,400.00
Subtotal (monetary penalties)	\$6,450.00
Board costs	\$ 150.00
Total	\$6,600.00

In addition, revocation of license for violation of Counts 1,2,3, and 4. The Board members voting “yes” were Ms. LaPierre, Mr. Edwards, Mr. Roberts, Ms. Espinoza, Ms. Gilanshah, Mr. Gayot, and Ms. Smith. There were no negative votes. The motion passed unanimously.

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

In the matter of **File Number 2023-00336, Martha's Beauty Salon LLC**, Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the Informal Fact-Finding Conference, transcript, investigative file, Report of Findings, and exhibits.

**File Number 2023-00336, Martha's Beauty Salon LLC**

A qualified Martha's Beauty Salon LLC representative did not appear at the meeting.

Upon motion by Ms. LaPierre and seconded by Mr. Edwards, the Board voted to accept the recommendation which cites:

Count 1: 18 VAC 41-20-280.14	\$950.00
Count 2: 18 VAC 41-20-260.A	\$100.00
Count 3: 18 VAC 41-20-270.E.1	\$100.00
Count 4: 18 VAC 41-20-270.I	\$ 50.00
Count 5: 18 VAC 41-20-270.C.4	\$100.00
Count 6: 18 VAC 41-20-270.B.7	\$150.00
Count 7: 18 VAC 41-20-270.E.2	\$100.00
Subtotal (monetary penalties)	\$1,550.00
Board costs	\$ 150.00
Total	\$1,700.00

The Board members voting "yes" were Ms. LaPierre, Mr. Edwards, Mr. Roberts, Ms. Espinoza, Mrs. Gilanshah, Mr. Gayot, and Ms. Smith. There were no negative votes. The motion passed unanimously.

In the matter of **File Number 2021-02036, Niccolo Bonifacio Asperrelli**, Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the Informal Fact-Finding Conference, transcript, investigative file, Report of Findings, and exhibits.

**File Number 2021-02036, Niccolo Bonifacio Asperrelli**

Niccolo Bonifacio Asperrelli did not appear at the meeting in person, by counsel, or by any other qualified representative.

Upon a motion by Mr. Edwards and seconded by Ms. Espinoza, the Board voted to reject the recommendation and deny the application based upon the Agency Record including the consideration of the criteria outlined in the Code of Virginia 54.1-204.B, specifically the nature and seriousness of the crime, the extent to which the occupation or profession might offer an opportunity to engage in further criminal activity of the same type as that in which the person had been involved, the relationship of the crime to the ability, capacity or fitness required to perform the duties and discharge the responsibilities of the occupation or profession, and the extent and nature of the person's past criminal activity.

The Board members voting “yes” were, Mr. Edwards, Ms. Espinoza, Mrs. Gilanshah, Mr. Gayot, and Ms. Smith. The Board members voting “no” were, Mr. Roberts and Ms. LaPierre. The motion passed.

In the matter of **File Number 2021-01041, Amie Grant**, Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the Informal Fact-Finding Conference, transcript, investigative file, Report of Findings, and exhibits.

**File Number 2021-01041, Amie Grant**

Amie Grant appeared at the meeting in person and addressed the Board.

Upon a motion by Ms. Gilanshah and seconded by Mr. Edwards, the Board voted to accept the recommendation in the Summary of the Informal Fact-Finding Conference and approve Amie Grant’s application for Tattoo License.

The Board members voting “yes” were Ms. LaPierre, Mr. Edwards, Mr. Roberts, Ms. Espinoza, Mrs. Gilanshah, Mr. Gayot, and Ms. Smith. There were no negative votes. The motion passed unanimously.

## **EXAMINATIONS**

Ms. Duncan provided a report on exam statistics.

### **Statistics**

Ms. Gilanshah requested a review of the Permanent Cosmetic Tattoo exam. Mr. Kirshner responded the NIC exam is given, and Staff will review the State exam next calendar year.

## **REGULATORY ACTION AND BOARD GUIDANCE**

Ms. Rodriguez informed the Board of the current regulatory actions:

### **Regulatory Report**

- Tattoo regulations are in the final stages at the Governor’s office. The instructor regulations are in the proposed stages at the Governor’s office.
- Lowering cosmetology training to 1000 hours will move to the proposed regulatory phase after the Board approves or deny the responses to the public comment.

