



**STANDARDS OF APPRENTICESHIP
FOR TATTOOERS**

November 17, 2014 Version



Department of Professional and Occupational Regulation

**9960 Mayland Drive
Suite 400
Richmond, Virginia 23233
804-367-8509
www.dpor.virginia.gov**

STATEMENT OF PURPOSE:

The purpose of these Standards is to establish minimum requirements for the training of apprentice tattooists in accordance with the Tattooing Regulations.

FORWARD

Recognizing the necessity for the development of skilled and efficient practitioners in the profession and to establish procedures for the training of apprentices as required by the Virginia Board for Barbers and Cosmetology, these Standards have been developed as a guide for licensees seeking approval to train apprentices.

BE SURE YOU READ AND UNDERSTAND THE TATTOOING APPRENTICESHIP STANDARDS. YOUR FAILURE TO OBEY THESE STANDARDS COULD RESULT IN A MONETARY PENALTY OR LOSS OF YOUR LICENSE.

It is the goal of the Department of Professional and Occupational Regulation to provide you with the information you need to comply with the law and regulations. If you have a question and cannot find the answer to it in this booklet, please contact the Board:

Address: Board for Barbers and Cosmetology
Perimeter Center, Suite 400
9960 Mayland Drive
Richmond, VA 23233

Phone: (804) 367-8509

Email: barbercosmo@dpor.virginia.gov

TABLE OF CONTENTS

1.	Definitions.....	1
2.	Policy Statement and Qualifications	2
3.	Credit for Previous Experience.....	2
4.	Apprenticeship Agreement	2
5.	Term of Apprenticeship.....	2
6.	Responsibilities of the Apprentice	3
7.	Responsibilities of Apprenticeship Sponsor	3
8.	Apprentice Sponsor Ratio	4
9.	Schedule of Work Performances	4
10.	Related Instruction.....	4
11.	Periodic Evaluation.....	4
12.	Certificate of Completion of Apprenticeship.....	5
13.	Responsibilities of Tattoo Parlors for Apprentice Training.....	5
14.	Transfer of Apprentices	5
15.	Relationship of Standards to Tattooing Regulations.....	5
16.	Modifications	5
	Apprenticeship Training and Performances Requirements	6

1. DEFINITIONS

"Apprentice" means a person who is learning and working in the profession of tattooing under these Standards, and is covered by a written Apprenticeship Agreement with the sponsor providing for his/her training in accordance with these Standards of Apprenticeship.

"Apprenticeship Agreement" means a Board approved written agreement between a sponsor and apprentice.

"Apprenticeship Sponsor" means an individual approved to conduct tattooer apprenticeship training who has met the qualifications in 18 VAC 41-50-70 of the Board's Tattooing Regulations and who assumes full responsibility of the apprentice.

"Board" means the Virginia Board for Barbers and Cosmetology.

"Standards of Apprenticeship" means this entire document including these definitions.

"Supervision" means the ongoing process performed by a supervisor who monitors through the inspection, critical evaluation, and direction of the performance of the apprentice and provides regular, documented, guidance and instruction with respect to the skills and competencies of the apprentice.

"Supervisor" means a licensed tattooer who assumes responsibility for the education and training activities of the apprentice.

"Tattooer" means any person who for remuneration practices tattooing.

"Tattooing" means the placing of designs, letters, scrolls, figures, symbols or any other marks upon or under the skin of any person with ink or any other substance, resulting in the permanent coloration of the skin, including permanent make-up or permanent jewelry, by the aid of needles or any other instrument designed to touch or puncture the skin.

"Tattoo parlor" means any place in which tattooing is offered or practiced.

2. POLICY STATEMENT AND QUALIFICATIONS

A. Policy Statement

On or after the date these Standards are adopted, it shall be the policy of the sponsor that all apprentices shall be governed by the terms of these Standards of Apprenticeship.

B. Qualifications for Apprenticeship

1. Be at least 16 years of age.
2. Be physically able to perform the work.

3. CREDIT FOR PREVIOUS EXPERIENCE

A. An applicant for apprenticeship may be allowed credit on the term of apprenticeship for prior experience, whether with the sponsor or elsewhere, which is equivalent to that which he/she would have received under these Standards. Credit for previous experience shall be approved by the Board Administrator prior to the start of the apprenticeship. The maximum to be allowed an apprentice for previous experience as a tattooer is 700 hours.

