

**Executive Committee Meeting
Agenda
September 19, 2018 – 2:00 PM
Madren Conference Center – Executive Board Room – Clemson, SC**

- | | | |
|------|--|--------------------------|
| I. | Welcome/Introductions | Stephanie Collins, Chair |
| II. | Approval of Minutes | Stephanie Collins |
| III. | Eligible Training Provider List Appeal | Committee |
| IV. | Discussion/Executive Session* | Stephanie Collins |
| V. | Other Business | Stephanie Collins |
| VI. | Adjourn | Stephanie Collins |

**Action Required*

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**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
April 26, 2018 - Minutes
Tri County Technical College Student Success Center**

Members Present:

Mike Wallace, Chair
Brooke Garren

Richard Blackwell
Teri Gilstrap

Dr. Ronnie Booth

Stephanie Collins

Members Absent:

Ray Farley

Staff Present:

Trent Acker

Meredith Durham

Sharon Crite

Guest Present:

Kal Kunkel

I. Call to Order

Chair Mike Wallace called the meeting to order at 9:54 a.m., announced a quorum was present and reminded everyone the meeting was being recorded for processing of minutes. Chair Wallace welcomed everyone in attendance.

II. Youth Request for Proposal

The Youth Committee met on April 25, 2018 to review and score Youth RFP Bidder's Proposals. Mr. Trent Acker stated that Bidders' notebooks and score sheets are available for the Executive Committee's review.

The Youth Committee made the recommendation to award the Youth contract to Eckerd Connects for a 1 year period, with the option to renew up to a total of 4 years.

ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the recommendation from the Youth Committee to award the Youth contract to Eckerd Connects, seconded by Brooke Garren. The motion carried with a unanimous voice vote.

Mr. Acker stated that the next step in the Youth RFP process is Budget negotiations with Eckerd Connects. The Budget Negotiations Team will meet between the dates of May 11-May 20. The proposed members of the team are Kristi King-Brock, Jason Duncan, and Robert Halfacre.

ACTION TAKEN: Stephanie Collins made a motion to approve the Budget Negotiations Team members as presented, seconded by Dr. Ronnie Booth. The motion carried with a unanimous voice vote.

III. Rapid Response Request

Mr. Acker referred to pages 1-6 in the packet to show a Request for Rapid Response Funds for Additional Assistance Needs. The request included a proposal summary that will be made to DEW, with a proposed 14 month budget of \$80,187. The summary included a Cost and Price Analysis Worksheet and Budget Flow Projections. Mr. Acker stated that the WorkLink area is generally serving more dislocated workers, since the announced closings of AFCO, Kongsberg Automotive, and Alice Manufacturing. The proposed staff member would split hours worked between Anderson and Easley areas. The staff position would be heavily focused on Transition services. Although the staff member will primarily focus on Anderson and Pickens counties, he or she will be fluid in all 3 WorkLink counties (Anderson, Oconee, and Pickens).

Ms. Teri Gilstrap and Mr. Richard Blackwell both noted that they would like to schedule a time for career coaches to visit their respective offices to assist them in expanding their knowledge with job openings and learning county-specific information.

ACTION TAKEN: Richard Blackwell made a motion to approve the Rapid Response Request as presented, seconded by Teri Gilstrap. The motion carried with a unanimous voice vote.

Mr. Acker stated, for information purposes only, that Jennifer Kelly is attending a meeting at Alice Manufacturing today (4-26-2018) along with Alice management staff, DEW Unemployment and Trade staff, an Eckerd staff member, and Alliance Pickens. The meeting will serve as a purpose to identify timelines, education needs, and future opportunities for onsite services and employer interactions. The majority of those employed at Alice Manufacturing are Machine Operators and Material Handlers, along with some in HVAC, Safety Management, Quality Control, and Technicians, that total 182 employees.

IV. IWT Modification Request(s)

Mr. Acker reviewed two IWT Modification Requests with the Executive Committee.