Mr. Kirschner informed the Board of the current regulatory action: The Governor’s office requested changes to the Instructor and tattoo regulations. These changes will be discussed at the next Board meeting.

Mr. Kirschner informed the Board the General Assembly passed a Universal License Recognition bill which will take effect on July 1, 2023. This bill has added two new pathways for licensure.

**Legislative Report**

Ms. Rodriguez presented the proposed responses to public comment for lowering the cosmetology training to 1000 hours regulatory action.

**Responses to  
Cosmetology  
Hours NOIRA  
Public Comments**

The Board discussed public comments and amended the proposed responses.

Upon a motion by Ms. LaPierre and seconded by Ms. Gilanshah, the Board voted to adopt the amended responses.

The Board members voting "yes" were Ms. LaPierre, Mr. Edwards, Mr. Roberts, Ms. Espinoza, Mrs. Gilanshah, Mr. Gayot, and Ms. Smith. There were no negative votes. The motion passed unanimously.

**NEW BUSINESS**

There was no new business.

**Adjourn**

There being no further business to be brought before the Board, Mr. Roberts adjourned the meeting at 10:59 a.m.

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Matthew Roberts, Board Chair

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Demetrios J. Melis, Board Secretary



# BOARD FOR BARBERS AND COSMETOLOGY

## REGULATORY REVIEW COMMITTEE

### MINUTES OF MEETING

The Board for Barbers and Cosmetology, Regulatory Review Committee met on Wednesday, March 13, 2023, at the Offices of the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 4, Richmond, Virginia. The following board members were present:

Matthew Roberts  
Margaret LaPierre  
Renee Gilanshah  
Gregory Edwards  
Emmanuel Gayot

The following board members were not present:

Marques Blackmon  
Tina Dang

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

Steve Kirschner, Deputy Director, Licensing & Regulatory Programs  
Tamika Rodriguez, Regulatory Operations Administrator  
Heather Garnett, Administrative Coordinator

There was no representative from the Office of the Attorney General present for the meeting.

Matthew Roberts Chair, called the Board for Barbers and Cosmetology, Regulatory Review Committee meeting to order at 11:32 a.m.

#### **Call to Order**

Melanie James, a Master Esthetician, addressed the Board requesting a separate lash license and additional guidance for body sculpting.

The Board informed Ms. James the General Assembly authorizes new professional licenses. A master esthetician can perform services that enhance the appearance of the skin, however, if the service is deeper or under the skin the service falls outside the scope of practice.

#### **Public Comment**

Jonathan Melloul addressed the Board concerning the reduction in cosmetology curriculum hours. Melloul discussed the amended cosmetology curriculum covering skin and shaving.

The Board responded curriculum changes are sent to the Executive Branch for public comment. The Board takes all public comments into consideration.

Christine Werne addressed the Board concerning the reduction in cosmetology curriculum hours. Werne discussed the Board's decision to add cosmetic treatments to the cosmetology scope of practice.

The Board responded the statute for cosmetology is the same.

Mr. Kirschner informed the Committee a line-by-line review of the Barber and Cosmetology Regulations is required to determine if the regulation is necessary to protect the health, welfare, and safety of the public. If the regulation does not currently meet those requirements the regulation should be amended or removed.

**Review of the  
Barbers and  
Cosmetology  
Regulations**

The committee reviewed the Barber and Cosmetology Regulations.

The next Barber and Cosmetology Regulatory Review Committee meeting will be held on May 15, 2023, immediately following the Board for Barbers and Cosmetology Board Meeting.

**Schedule Next  
Regulatory  
Review Committee  
Meeting**

There being no further business, the meeting adjourned at 1:26 p.m.

**Adjourn**

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Matthew Roberts, Board Chair

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Demetrios J. Melis, Board Secretary

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**TO:** VIRGINIA BOARD FOR BARBERS AND COSMETOLOGY  
**FROM:** KELLEY SMITH, EXECUTIVE DIRECTOR OF LICENSING AND REGULATORY PROGRAMS  
**SUBJECT:** 90-DAY TEMPORARY PERMIT  
**DATE:** MAY 15, 2023

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The Board authorized a regulatory action on January 9, 2023, extending the temporary permit for those completing a registered apprenticeship to ninety days. While preparing the regulatory action, board staff inquired why the 90-day extension applied to registered apprentices rather than all individuals completing a program. Students should also be able to obtain a 90-day temporary permit after completing a training program at a school.