B. An apprentice transferring from a tattoo school to the apprenticeship program may be allowed credit for training received on the basis of two (2) hours of apprenticeship for each hour of school training. Certification of training must be presented to the apprenticeship sponsor for approval of credit towards apprenticeship training requirements.

4. APPRENTICESHIP AGREEMENT

A. Each Apprenticeship Agreement is a contract between, and must be signed by, the apprentice (and guardian if apprentice is under 18) and the sponsor's authorized representative, and filed with the Board.

B. A signed Apprenticeship Agreement indicates that both apprentice (and guardian) and sponsor understand and agree to all apprenticeship requirements.

C. To be valid, each Apprenticeship Agreement must:

1. Comply with 18 VAC 41-50.
2. Contain all required signatures.
3. Be approved by the Board.
4. Be registered and filed with the sponsor.

D. All required signers must receive a copy of the signed Apprenticeship Agreement and Standards of Apprenticeship.

5. TERM OF APPRENTICESHIP

The term of apprenticeship shall be 1,500 hours of theory and practical training.

6. RESPONSIBILITIES OF THE APPRENTICE

- A. The apprentice must be on time for work, learn all work processes, complete all work assignments, and take initiative to ask appropriate questions. The apprentice must use appropriate conduct in the in the classroom and on the job site.
- B. The apprentice agrees to keep a daily record book of work experiences and techniques practiced while in training and to keep such record book at the place of training for review by concerned parties.
- C. The apprentice will receive a certification card from the Board. The card must be posted in the apprentice's work area and shall be accessible and visible to the public.
- D. Failure for non-display or an expired card may result in immediate termination from the program and/or a fine by the Board for both the apprentice and sponsor. An apprentice having an invalid card may result in immediate dismissal from the program.
- E. The apprentice agrees to abide by all regulations and standards promulgated by the Virginia Board for Barbers and Cosmetology concerning apprentice tattooer.

7. RESPONSIBILITIES OF APPRENTICESHIP SPONSOR

The responsibilities and duties of the apprenticeship sponsor shall include:

- A. Obtaining approved Tattooing Apprenticeship Sponsor status with the Board pursuant to 18 VAC 41-50-70.
- B. Ensuring that the apprentice has obtained a tattooer apprentice certification card from the Board, and that the card is posted in the apprentice's work area accessible and visible to the public. Failure for non-display or an expired card may result in immediate terminations form the program and/or Board discipline under 18 VAC 41-50-420. An apprentice having an invalid card may result in immediate dismissal from the program.
- C. Maintaining a current tattooer license issued by the Board;
- D. Ensuring that the supervisor of the apprentice hold a current tattooer license issued by the Board;
- E. Providing instruction to ensure that the apprentice obtains a working knowledge of the work performances outlined in the Board's Apprenticeship Training and Performance Requirements.
- F. Ensuring that the apprentice is under the direct supervision of a licensed tattooer while performing any procedure(s) on a patron.
- G. Ensuring that the apprentice is given instruction in safe working methods in each operation as it is encountered throughout the term of apprenticeship.
- H. Conducting and documenting a monthly review and assessment of the apprentice's aptitude, skill and progress.

- I. Maintaining adequate records pertaining to the progress of each apprentice to include documentation of suspension or termination if applicable.
- J. Providing the Board with written notification within seven days of the suspension or termination of an apprentice.
- K. Such other duties as may be involved in developing and maintaining an effective program of apprenticeship.

8. APPRENTICE SPONSOR RATIO

The ratio of apprentices to sponsors shall be two tattooer apprentices for every one apprenticeship sponsor.

9. SCHEDULE OF WORK PERFORMANCES

- A. The apprentice shall be given instruction and work experience in all branches of tattooing listed in the work performances which are recorded on the Apprenticeship Training and Performance Requirements contained in these Standards.
- B. The work experience does not need to be performed in the precise order listed, nor do the scheduled number of any operations need to be continuous to permit the flexibility necessary for the normal business operation of the parlor.