The first was a Modification Request for BorgWarner's IWT contract to expand trainings to include Swing Reach Truck Training, Team Leader Development Training, and Nachi Broach Training. The request would increase the total approved budget by \$59,321, and extend the contract to 4/20/2018 to accommodate additional training in Bridge to Machining, as well as the trainings listed above.

The second was a Modification Request for Reliable Automatic Sprinkler Co., Inc.'s IWT contract to modify approved trainings to include Arc Flash, CPR/First Aid, Respirator, Forklift, Lockout Tagout, and Reasonable Suspicion Drug Testing trainings. Mr. Acker stated that this is a provisional modification, pending guidance from the Department of Employment and Workforce on approving safety related trainings for IWT.

ACTION TAKEN: Teri Gilstrap made a motion to approve BorgWarner's IWT Modification Request and to provisionally approve Reliable Sprinkler's IWT Modification Request, seconded by Dr. Ronnie Booth. The motion carried with a unanimous voice vote.

V. Other Business

With no other business, the meeting was adjourned at 10: 12 a.m.

Respectfully submitted by: Meredith Durham

July 23, 2018

N.A.B.S. Inc.
Mary Neal
107 South Leach Street
Greenville, SC 29605

RE: Workforce Innovation and Opportunity Act Eligible Training Provider Application

Dear Mary Neal:

The WorkLink Workforce Development Board (WorkLink) has completed its local area review of the Eligible Training Provider List (ETPL). We regret to inform you that N.A.B.S. Inc.'s request to be included on the WorkLink local area ETPL has been denied for the following reason:

WorkLink Workforce Development Board currently has a moratorium on barbering for the WorkLink Area.

Classification of Instructional Programs (CIP) 12.0407 Hair Styling/Stylist and Hair Design

39-5011.00 Barbers

39-5012.00 Hairdressers, Hairstylists, and Cosmetologists

If you disagree with this decision you may file an appeal.

APPEAL PROCEDURE

Training providers can have a training program(s) denied for inclusion in the statewide training provider list by either the local Board or the State. The training provider that is denied by the local Board may appeal to the Board's Executive Committee. A training provider may also appeal the removal of a training program for poor performance or due to a complaint concerning the training program. The local appeal is accomplished as follows:

- a. The applicant submits a Notice of Appeal to the Administrator of the local Board at the local Workforce Development Area office. The appeal must be received within 10 days after the date of the letter of denial.
- b. Should an appeal not be filed and received within 10 days after the letter of denial, the denial will stand. There will be no recourse for appeal after the 10 day time limit has expired.
- c. The appeal will be submitted to the local Board's Executive Committee, reviewed and scheduled for an appeal hearing by the Executive Committee. The applicant will be notified of the location, date, and time of the scheduled hearing to present to the Executive Committee.
- d. The Administrator will notify the applicant of the Executive Committee's final decision within five days of the appeal hearing.

All appeals to the WorkLink WDB should be submitted to:

WorkLink Workforce Development Board
Attn: Ms. Stephanie Collins, Chair (c/o Mr. Trent Acker)
SC Works Clemson Comprehensive Center at East Park
1376 Tiger Blvd., Suite 102
Clemson, SC 29631
Or to: tacker@worklinkweb.com

If you have any questions, please give me a call at (864) 646-1458.

Sincerely,



Mr. Trent Acker, Executive Director



July 31, 2018

from: N.A.B.S Inc.-Public org.

To: Workforce Development Board

physical address: 330 White Horse Rd.

C/O Mr. Trent Acker

Greenville, S.C. 29605-3257

1372 Tiger Blvd. Suite 102

nabsedu3@yahoo.com

Clemson, S.C. 29631

Attention: Board's Executive committee

RE: Response to Letter denial letter that I received from work link

Dear Mr. Trent Acker

I am writing for an appeal of your decision and denial of opportunity to be include on the ETPL list for work link. I have many years' experience working in my occupation as an education provider.

