



**State of North Carolina**  
**BOARD OF BARBER AND ELECTROLYSIS EXAMINERS**  
7001 Mail Service Center, Raleigh, North Carolina 27699-7000  
Phone (919) 814-0640 • Fax (919) 981-5068  
bbee.nc.gov • barbers@nc.gov • electrolysis@nc.gov

## **IMPORTANT CHANGE IN HOW YOU REPORT STUDENT HOURS**

August 31, 2023

Dear barber schools:

Under a new rule, schools must begin reporting student hours online starting in January 2024. This communication explains the change and what you need to do to prepare.

Although you should read the whole communication, the portions with **blue highlighting** will help you identify crucial dates and requirements.

### **When does the rule change go into effect?**

**Beginning January 1, 2024**, schools must report student hours online through a web interface that the board has developed. After December 31, you **will not** be permitted to submit paper forms (including scanned copies of paper forms).

As discussed below, schools can begin reporting online sooner on a voluntary basis, though they should coordinate with the board office first.

### **What does the new rule say?**

A copy of the revised rule change is attached. There are two main changes:

- The requirement to report online rather than by paper; and
- A reduction in the amount of data you must submit.

### *Reporting online*

Currently, schools prepare rosters and student hours on paper forms and submit them to the board by the 15th day of each month. These forms can be mailed, faxed, or emailed. Starting **January 1, 2024**, the rule change **requires** schools to submit the roster and student hours online through a website that the board will designate. The only exception will be when a student terminates at the school (graduates, drops, or

transfers to another school). In that case, the student's paper will be submitted with a paper form that can be mailed, faxed, or emailed.

### *Less burdensome reporting requirements*

The rule change also reduces the information that schools must report. We made this change for two reasons:

- We were requiring you to report a lot of information, and this created a burden for schools;
- We weren't making use of all the information being collected, so the new reporting requirements will be focused on information we need for day-to-day business. The board still has the authority to request records you're required to collect, so we can reach out to you if we need that information.

Below are fields that some schools report and that you **won't** need to report. (Please note that the current version of the form to report hours available at our website doesn't have much of this information. But even that form requires information that will **no longer** be required.)

- Date entered school;
- The number of the month the student has been enrolled (e.g., the 11th month of enrollment);
- Days absent;
- Reason for being absent or tardy;
- Aptitude and progress toward theory and practical;
- Number of practical and clinical services;
- Student participation (good, fair, poor, or unsatisfactory);
- Unsatisfactory conduct or progress of student; and
- Whether the student has satisfied all obligations.

Please note that some of this information may need to be collected and available to the board upon request. However, you don't need to spend time collating and submitting it to us each month.

### **How will the new website work?**

Schools will log in to the same Dashboard Page they currently use for online student permit applications and license renewals. That Dashboard Page will have a link to begin the process of reporting each month. You'll see a list of all your current students and can enter their hours. You'll also receive a confirmation email with a PDF report attached that shows the data you submitted.

## **Will there be training?**

Yes. Each school will set up a meeting with the board's executive director to go over the new process. I understand that you have a lot of demands on your time. This meeting will be brief because the system should be much easier to use. Ultimately, you should save a lot of time with the new online reporting system.

## **What do you need to do to prepare?**

**By December 1, 2023**, please contact Dennis Seavers at [dennis.seavers@nc.gov](mailto:dennis.seavers@nc.gov) or (919) 814-0641 to schedule a walkthrough of the new system.

This change may represent a significant change in your business process, so it's important that you:

- Carefully review this and future communications about this change;
- Communicate as early as possible with the board about any challenges you expect with implementation; and
- Not wait to the last minute to notify the board about concerns. **We will not grant extensions or waivers when you could have identified concerns earlier.**

Please note that the board previously notified stakeholders about this pending rule change and had a 60-day comment period. The board also notified schools about this change in its periodic Q&A sessions and in the slide decks posted online. While we certainly will work with schools that have concerns, the board is assuming that schools with concerns would have reported those during the public-comments period and Q&A sessions.

## **Can we begin earlier than January 2024?**

Yes! We encourage schools to start using the new system on a voluntary basis. We're confident that you'll find the experience much better than the current paper-based process.

However, it's important that you contact Dennis Seavers at [dennis.seavers@nc.gov](mailto:dennis.seavers@nc.gov) or (919) 814-0641 to set up a walkthrough. We need to do some things first in the system before you can begin using it. Please don't start until you've gotten approval from our agency.

## **I've been getting emails saying my reports are overdue. What's going on?**

You may have gotten some automated email notifications from [smtprelay@glsolutions.com](mailto:smtprelay@glsolutions.com) in the past few weeks letting you know that your reports are overdue. Please disregard these automated emails until January 2024. (Of course, if you are late submitting your reports, you should send them as soon as possible.)

Starting in January 2024, you should pay attention to these emails. Reminder emails will go out to all schools that didn't submit a report online by the 15th day of each month. If you haven't submitted your report by the 25th day of the month, you'll get a different email that lets you know that you're significantly overdue. Finally, if you still don't submit your reports within a few days of that second email, we'll reach out to your school to find out why you haven't submitted them. Our hope is that these reminders improve compliance with the requirement to submit timely reports each month and helps us avoid enforcement actions.

### **Questions?**

If you have any questions about this new requirement, please contact Dennis Seavers at [dennis.seavers@nc.gov](mailto:dennis.seavers@nc.gov) or (919) 814-0641.

1 **IMPORTANT NOTE**

2 **THIS RULE WILL NOT BE EFFECTIVE UNTIL JANUARY 1, 2024. THE NEW CHANGES**  
3 **MAY NOT APPEAR IN THE OFFICIAL RULE PUBLICATION BEFORE THAT DATE**  
4

5 **21 NCAC 06N .0111 FORM BAR-10**

6 (a) Each barber school shall submit the Form BAR-10 monthly for each student enrolled in barber school. The Form  
7 BAR-10 shall include the following:

- 8 (1) the name of the school submitting the report;
- 9 (2) the student's name;
- 10 (3) the month and year for which the report is filed; and
- 11 (4) the number of hours the student attended during the month and year for which the report is filed.

12 (b) The school shall submit Form BAR-10 to the Board online at the website address listed in 21 NCAC 06A .0102.

13 (c) Notwithstanding the requirement in Paragraph (b) of this Rule to submit the Form BAR-10 online, if a student  
14 completes his or her course of study, drops out of school, or transfers to another school, the barber school shall submit  
15 a paper version of the Form BAR-10 to the Board:

- 16 (1) within five business days; or
- 17 (2) within 30 days if the student's enrollment ends during the effective period of a state of emergency  
18 declared by the Governor.

19  
20 *History Note: Authority G.S. 86A-22;*  
21 *Eff. May 1, 1989;*  
22 *Readopted Eff. July 1, 2016;*  
23 *Emergency Adoption Eff. March 27, 2020;*  
24 *Temporary Adoption Eff. June 1, 2020;*  
25 *Amended Eff. January 1, 2024; February 1, 2021.*