10. RELATED INSTRUCTION

- A. Each apprentice under these Standards shall enroll in and satisfactorily complete the required related instruction as prescribed by the Virginia Board for Barbers and Cosmetology.
- B. Credit for related instruction received prior to entering apprenticeship shall be approved by the Board Administrator prior to the start of the apprenticeship. Satisfactory program completion is a mandatory part of the total program for the individual apprentice.

11. PERIODIC EVALUATION

The progress of each apprentice's job performance and related instruction shall be subject to a periodic review. Should a review reveal a lack of interest or ability on the part of the apprentice, the apprentice will be informed of the deficiency and may be placed on probation for a sufficient period to determine improvement or failure. At the end of the probationary period, if the apprentice has not shown acceptable improvement, the apprenticeship may be suspended or revoked. The sponsor will provide written notice of the final action taken to the apprentice and the Board.

12. CERTIFICATE OF COMPLETION OF APPRENTICESHIP

- A. Upon completion of the apprenticeship training, the sponsor shall review the apprentice's progress record for the training period. If the results of this review indicate the apprentice is now a candidate for the Board's examination, the sponsor shall sign the Apprentice Completion Form. A Certificate of Completion shall be prepared by the Apprenticeship Sponsor.
- B. Completion of the apprenticeship program shall qualify the apprentice to apply to the Board to take the Board for Barbers and Cosmetology Tattooer Licensing Examination.

13. RESPONSIBILITIES OF TATTOO PARLORS FOR APPRENTICE TRAINING

Upon receipt of an Apprenticeship Sponsor Application, the individual's eligibility will be determined based on the criteria established in Board's Regulations. The parlor where the apprenticeship training will be provided must also be in compliance with the Board's Regulations. The parlor shall meet the following standards:

- A. The parlor must have a current license issued by the Board and a local business license if applicable;
- B. The parlor shall maintain full compliance with the Board's Regulations;
- C. The parlor shall have a work station for each apprentice where a sign will be posted in a conspicuous manner which indicates that the person performing the services is working as an apprentice in training.

14. TRANSFER OF APPRENTICES

If a sponsor is unable to carry out the operation of training, the apprentice may be registered with another qualified sponsor in accordance with Section 3 of the Apprenticeship Standards.

15. RELATIONSHIP OF STANDARDS TO TATTOOING REGULATIONS

Nothing in these Standards shall be interpreted in a manner inconsistent with existing Tattooing Regulations of the Virginia Board for Barbers and Cosmetology.

16. MODIFICATIONS

These Standards may be modified, if desired, but any such modification must be approved by the Board. Such modification shall not alter or affect apprenticeship agreements in effect at the time of modification without the consent of all parties affected.

APPRENTICESHIP TRAINING AND PERFORMANCE REQUIREMENTS

1500 Total Apprenticeship Training Hours Required

- A. 350 hours shall be devoted to theory pertaining to sections 1, 2, 4, 5, 6, 8, and 9 below.
- B. 150 hours shall be devoted to theory pertaining to section 3 below.
- C. The remaining 1,000 hours shall be devoted to practical training to include but not limited to apprenticeship curriculum requirements and total of 100 performances pertaining to subdivision 7 below.
- D. An approved tattooing apprenticeship program may conduct an assessment of an apprentice's competence in the theory and practical requirements for tattooing and, based on the assessment, give a maximum of 700 hours of credit towards the requirements in subsections 1, and 3 below.

No credit shall be allowed for the 150 hours required in section 3 below.

I. Microbiology

- A. Microorganisms; viruses; bacteria; fungi.
- B. Transmission cycle of infectious diseases.
- C. Characteristics of antimicrobial agents.

II. Immunization

- A. Types of immunizations.
- B. Hepatitis A - G transmission and immunization.
- C. HIV/AIDS.
- D. Tetanus, streptococcal, zoonotic, tuberculosis, pneumococcal, and influenza.
- E. Measles, mumps, and rubella.
- F. Vaccines and immunization.
- G. General preventative measures to be taken to protect the tattooer and client.