Compare & contrast

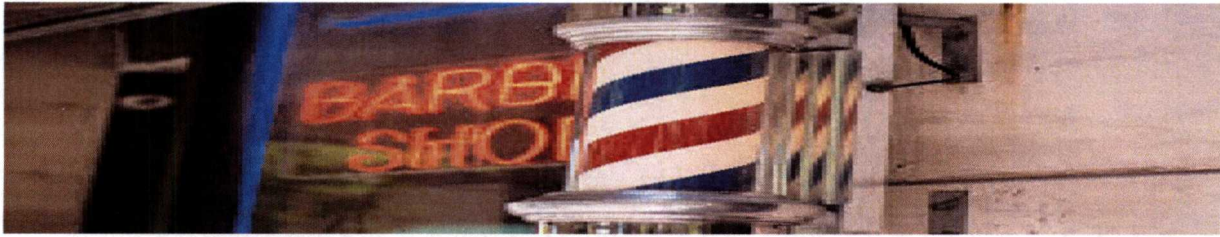
- | | |
|---|-------------------------------------|
| a. N.A.B.S Inc. Edu. provider (barber school) | vs. SC Greenville Technical College |
| b. Mary Neal, Admin. | Mary Rock, Admin |
| c. Master Hair Specialist/Apprentice | Cosmetologist |
| d. Completion 1-year | completion 2-years |

As the administrator of N.A.B.S, we are seeking the merits for our program and ask for your assistance in finding at least 2 would be candidates, preferably women in this non-traditional occupation (not excluded males or youth 17 age) for work force development. We have a proven track record that our output of students do very well in entry level employment and as Entrepreneurs. Earnings may be higher than those with degrees, probably like yourself.

I understand that being a registered apprenticeship program through SC technical college system gives us an automatic inclusion on the ETPL without all the red tape.

It is my frank pleasure to see why we are called a moratorium.

Our master hair specialist is approved by scpath.org and on their website. Listing N.A.B.S as the education provider. Although the on the job training is in a local barber shop that I manage, with 3 completions on site. We welcome you to visit our site before determining an eligibility, if possible.



We can generate letters of recommendations from past students. They are productive citizens, taxpayers, and financial fit, totally independent of government funding.

N.A.B.S. training programs:

Provides a structured regimen/or curriculum approved by the department of education that transform student engagement to successful opportunities and retention.

Evaluation of progress, ongoing is mandatory

Ability to track progress for successful completion

Our program leads to eligibility certificates or eligibility affidavit showing hours

Leads to specific occupation or groups of careers.

Our Instructors/master hair specialist are currently licensed and very proficient in their respected field.

In summary, I am writing you're for a final determination as to our inclusion on the eligible training providers list and help in finding successful candidates that may benefit from this type of income in a very short time. Our master hair specialist prepares individuals to shave and trim facial hair, neck hairs and beards, cut and dress hair, fit hair pieces, give facials, scalp massages, and aroma therapy, chemical applications, anatomy of our body systems, health and safety; customer services, and shop business operation. We would like a reply within 10 days or less, so we may determine our next move forward.

You may contact me at (8640 325-7131 or email at nabsedu3@yahoo.com. If you have any questions or concerns

Again thank you,

Mary Neal

Program Manager/AOR

Eligible Training Provider List

Current Reasons for Denial:

1. Our local area is prioritizing classroom based training for the WorkLink area.
2. Training is not within the four in-demand career clusters for the WorkLink area:
 - a. Administrative and Support and Waste Management and Remediation Services;
 - b. Health Care and Social Assistance;
 - c. Manufacturing;
 - d. Professional, Scientific, and Technical Services;Nor is one of the two career exceptions: CDL training and Heavy Equipment Operator training.
3. WorkLink Workforce Development Board currently has a moratorium on barbering, cosmetology, nail technician, horseshoeing, and solar panel installation for the WorkLink area.
4. Training programs do not lead to a recognized post-secondary occupational credential.
5. Training costs exceed the maximum amount for the WorkLink area.
(Currently, set at \$5,000 per program year and \$10,000 in a lifetime by the WorkLink Board; \$14,000 in a lifetime by the State.)
6. Training provider does not offer programs of study within 150 miles of Clemson, SC.