Temporary permits are currently valid for 45 days after the date of the initial examination in accordance with the Barbers and Cosmetology and Esthetics Regulations' criteria. The delay in issuing temporary permits is the exam application approval process, which can take several weeks or longer if the candidate submits incomplete information. Staff encourages the Board to consider changing the regulations to allow individuals to apply for a 90-day temporary permit after completing a training program or a registered apprenticeship.

The language that states individuals can acquire a temporary permit to work under a licensed professional if the board determines the individual is eligible for the examination should remain in place. The amendment will eliminate the examination requirement and add the 90-day temporary permit. The strikethrough language will be removed.

The temporary permit shall remain in force for 45 90 days following the examination date. ~~The examination date shall be the first test date after the applicant has successfully submitted an application to the board that an examination is offered to the applicant by the board.~~

Please come prepared to discuss this proposal.

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**TO:** VIRGINIA BOARD FOR BARBERS AND COSMETOLOGY  
**FROM:** KELLEY SMITH, EXECUTIVE DIRECTOR  
**SUBJECT:** REVISED GUIDANCE DOCUMENT – NON-TRADITIONAL OR ONLINE INSTRUCTION  
**DATE:** MAY 15, 2023

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The Board approved non-traditional or “online” instruction guidance document revision on September 17, 2020, allowing schools to teach online instruction for theory topics in a school-approved curriculum. Schools are unable to distinguish between theory and practical topics. Schools should cover more practical instruction than theory due to the performances required throughout the practical lesson. Many schools are, however, submitting programs with more theory than practical topics. The Board staff encourages the Board to review the attached outline of all topics covered in barber, cosmetology, esthetics, nail, tattooing, and waxing schools. Please examine each subject matter and be prepared to discuss it in the meeting.

The guidance document will include the following language below with a list of theory topics approved to teach online.

The theory portions of the curriculum for all professions regulated by the Board may be offered online. Practical instruction must be obtained in a traditional brick and mortar classroom setting.

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

DRAFT AGENDA



## Board for Barbers and Cosmetology

September 17, 2020

### Guidance Document: Non-Traditional or Online Instruction

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

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

~~Schools may offer non-traditional or online instruction on all theory topics in their approved curriculum. The theory portions of the curriculum for all professions regulated by the Board may be offered online. Practical instruction must be obtained in a traditional brick and mortar classroom setting.~~

School should utilize technologies and practices that are effective in verifying the identity of distance-learning students who participate in class or coursework (such as a secure login and pass code) while protecting student privacy.

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

Board staff may approve new or revised curriculum that contains the theory and practical training components identified below. Curriculum that does not conform to these components should be reviewed by the Board, unless the school is SCHEV certified or accredited by an accrediting agency approved by the U.S. Department of Education.

Topics	Theory	Practical
<b>General Courses</b>		
Orientation and business topics/subjects		
School Policies and procedures		
State laws and regulations		
Business Management/Management/Salon Management		
General-client consultation, client history, client consent forms, Client records, client expectations, health forms and questionnaires		
Professional & business ethics, practices, conduct, and standards		
Personal hygiene, maintaining professional appearance, etc.		
Sales, inventory, retailing, ordering, and promoting services		
Insurance/Taxes/Payroll		
Preparing station, room setup, making appointments and schedule changes		
Care of Equipment/sanitizing equipment- Cosmo/Barber/Master Barber/Nail/Wax		
Care of Equipment- Esthetics/Master Esthetics		
Care of Equipment- Tattoo/Permanent Cosmetic Tattoo		
HIPAA (Health Insurance Portability and Accountability Act of 1996)		
Supplies, Usages, Equipment and Instrument Storage		
Occupational Safety and Health Administration (OSHA)		
<b>General Sciences</b>		
Principles and Practices of Infection Control		
Material Safety Data Sheet (MSDS)		
Chemical Usage, personal protective equipment, and Safety		
Bacteriology, microbiology, microorganisms, viruses, bacteria, and fungus		
Characteristics of antimicrobial agents		
Transmission cycle for infectious diseases		
Infection control, disinfection, sterilization, sterilizer, steam sterilization, and safety including infection disease measures		
Cosmetic chemistry and the use of chemical agents		
Sanitation, use of sanitation equipment, antiseptic, germicide, and decontamination		
Products, Ingredients, Nutrition, and cosmetic ingredients		
Pharmacology and homecare		
<b>Applied Sciences</b>		
Anatomy, physiology, histology		
<b>Manicuring and Pedicuring</b>		
Diseases and Disorders		
Natural and Artificial application		
Nail procedures (manicuring, pedicuring, and nail extensions)		
Nail theory		
Nail structure and composition		
Electric Filing		
<b>Waxing</b>		







