

The S.C. Board of Barber Examiners would like to inform all instructors, whether you are teaching students on the job in licensed barber shops or students training in licensed barber schools, that you are required to give a copy of the hours completed each month to every student you are teaching. Every student needs to know what his/her hours are each month. If the student terminates his/her training, he/she should be given a transcript of his/her hours of completion under your training. Please advise your students to retain their monthly hourly reports, transcripts and other pertinent papers in safe keeping.

By doing that, students wishing to continue his/her training elsewhere will be able to submit the transcript of hours to this office for review.

Remember, it is ultimately your responsibility as the instructor to maintain all of your students' hours. While this office is required to receive monthly reports of each currently enrolled student, the Board will rely on you, the instructor, to submit a transcript when the student either completes or terminates their training.