WorkLink

EMPLOYMENT AND TRAINING INSTRUCTION LETTER NO.: PY' 15-14 (replace WIA Instruction Letter NO.: PY' 08-01 Policy and Procedures for Implementation and Operation of the Workforce Investment Voucher System)

SUBJECT: Local Eligible Training Provider Policy

ISSUANCE

DATE: June 15, 2016

EFFECTIVE

DATE: Immediately

PURPOSE: To provide guidance to prospective WIOA training providers on the process of applying to become an Eligible Training Provider (ETP) within the WorkLink Workforce Development Area.

BACKGROUND: The Workforce Innovation and Opportunity Act (WIOA) of 2014 requires training providers to apply to a Local Workforce Development Board for approval as an eligible training provider to receive WIOA funds. The Statewide List of Certified Training Providers includes all training programs that are currently certified by one or more Boards. Inclusion of information regarding any program of training services or any institution, organization or individual providing training services is in no way an endorsement by the South Carolina Department of Employment and Workforce of that program, institution, organization or individual. General inquiries regarding certified programs should be directed to the Local Workforce Development Area.

Inclusion on the Statewide or local Eligible Training Provider List, in itself, does not guarantee that WIOA funds are available for enrollment in an eligible offering. The availability of WIOA funding for enrollment is based on many factors including assessment of an individual's employment needs and career path goals. Individuals who are interested in determining if they qualify for WIOA training funding should contact a WIOA staff member at South Carolina Works Center.

POLICY: Training providers must first complete the state application process with SC DEW before they can be considered for local approval <https://scworks.org/etp.asp>. Upon receipt of completed application and program data, SC DEW will make an initial determination of statewide eligibility within 14 calendar days. The local workforce development boards will then review and make a determination of local eligibility with 30 calendar days.

Approval Criteria for Training Providers Applicants

Eligible Training Providers Applicants must:

1. Be in business under their current ownership for a minimum of two (2) years, and provide performance data for programs.

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2. Be licensed by the South Carolina Commission on Higher Education.
3. Be nationally or regionally accredited by a regulating body recognized by the US Department of Education.
4. Where programmatic accreditation is not available for a course of study, the provider must be able to issue an industry recognized and portable credential to participants completing the course.
5. Offer training in a facility that is in compliance with ADA requirements, and be able to pass a site visit.
6. Report their performance to the South Carolina Department of Employment and Workforce's SC Works Online Services (SCWOS) system.
7. Be subject to a review/analysis by the OneStop Operations Committee, and respond to all questions or concerns of this committee.
8. Approved by the WorkLink Workforce Development Board (WWDB).

* Providers who operate solely as online institutions are not eligible for local approval.

Eligible Training Courses:

1. Must be offered to the general public.
2. May not exceed a maximum of two (2) years in length in order for a student to be able to complete the training.
3. Must be for an in-demand occupation in the WorkLink region, and must lead to a self-sufficient wage as defined by SC DEW. WorkLink will only invest WIOA funds for classroom training in these industry sectors: Administrative and Support and Waste Management and Remediation Services; Health Care and Social Assistance; Manufacturing; and Professional, Scientific, and Technical Services.
4. Must result in an 80% training related placement rate for participants in accordance with a formula established by the WWDB. New schools and/or courses are limited to 5 WIOA funded students until performance is established.

For continuing eligibility, a WWDB committee will review the following every two years:

1. ETP must continue to have valid accreditation:
 - a. Maintain accreditation; and
 - b. Continue to supply student-based information to SCWOS.
2. For Courses to remain on the local ETP list, the training course must:
 - a. Have training related placement rates of 80% within guidelines per WWDB policy;
 - b. For those courses six months or less in duration, have a saturation rate of less than 2:1 ration of job applicants to job openings; and
 - c. Be for a demand occupation in the WorkLink region.