General procedures and safety measures for crystal microdermabrasion, crystal-free microdermabrasion, and dermaplaning		
Equipment safety: crystal and crystal-free microdermabrasion and dermaplaning		
Waste disposal, Occupational Safety and Health Administration (OSHA)		
Introduction to microdermabrasion techniques and proper protocols		
Machine parts, operation, protocols, care, waste disposal, and safety		
Pretreatment and posttreatment for microdermabrasion		
<b>Advanced procedures and chemical exfoliation</b>		
Advanced skin analysis and consultation and health screening and documentation		
Advanced procedures, light treatments, light-emitting diode (LED), intense pulsed light device (IPL)		
Advanced manual, machine, and electric treatments, microcurrent, and ultrasound		
Introduction to chemical exfoliation and peels of the epidermis		
Fundamentals of skin care associated with chemical exfoliation and peels and wound healing		
Assessing suitability and predicting chemical exfoliation efficacy		
General procedures and safety measures for herbal exfoliations, vitamin-based peels, alpha hydroxy peels, beta hydroxy peels, Jessner and Modified Jessner, and trichloroacetic acid peels		
Indications and contraindications for enzymes, herbal exfoliations, vitamin-based peels, alpha hydroxy peels, beta hydroxy peels, Jessner and Modified Jessner peels, and trichloroacetic acid peels		
Pretreatment and posttreatment for chemical exfoliation and peels, herbal exfoliations, vitamin-based peels, alpha hydroxy peels, beta hydroxy peels, Jessner and Modified Jessner peels, and trichloroacetic acid peels		
<b>Lymphatic drainage</b>		
Introduction to lymphatic drainage		
Tissues and organs of the lymphatic system		
Functions of the lymphatic system		
Immunity		
Etiology of edema		
Indications and contraindications for lymphatic drainage		
Lymphatic drainage manipulations and movements		
Face and neck treatment sequence		
Lymphatic drainage on the trunk and upper extremities		
Lymphatic drainage on the trunk and lower extremities		
Cellulite		
Using lymphatic drainage with other treatments		
Machine-aided lymphatic drainage		
<b>Tattooing, Permanent Cosmetic Tattooing , and Master Permanent Cosmetic Tattooing Machines and Devices</b>		
Coil Machine		
Hand Device and other devices		

Machine Construction		
Machine Adjustment		
Machine Power supply`		
Needles		
Needle groupings		
Needle properties		
Needles Making		
Needles types		
Needles Uses		
Needles Application		
Ink		
<b>Tattooing, Permanent Cosmetic Tattooing, and Master Permanent Cosmetic Tattooing Safety</b>		
Proper needle handling and disposal		
Blood spill procedures		
How to avoid overexposure to chemicals		
The use of Material Safety Data Sheets		
Equipment and instrument storage		
First Aid and CPR		
Bloodborne pathogen standards		
Control plan for bloodborne pathogens		
OSHA and CDC bloodborne pathogen standards		
Overview of compliance requirements		
Exposure control plan for tattooers		
Disorders and contraindications and when not to service a client		
Side Effects		
<b>Tattooing and Permanent Cosmetic Tattooing Immunization</b>		
Types of immunization		
Hepatitis A-G transmission and immunization		
Tetanus, streptococcal, zoonotic, pneumococcal, influenza		
Measles, mumps, and rubella		
Vaccines		
General preventative measures to be taken to protect the tattooer and client		
<b>Tattooing, Permanent Cosmetic Tattooing, and Master Permanent Cosmetic Tattooing Color Theory and Art drawing</b>		
Art and drawing		
Color theory and color selection		
Portfolio		
Skin and pigment color		
Handling and storage of pigments		
Transmission cycle of infectious diseases		
Skin Tones and skin tone matching		