III. Sanitation and Disinfection

- A. Definition of terms:
 - 1. Sterilization
 - 2. Disinfection and disinfectant
 - 3. Sterilizer or sterilant
 - 4. Antiseptic
 - 5. Germicide

6. Decontamination; and

7. Sanitation

- B. The use of steam sterilization equipment and techniques.
- C. The use of chemical agents, antiseptics, disinfectants, and fumigants.
- D. The use of sanitation equipment.
- E. How to sanitize tools and equipment.
- F. General sanitation and preventative measures to be taken to protect the technician and clients
- G. Pre-service sanitation procedure.
- H. Post-service sanitation procedure.

IV. Safety

- A. Proper needle handling and disposal.
- B. How to avoid overexposure to chemicals.
- C. The use of Material Safety Data Sheets.
- D. Blood spill procedures.
- E. Equipment and instrument storage.
- F. First aid and CPR.

V. Bloodborne Pathogen Standards

- A. OSHA and CDC bloodborne pathogen standards.
- B. Control Plan for bloodborne pathogens.
- C. Exposure Control Plan for Tattooers
- D. Overview of compliance requirements.
- E. Disorders and when not to service a client.

VI. Professional Standards

- A. History of Tattooing.
- B. Ethics.
- C. Record keeping:
 - 1. Client health history

- 2. Consent forms
- 3. HIPPA Standards
- D. Preparing station, making appointments, parlor ethics:
 - 1. Maintaining professional appearance, notifying clients of schedule changes; and
 - 2. Promoting services of the salon and establishing clientele
- E. Parlor management:
 - 1. Licensing requirements
 - 2. Taxes
- F. Supplies:
 - 1. Usages;
 - 2. Ordering; and
 - 3. Storage.

VII. Tattooing

- A. Client consultation
- B. Client health form
- D. Client preparation
- E. Client disclosure form
- E. Sanitation and safety precautions
- F. Implement selection and use
- G. Proper use of equipment; and
- H. Material selection and use
- I. Needles
- J. Ink;
- K. Machine:
 - 1. Construction;
 - 2. Adjustment; and
 - 3. Power supply;
- L. Art, drawing; and
- M. Portfolio

Tattooing Performances - 100*

* The minimum number sited is required to qualify for the State examination.

VIII. Anatomy

- A. Understanding of skin
- B. Parts and functions of skin

IX. Virginia Tattooing Laws and Regulations

11. Parlor Street Address _____
_____ City _____ State _____ Zip Code _____

12. Parlor Email Address _____

13. Parlor Contact Numbers _____
Primary Telephone _____ Alternate Telephone _____

14. Are you requesting Board approval for credits of previous apprenticeship experience or related instruction completed?
No
Yes If yes, indicate the number of hours that you are requesting for approval and attach supporting documentation signed by your designated apprenticeship sponsor listed above.
Award of credits is subject to Board approval and can only be awarded prior to the start of the apprenticeship program.
Experience - No. of Hrs: _____ Related Instruction - No. of Hrs: _____

***Required Documentation** - Experience must be verified by submitting a completed the **Training & Experience Verification Form**. Related instruction must be verified by submitting a transcript showing successful completion of related instructions.*

15. I have reviewed with my sponsor Part II. ENTRY. Section 18 VAC 41-50-20. General requirements for tattooer of the Tattooing Regulations, and I am aware of the qualifications for licensure as a tattooer after I have completed the apprenticeship. **The above information is true and correct.**

Signature _____ Date _____

(Apprenticeship Agreement to follow)

APPRENTICESHIP AGREEMENT

The purpose of this Apprenticeship Agreement is to establish the obligations of all parties participating in the Virginia Board for Barbers and Cosmetology Apprenticeship Program for Tattooing.

By affixed signatures, the parties named below acknowledge that they have read and agree to comply with all requirements, terms and conditions established in the Virginia Board for Barbers and Cosmetology Tattooing Apprenticeship Standards and Tattooing Regulations.

ACKNOWLEDGEMENT

Signature _____ Date _____
Signature of Apprentice

Signature _____ Date _____
(If Required) Signature of Legal Guardian

Signature _____ Date _____
Signature of Apprenticeship Sponsor

Signature _____ Date _____
Signature of Tattooer Parlor Owner

Notarization

In the State of _____, City/County of _____, subscribed and sworn before me, the undersigned Notary Public in and for the City/County aforesaid this _____, day of _____, 20 _____.

My commission expires the _____, day of _____, 20 _____.

Affix official seal here.

Signature of Notary Public