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Payment for training services will be made through the use of a voucher, issued in an amount sufficient to cover the training services costs for eligible adults, dislocated workers, and older out of school youth who are unable to obtain other grant assistance for such services, including Federal Pell Grants; or eligible adults, dislocated workers, and older out of school youth who require assistance beyond the assistance made available under other grant assistance programs, including Federal Pell Grants.

Providers of training services will invoice the service provider for training services provided to workforce investment participants. The invoice must have appropriate supporting documentation attached. Appropriate supporting documentation would include but not be limited to: a copy of the redeemed voucher certificate, WIOA participant attendance records, periodic and final reports on the participant's progress, grade or competency achievement, performance appraisals (when applicable).

Tuition reimbursements will be made in the order in which they are received from all providers. Occasional delays of state funding may affect the timing of ETP tuition reimbursements.

Appropriate facilities and systems of providers of training services must be accessible to monitoring and/or auditing by all appropriate representatives and/or agents, of the Federal, State, and local workforce investment area. All Eligible Training Providers must have a Provider

ACTION: All WIOA ETP applications will be evaluated by the WDB committee for approval according to the local area's prescribed process. Written notification of the decision will be provided to the ETP applicant within 14 days. The WDB's decision may be appealed by submitting a written request for reconsideration to the WDB. See state appeals policy at https://scworks.org/media/ETP/ETP_Eligibility_Procedures.pdf. All ETPs will be evaluated by a WDB committee every two years.

INQUIRIES: Direct all inquiries on this Instruction Letter to the WorkLink Workforce Development Board Executive Director, Mr. Trent Acker, WorkLink, 1376 Tiger Blvd., Suite 102, Clemson, SC 29631, telephone 864.646.1458, fax 864.646.2814 or e-mail tacker@worklinkweb.com.



Mr. Trent Acker, Executive Director
WorkLink Workforce Development Board

DISTRIBUTION: All WIOA Staff

WorkLink

EMPLOYMENT AND TRAINING INSTRUCTION LETTER NO.: PY' 15-15

SUBJECT: Local Eligible Training Provider Appeals Process

ISSUANCE

DATE: June 15, 2016

EFFECTIVE

DATE: Immediately

PURPOSE: To provide guidance to prospective WIOA training providers regarding the appeals process if a training program is denied inclusion or removed from the local Eligible Training Providers List (ETPL).

PROCESS: If the WorkLink Workforce Development Board (WWDB) denies eligibility for listing of a provider's program on the local ETPL, the WWDB, within 14 calendar days of this decision, inform the provider in writing and include the reason(s) for the denial and complete information on the appeal process.

WIOA students currently enrolled in such a program will be allowed to complete the program. If a training provider chooses to appeal, a training program that is subject to removal shall remain on the ETPL until the appeal is concluded.

A local provider choosing to appeal a decision must submit a written appeal to the WWDB, within 30 calendar days of the issuance of the denial notice. The written appeal must be submitted to the office that sent the denial notice and must include:

- A statement of the desire to appeal;
- Specification of the program in question; and
- Specifically and in detail the grounds and the reasons upon which it is claimed that the denial was erroneous.

The WWDB will not consider any factual or legal ground for relief that is not set forth in the appeal. WWDB will determine whether a hearing for the purpose of fact-finding is necessary and will issue a decision not later than 30 calendar days from either the date an in-person hearing is held, or the date the appeal request is received by the Local Workforce Development Board (LWDB). Programs that have been removed from or denied listing on the local ETPL may be reinstated after one year (two years if removal was due to willful submission of inaccurate information) by applying through the initial application process.

All appeals should be submitted to:

WorkLink Workforce Development Board
Attention: WorkLink Board Chair
1376 Tiger Blvd., Suite 102
Clemson, SC 29631
P: 864.646.1826 | F: 864.646.2814 | TTY: 711

The appeal submitted to the local Board's Executive Committee will be reviewed and scheduled for an appeal hearing by the Executive Committee. The applicant will be notified of the location, date, and time of the scheduled hearing and may represent himself/herself at the hearing.