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



Aftercare for Breast Areolar Pigmentation		
Tegaderm Aftercare Instructions; and Follow up for Breast Areolar Pigmentation		
Precautions and Contraindications for Breast Areolar Pigmentation		
<b>Skin Cancer Procedures for Master Permanent Cosmetic Tattooing</b>		
Basal and Squamous Cell Carcinomas		
Melanoma		

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DRAFT AGENDA

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**TO:** VIRGINIA BOARD FOR BARBERS AND COSMETOLOGY  
**FROM:** KELLEY SMITH, EXECUTIVE DIRECTOR  
**SUBJECT:** COSMETOLOGY APPRENTICESHIP HOURS  
**DATE:** APRIL 27, 2023

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At the September 26, 2022 meeting, the Board discussed making a change to the 3,000 cosmetology apprenticeship hours to correspond with the proposed reduction in cosmetology school training hours from 1,500 to 1,000 hours. The Board indicated it would take this issue under advisement during its regulatory review.

Staff is recommending the Board form a committee outside of the regulatory review process to consider reducing the registered apprenticeship hours in conjunction with the changes made to the school training hours.

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**TO:** VIRGINIA BOARD FOR BARBERS AND COSMETOLOGY  
**FROM:** KELLEY SMITH, EXECUTIVE DIRECTOR OF LICENSING AND REGULATORY PROGRAMS  
**SUBJECT:** AMENDMENT TO INSTRUCTOR TRAINING PROGRAM  
**DATE:** MAY 15, 2023

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The Board started a regulatory amendment in January 2020 that reevaluates an instructor curriculum for the nail, wax, cosmetology, and barber professions. The curriculum was designed to be consistent with the esthetics instructor curriculum. The revisions simplified the licensing process for instructors by ensuring that the instructor certificate applies to all underlying practitioner licenses. The Secretary of Labor objected to the necessity for a 400-hour instructor curriculum and requested that the Board remove all language imposing an hour requirement to the barber and cosmetology instructor program.

The Secretary of Labor asked the Board to consider withdrawing the instructor action or amending the language to eliminate the 400-hour curriculum requirements.

G. The instructor curriculum shall include, but not be limited to, the following:

1. Orientation, Introduction to Teaching, Professional Ethics;
2. Curriculum;
3. Course outline and development;
4. Lesson planning;
5. Classroom management;
6. Teaching techniques;
7. Methods of instruction (including theory and practical instruction\*);
8. Learning styles;
9. Learning disabilities;
10. Teaching aids;
11. Developing, administering and grading examinations;
12. School administration;
13. Recordkeeping;
14. Laws and regulations;
15. Supervision of clinic floor; and
16. Practicum teaching.



**TO:** VIRGINIA BOARD FOR BARBERS AND COSMETOLOGY  
**FROM:** KELLEY SMITH, EXECUTIVE DIRECTOR  
**SUBJECT:** FINANCIAL STATEMENTS  
**DATE:** APRIL 27, 2023

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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**

**March 2023**

	March 2023 Activity	Biennium-to-Date Comparison	
		July 2020 - March 2021	July 2022 - March 2023
<b>Cash/Revenue Balance Brought Forward</b>			810,212
<b>Revenues</b>	445,417	2,943,668	3,150,407
<b>Cumulative Revenues</b>			3,960,619
<b>Cost Categories:</b>			
<b>Board Expenditures</b>	23,370	172,626	169,248
<b>Board Administration</b>	136,519	816,926	894,060
<b>Administration of Exams</b>	4,094	46,063	49,383
<b>Enforcement</b>	116,953	662,492	814,334
<b>Legal Services</b>	8,878	20,430	35,512
<b>Information Systems</b>	63,110	574,479	489,556
<b>Facilities and Support Services</b>	32,249	262,531	246,654
<b>Agency Administration</b>	95,202	378,511	601,920
<b>Other / Transfers</b>	0	0	(920)
<b>Total Expenses</b>	480,377	2,934,058	3,299,747
<b>Transfer To/(From) Cash Reserves</b>	0	0	(53,134)
<b>Ending Cash/Revenue Balance</b>			714,006

