



South Carolina
Department of Labor, Licensing and Regulation



Board of Barber Examiners

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Governor

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Memorandum

To: Barber Schools
Barber Colleges
On-the- Job Training Instructors

From: Theresa N. Richardson, Administrator 

Date: April 3, 2015

Subject: Upcoming Changes

Effective April 24, 2015 the testing service provider will administer new examinations for Master Hair Care and Registered Barber. The testing service provider will send a letter outlining the updates. If you do not receive a letter, you can always review the new candidate information bulletins on PCS' web site (select Applicants and Candidates).

In addition, Effective May 1, 2015; the following changes will be made regarding submission of monthly hours to the South Carolina Board of Barber Examiners:

- The monthly hours must be submitted to the Board **by** the 10th of each month. Instructors who submit late forms are subject to disciplinary action.
- Instructors will no longer be allowed to provide monthly hours for students on the same form. A separate form must be submitted for each student and each student must receive a copy of their monthly report.
- The updated monthly record forms are on the Board's web site under applications and forms.

This office will no longer accept faxed copies of monthly submissions; therefore, you may e-mail forms to bridget.richardson@llr.sc.gov or BoardInfo@llr.sc.gov, or you may mail to: **Attn: Bridget Richardson, Board of Barber Examiners, 110 Centerview Drive, Columbia, SC 29211.**

If you have any questions or concerns, please do not hesitate to contact me at (803) 896-4588 or e-mail me at Theresa.Richardson@llr.sc.gov.

TNR