

STATE APPRENTICESHIP STANDARDS

FOR

COSMETOLOGY

BARBERING

AND

NAIL TECHNOLOGY

CONSISTING OF

MINIMUM STANDARDS FOR APPRENTICESHIP

**Registered with the Virginia Apprenticeship Council, According to Act of Virginia Legislature,
Chapter 6, Title 40.1, Code of Virginia, Effective July 1, 2018, and Recognized by the U. S.
Department of Labor Office of Apprenticeship.**

DEVELOPED BY THE

DIVISION OF REGISTERED APPRENTICESHIP

VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY

WITH AMEMDMENTS BY THE

VIRGINIA BOARD FOR BARBERS AND COSMETOLOGY

Revised August 13, 2018

These minimum standards, approved and registered with the Virginia Apprenticeship Council, have been developed to comply with Chapter 6 of Title 40.1, Code of Virginia, Voluntary Apprenticeship Act.

PURPOSE

The purpose of these Standards of Apprenticeship is to establish minimum requirements for the training of apprentice Cosmetology, Barbering and Nail Technology in accordance with the Virginia Apprenticeship Act.

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1. INTERPRETATIONS AND IMPLEMENTATION OF STANDARDS

- a. The Minimum Standards For Apprenticeship ("Standards") are based on, and conform to:
 - i. Regulations Governing the Administration of Apprenticeship Programs in the Commonwealth of Virginia", Chapter 20 of the Virginia Administrative Code." (Regulation 16 VAC 20-21-10 et. seq.)
 - ii. "Voluntary Apprenticeship Act", §§40.1-117 through 40.1-126 of the Code of Virginia
- b. Each Registered Apprenticeship program must comply, at a minimum, with all items in these Standards. (*Regulation 16 VAC 20-21-30*)
- c. Each apprenticeship agreement will be governed by the terms and conditions in these Standards. (*Regulation 16 VAC 20-21-70; VA Code §40.1-121*)
- d. If a sponsor and apprentice have a difference of opinion in the interpretation of the Standards which cannot be satisfactorily resolved, either of them may consult with the Commissioner through the Apprenticeship Director, for clarification of the matter in question. (*Regulation 16 VAC 20-21-120*)

2. DEFINITIONS

- A. In accordance with the MINIMUM STANDARDS FOR APPRENTICESHIP,
 - a. Apprentice - A person at least 16 years old, (whose employment is currently in compliance with all State and Federal laws) who is learning and working in an apprenticeable occupation and is covered by a written Apprenticeship Agreement with an employer, registered with the Virginia Department of Labor and Industry (DOLI). (*Regulation 16VAC20-21-20; VA Code §40.1-120*)
 - b. Apprenticeable Occupation - A skilled occupation which: is customarily learned in a practical way through a structured systematic program of on-the-job supervised work experience; is clearly identifiable and recognized throughout an industry; involves manual, mechanical or technical skills which require a minimum of 2,000 hours of on-the-job work experience; requires related instruction to supplement the on-the-job work experience. (*Regulation 16 VAC 20-21-20, VA Code §40.1-120*)
 - c. Apprenticeship Agreement - (Agreement) An approved written agreement between a sponsor and apprentice (and guardian if apprentice is under 18), as defined in Regulation 16VAC20-21-20. By signing the Agreement, all parties agree to accept all terms and requirements contained in the Standards, the sponsor's Program Registration, the Act and the Regulations. (*Regulation 16VAC20-21-70; VA Code §40.1-121*)
 - d. Sponsor - An employer, association of employers, joint apprenticeship committee or organization of employees that has an approved apprenticeship program registered with the DOLI. A program shall be operated by the sponsor and registered in the sponsor's name. (*Regulation 16VAC20-21-20; VA Code §40.1-120*)
 - e. Supervisor of Apprenticeship - The person designated by the sponsor to perform the duties outlined in the Standards and will be designated on the Program Registration.
 - f. Program Registration - An approved written description of the terms and conditions of apprentices' employment, training and supervision under a sponsor's apprenticeship program for a specific apprenticeable occupation, in accordance with the Act, Regulations, Standards, and any additional State Board Apprenticeship Standards which apply. The Program

Registration shall incorporate a written Schedule of Work Processes. (*Regulation 16VAC20-21-50*)

- g. Virginia Apprenticeship Council (VAC) - Advisory organization which provides guidance on regulations and policies. Members are appointed by the Governor. The U.S. Department of Labor's Office of Apprenticeship has granted VAC authority to issue Certificates of Completion upon completion of the program. (*Regulation 16VAC20-21-20, VA Code §§40.1-117 & 40.1-118, items 1, 3, 4, 5*)
- h. Virginia Department of Labor and Industry (DOLI) The agency which administers the Voluntary Apprenticeship Act and its related regulations in Virginia. DOLI acts as the official agent of the VAC. (*Regulation 16VAC20-21-20, VA Code §40.1-125*)
- i. Commissioner – The Commissioner of the Virginia Department of Labor and Industry as defined by VA Code §40.1-2.

