

Curriculum Review Checklist Maryland State Board of Barbers

The commitment to teaching the next generation of Barber professionals is a great task, Thank you for your dedication to this industry and taking on this endeavor.

To begin the process of opening a Barber school, please click on the following link to MHEC to start the process:

https://mhec.state.md.us/institutions_training/Pages/career/pcs/apprfactsheet.aspx

- Please make sure that your curriculum is submitted in PDF format to avoid delays in response time.
- In the body of your email, please include the following information:
 - Name of the School Owner
 - Address of the School
 - Primary phone number of the school
- If you are using the textbook curriculum, please submit your syllabus to the Board.
- After submitting your curriculum to the Board, please expect a turnaround time of 7-10 business days to be reviewed and approved by the committee.
- Once the curriculum is approved, the Director or Assistant Director will email an approval letter to the owner as well as the Maryland Higher Education Commission. You are expected to return the last page of the letter, Authorization forms. It is imperative that you return the form so we can send it to PSI on your behalf.

The curriculum review process will proceed as follows...

1. Institution sends the curriculum to the Board to be reviewed and approved.
2. Curriculum sent to the Board members for review. (approx. 7-10 business days)
3. Board gives approval
4. Send Curriculum Approval letter Authorization signature for school for completion.
5. Send Curriculum approval letter to MHEC.
6. Authorization signature form received back from school and add to AS400.
7. Send a copy of authorization signature to PSI.

8. New school added to the Board meeting agenda.

Md. Code Regs. 13A.04.20.02

<http://mdrules.elaws.us/comar/13a.04.20.02>

- A. A program of instruction for barber shall require a minimum of 1,200 locally determined clock hours of instruction of which:
 - (1) 200 hours shall be theory and demonstration; and
 - (2) 1,000 hours shall be practical application.
- B. The program shall include instruction in each of the following topics with hours as assigned by the local school system:
 - (1) Careers in barbering;
 - (2) Personal development;
 - (3) Bacteriology, sterilization, and sanitation;
 - (4) Implements, equipment, and supplies;
 - (5) Techniques of honing and stropping;
 - (6) Fundamentals of shaving;
 - (7) Shampooing and rinsing;
 - (8) Fundamentals and techniques of haircutting;
 - (9) Techniques of cutting and styling curly and over-curly hair;
 - (10) Techniques of mustache and beard trimming, and design;
 - (11) Fundamentals of scalp and hair services;
 - (12) Massage techniques;
 - (13) Facial services;
 - (14) Fundamentals of hair styling;
 - (15) Fundamentals of permanent waving;
 - (16) Fundamentals of chemical hair relaxing;
 - (17) Hair coloring;
 - (18) Hair pieces;
 - (19) Histology;
 - (20) Diseases and disorders of skin, scalp, and hair;
 - (21) Anatomy and physiology in related barbering;
 - (22) Electricity;
 - (23) Related basic chemistry for barbering;
 - (24) Barber shop management; and
 - (25) State laws and regulations.

C. Related Instruction.

(1) Related instruction, not to exceed 240 hours, may apply toward the 1,200-hour requirement when the teacher of barbering approves hours for documented student participation in any of the following activities:

(a) Organizational activities of the Skills USA which are directly related to the subject of barbering;

(b) School-sponsored field trips planned for in the barber curriculum;

(c) Work-study employment after successful completion of 800 hours of barbering instruction, which is supervised by a master barber and conducted under a work-based learning agreement with the school.

(2) The supervisor shall report on all matters concerning the student's progress in work-study employment as described in §C(1)(c) of this regulation to the work-study coordinator, or if none is assigned, to the school's teacher of barbering.

D. The barber teacher may certify the student's eligibility for admission to the State licensing examination upon:

(1) Demonstrated competency upon the completion of the required minimum number of hours in the program; and

(2) Certification of successful evaluation of the student's work by the teacher of barbering.