INQUIRIES: Direct all inquiries on this Instruction Letter to the WorkLink Workforce Development Board Executive Director, Mr. Trent Acker, WorkLink, 1376 Tiger Blvd., Suite 102, Clemson, SC 29631, telephone 864.646.1458, fax 864.646.2814 or e-mail tacker@worklinkweb.com.



Mr. Trent Acker, Executive Director
WorkLink Workforce Development Board

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WorkLink

EMPLOYMENT AND TRAINING INSTRUCTION LETTER NO.: PY15-12 (replaces WIA Instruction Letter PY11-010 Revised)

SUBJECT: In-Demand/High Growth Industry Clusters (for Adult and Dislocated Worker Funding Only)

ISSUANCE

DATE: June 22, 2016

EFFECTIVE

DATE: Immediately

EXPIRATION

DATE: Indefinite

PURPOSE: This is a WorkLink local instruction letter approved by the WorkLink Workforce Development Board at the request of the South Carolina Department of Employment and Workforce (SCDEW).

BACKGROUND: The Workforce Innovation and Opportunity Act (WIOA) focuses on economic growth, job creation and the need to develop a skilled, trained workforce. In 2011, the State Workforce Investment Board implemented the clusters targeted training in an effort to support the development of occupational talent to meet the market demands for each region in the state. Due to a significant shift in the economy, the WIOA allocations have decreased over the past several years. Therefore, in an effort to invest our funds in a manner that meets employers' needs and maximizes limited training dollars, it is necessary to focus the training in each region of the State.

WorkLink has identified four in-demand, high-growth industry clusters for our region in which WIOA training funds can be spent on participants. These clusters were initially identified by several resources, including local Economic Development Offices, South Carolina Appalachian Council of Governments Regional Strategic Plan, Career OneStop Occupational Profiles, ATA Report, GE Capital Industry Research Monitor, Tri-County Technical College, Workforce Development Alliance, Labor Market Information, Upstate Alliance, South Carolina Chamber of Commerce, Personal Pathways to Success, and a locally distributed Business Survey.

POLICY: WorkLink will invest **adult and dislocated worker** WIOA funds for classroom training in only these industry sectors:

- Administrative and Support and Waste Management and Remediation Services;
- Health Care and Social Assistance;
- Manufacturing; and
- Professional, Scientific, and Technical Services.

The Board added two specific occupations that may be approved at the discretion of the Service Provider:

- Heavy Equipment Operator; and
- CDL Truck Driver.

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The Board removed the Retail Trade Sector. Therefore, Case Managers should no longer approve trainings in this industry.

Resources for determining industry cluster/training approvals:

The Bureau of Labor Statistics (BLS) conducts extensive research regarding labor market information and catalogs information in two different sources: *The Occupational Outlook Handbook* and *The Career Guide for Industries*. The O*Net Online website also uses BLS's research to define each occupation, and lists the occupational codes that directly relate to each industry. Case Managers should use either the BLS resources or O*Net's industry groups and associated occupational codes to determine whether or not the recommended occupational training is allowable under this policy. Case Managers can find the above mentioned resources at the following websites:

- BLS Occupational Outlook Handbook – <http://www.bls.gov/ooh>
- BLS Career Guide to Industries - <http://www.bls.gov/bls/industry.htm>
- O*Net Online - www.onetonline.org (Select "Find Occupations," select "Industry.")

If a Case Manager is unsure whether or not an occupation is allowable under one of the four industry groupings adopted by the Board, the Case Manager may forward the occupational title and a summary of the initial research that was conducted, to WorkLink staff for further investigation and final approval.

Case Managers should continue to adhere to the lifetime ITA caps set forth by the State and by WorkLink.

ACTION: All applicable WorkLink Workforce Development Area service providers, sub-recipients, contractors and other applicable organizational elements will implement and comply with these instructions, as well as any related instructions contained in applicable contractual agreements.

