

MISSISSIPPI STATE BOARD OF COSMETOLOGY

**SPECIAL CALLED EMERGENCY TELEPHONIC BOARD MEETING
January 15, 2019 2:00 PM**

**Robert E. Lee Building
239 North Lamar Street, Suite 301
Jackson, MS 39201**

Posted January 15, 2019 at 9:00 AM

MINUTES

Board Members Present:

**Dorothy Ennis, President
Darlene Smith, Vice-President
Deborah Coker, Member
Hilda Bills, Secretary**

Others Present:

**Sharon Clark, Executive Director
Wm. Jeffrey Jernigan, Special Assistant Attorney General**

The Board called the meeting to order at 2:00 PM.

Board Secretary Bills called for a roll call. Board Members Ennis, Smith, Coker and Bills were present.

Attorney Jernigan and Executive Director Clark present.

There were no members of the public present.

Board President Ennis stated the purpose of the meeting is to set the policy for Electric File Certification / Recertification Reporting and Monitoring.

Board President Ennis stated she would now turn over the meeting to Executive Director Clark.

Executive Director Clark stated that all Board Members received an email with the Reporting and Monitoring requirements for Electric File that will go into effect on January 20, 2019.

The requirements state that only the participants that complete the Electric File Certification/Recertification Course will be allowed to provide the Electric File endorsement for licensing.

Schools providing Electric File Certification as part of their curriculum will verify that all requirements have been met and submit the certification form attached to the final transcript submitted to MSBC. Once the students is licensed, the endorsement will be added to their license.

Any licensee needing certification that is already licensed, coming through reciprocity or already licensed must contact MSBC to have the course monitored. There must be a minimum of three (3) enrolled licensees. The MSBC will assign either a Board Member or Board Employee to monitor. When all requirements are met, both the Instructor and the Board monitor will approve certification. The Board monitor will provide licensee with a letter of certification that will expire on their license expiration date. When their license renews, the endorsement will be added to their license.


Effective January 20, 2019, there will be absolutely NO certificates issued by an Instructor showing an Electric File Certification.

Any instructor found providing an Electric File Certification Certificate or holding a course certification without MSBC Monitoring will be called in for a hearing to suspend their ability to provide the Electric File Certification.


Board Member Coker made a motion to approve the Monitoring and Reporting requirements for Electric File Certification. The motion was seconded by Board Secretary Bills. The Board voted unanimously 4-0 to pass the motion.

A motion was made by Board Member Coker to adjourn. The motion was seconded by Board Secretary Bills. The Board voted unanimously 4-0 to pass the motion.


The meeting adjourned at 2:36 PM.


Dorothy Ennis
Board President


3-18-19
Date


Darlene Smith
Board Vice-President

3-18-19
Date


Deborah Coker
Board Member

3/18/19
Date


Hilda Bills
Board Secretary

3/18/19
Date