<b>Cash Reserve Beginning Balance</b>	5,377,910	0	5,431,044
<b>Change in Cash Reserve</b>	0	0	(53,134)
<b>Ending Cash Reserve Balance</b>	5,377,910	0	5,377,910

<b>Number of Regulants</b>	
Current Month	74,499
Previous Biennium-to-Date	73,265

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**Department of Professional and Occupational Regulation  
Supporting Statement of Year-to-Date Activity  
Board for Barbers and Cosmetology - 954230  
Fiscal Year 2023**

	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	%	
<b>Board Expenditures</b>	30,275	14,572	10,542	20,908	18,578	21,904	13,236	15,863	23,370	0	0	0	169,248	243,590	74,342	219,003	24,587	10.1%
<b>Board Administration</b>	139,956	95,722	92,983	49,449	89,573	152,905	48,375	88,577	136,519	0	0	0	894,060	1,464,995	570,935	1,114,796	350,198	23.9%
<b>Administration of Exams</b>	7,982	5,513	5,784	2,824	5,505	8,883	2,756	6,041	4,094	0	0	0	49,383	79,666	30,283	61,539	18,127	22.8%
<b>Enforcement</b>	125,993	90,703	89,364	44,010	89,130	135,007	41,623	81,550	116,953	0	0	0	814,334	1,295,405	481,071	1,017,539	277,866	21.5%
<b>Legal Services</b>	0	0	0	0	0	0	17,756	8,878	8,878	0	0	0	35,512	35,512	0	47,349	-11,837	-33.3%
<b>Information Systems</b>	38,182	60,643	46,728	33,441	55,554	50,054	55,397	86,447	63,119	0	0	0	489,556	758,750	269,194	635,373	123,378	16.3%
<b>Facilities / Support Svcs</b>	18,971	31,913	26,360	22,571	29,493	31,144	24,316	29,637	32,249	0	0	0	246,654	421,738	175,084	321,706	100,032	23.7%
<b>Agency Administration</b>	69,707	49,313	98,467	48,592	64,729	89,991	28,184	57,733	95,202	0	0	0	601,920	869,372	267,451	765,448	103,924	12.0%
<b>Other / Transfers</b>	0	0	0	0	0	0	-920	0	0	0	0	0	-920	0	920	-1,227	1,227	
<b>Total Charges</b>	<b>431,065</b>	<b>348,380</b>	<b>370,229</b>	<b>221,796</b>	<b>352,562</b>	<b>489,888</b>	<b>230,722</b>	<b>374,727</b>	<b>480,377</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,299,747</b>	<b>5,169,029</b>	<b>1,869,282</b>	<b>4,181,526</b>	<b>987,502</b>	<b>19.1%</b>

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

**Agency Total**

**2022-2024 Biennium**

**March 2023**

	March 2023 Activity	Biennium-to-Date Comparison	
		July 2020 - March 2021	July 2022 - March 2023
<b>Cash/Revenue Balance Brought Forward</b>			3,453,476
<b>Revenues</b>	2,194,792	15,262,931	15,166,621
<b>Cumulative Revenues</b>			18,620,097
<b>Cost Categories:</b>			
<b>Board Expenditures</b>	202,094	1,304,627	1,517,308
<b>Board Administration</b>	569,064	3,311,289	3,724,320
<b>Administration of Exams</b>	20,113	222,722	242,595
<b>Enforcement</b>	880,748	5,018,082	5,731,514
<b>Legal Services</b>	46,702	151,884	235,631
<b>Information Systems</b>	269,729	2,386,652	2,091,826
<b>Facilities and Support Services</b>	181,953	1,449,209	1,409,104
<b>Agency Administration</b>	406,887	1,572,602	2,571,298
<b>Other / Transfers</b>	0	0	(3,850)
<b>Total Expenses</b>	2,577,289	15,417,066	17,519,747
<b>Transfer To/(From) Cash Reserves</b>	(111,797)	0	(1,310,882)
<b>Ending Cash/Revenue Balance</b>			2,411,231

<b>Cash Reserve Beginning Balance</b>	16,794,866	0	17,993,950
<b>Change in Cash Reserve</b>	(111,797)	0	(1,310,882)
<b>Ending Cash Reserve Balance</b>	16,683,068	0	16,683,068

**Number of Regulants**

Current Month	321,582
Previous Biennium-to-Date	308,696

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