INQUIRIES: Direct all Adult and Dislocated Worker Services related inquiries regarding this Instruction Letter to WorkLink Program Director, Jennifer Kelly, 1376 Tiger Blvd, Suite 102, Clemson, SC 29631, telephone 864.646.5898, or email jkelly@worklinkweb.com.



Trent Acker, Executive Director
WorkLink Workforce Development Board

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Projected Employment for Barbers in SOUTH CAROLINA

National	Employment		Percent Change	Projected Annual Job Openings*
	2016	2026		
United States	56,400	64,000	13%	6,200

State	Employment		Percent Change	Projected Annual Job Openings*
	2016	2026		
South Carolina	No Data Available	No Data Available	No Data Available	No Data Available

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Your Search

Occupation

Barbers

Location

South Carolina

Search by Occupation

Barbers

Location

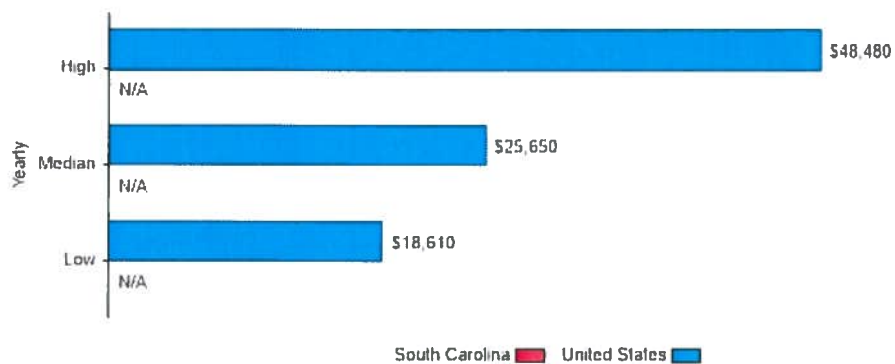
South Carolina

[Search](#)

Yearly Wages for Barbers in SOUTH CAROLINA

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Location Reports

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aboutthisdata:

Wage information comes from the [Bureau of Labor Statistics, Occupational Employment Statistics Program](#). The OES is a semi-annual survey that provides wage and employment statistics for the nation, each state, and sub-

Projected Employment for Hairdressers, Hairstylists, and Cosmetologists in SOUTH CAROLINA

National	Employment		Percent Change	Projected Annual Job Openings*
	2016	2026		
United States	617,300	697,400	13%	84,700

State	Employment		Percent Change	Projected Annual Job Openings*
	2016	2026		
South Carolina	7,900	8,950	+13%	1,090

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Your Search

Occupation

Hairdressers, Hairstylists,
and Cosmetologists

Location

South Carolina

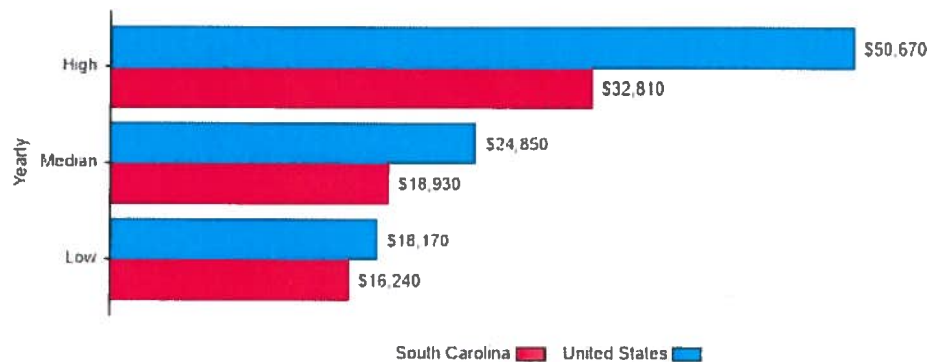
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Yearly Wages for Hairdressers, Hairstylists, and Cosmetologists in SOUTH CAROLINA

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