B. In addition to subsection A of this section.

- a. 'State Board' shall mean the Virginia Board for Barbers and Cosmetology.
- b. 'Journeyworker' shall mean an individual who holds a valid, current cosmetologist, barber, or nail technician license issued by the Virginia Board for Barbers and Cosmetology.
- c. 'Work Process' shall mean the apprenticeship training program outline and performance completion requirements

3. APPRENTICESHIP PROGRAMS

A. In accordance with the MINIMUM STANDARDS FOR APPRENTICESHIP,

- a. Program Approval - Sponsors must have written notice of registration before establishing any Apprenticeship Agreements to employ and train individual apprentices. (*Regulation 16VAC20-21-30, items A, C, D*)
- b. Program Termination - Programs may be canceled by sponsor request or de-registered by the DOLI. Canceled programs may be reinstated upon sponsor request, if they meet registration requirements. De-registered programs may be reinstated if the DOLI determines that there is adequate evidence that the program is being operated in accordance with the Act and Regulations. (*Regulation 16VAC20-21-70 & 16VAC20-21-80*)
- c. Program Evaluation - DOLI shall review and evaluate each sponsor's program as required. (*Regulation 16VAC21-30, item H*)

B. In addition to subsection A of this section.

- a. The salon or shop must have a current Virginia Cosmetology Salon, Barber Shop or Nail Salon license issued by the Board for Barbers and Cosmetology and local Business and Professional Occupation License if applicable.
- b. The supervisor of apprentices must be a Virginia licensed Cosmetologist, Barber or Nail Technician.
- c. The salon or spa shall comply with the Rules and Regulations promulgated by the Virginia Department of Health and the Occupational and Safety Division of the Virginia Department of Labor and Industry.

- d. The salon or shop shall have sufficient licensed cosmetologists, barbers or nail technicians as to be in compliance with the ratio established in these Standards of Apprenticeship.

4. APPRENTICESHIP AGREEMENTS

- a. Each Apprenticeship Agreement is a contract between, and must be signed by, the apprentice (and guardian if apprentice is under 18 years of age) and the sponsor's authorized representative, and registered with the DOLI. *(Regulation 16VAC20-21-70 item 1, VA Code §40.1-122)*
- 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:
 - i. Comply with Regulation 16VAC20-21-70, VA Code §40.1-121.
 - ii. Contain all required signatures. *(Regulation 16VAC20-21-70 item 1, VA Code §40.1-121)*
 - iii. Be approved by the DOLI. *(Regulation 16VAC 20-21-30, VA Code §40.1-122)*
 - iv. Be registered and filed by the sponsor. *(Regulation 16VAC20-21-30, item C.1&2)*
- d. All required signers must receive a copy of the signed Apprenticeship Agreement and Standards.

5. EQUAL EMPLOYMENT OPPORTUNITY

- a. Sponsors and potential sponsors must not discriminate (based on race, color, religion, national origin, sex or physical handicap, which is unrelated to the person's qualifications and ability to perform the job) in recruiting, selecting, employing or training apprentices. *(Regulation 16VAC20-21-30 item B.2; and 16VAC20-21-50, item B.23)*
- b. Sponsors must take affirmative action to provide equal opportunity in operating apprenticeship programs. Programs must operate as required under the Virginia State Plan, and they must comply with Title 29 of the Code of Federal Regulations, part 30. *(Regulation 16VAC20-21-30, item B.2)*

6. TERM OF APPRENTICESHIP

- A. In accordance with the MINIMUM STANDARDS FOR APPRENTICESHIP,
 - a. The minimum term for any apprenticeship program shall be 2,000 hours of reasonably continuous employment, or if the Competency or Hybrid term is proposed, DOLI will review on a case by case basis and may approve if requirements are addressed. *(Regulation 16VAC20-21-50, item B.2.a.; VA Code §40.1-120)*
 - b. Employment must be supplemented by the amount of related instruction required in the occupation. A minimum of 144 hours of related instruction is required for each year of apprenticeship to be completed by the end of the term. *(Regulation 16VAC20-21-50, item B.4.)*
 - c. When the apprentice is required to work overtime, these overtime hours WILL/WILL NOT be credited to the term of apprenticeship. *(Regulation 16VAC20-21-50, item B.2.)*
- B. In addition to subsection A of this section.

- a. The minimum term of a cosmetology apprenticeship shall be at least 3,000 hours of work experience during a period of 18 months (1½ years) as stipulated in the Training Program Outline and shall consist of continuous employment, supplemented by the required related instruction for the trade of cosmetology. Credit for previous experience will be included in the required 3,000 hours.
- b. The minimum term of a barbering or nail technology apprenticeship shall be at least 2,000 hours of full-time employment over a 12-month period, supplemented by the related study.

7. CREDIT FOR PREVIOUS EXPERIENCE

A. In accordance with the MINIMUM STANDARDS FOR APPRENTICESHIP,

- a. An applicant for apprenticeship may be allowed credit on the term of apprenticeship documented for prior experience whether with the sponsor or elsewhere.
- b. The sponsor's Supervisor of Apprenticeship must review and approve the applicant's record of previous experience before such experience will be credited. (*Regulation 16VAC20-21-50, item B.14*)

B. In addition to subsection A of this section.

- a. An apprentice may be allowed credit on the term of apprenticeship for that portion of experience, whether with the sponsor or elsewhere, which is equivalent to that which he/she would have received under these Standards of Apprenticeship.
- b. An apprentice transferring from a cosmetology school or a barber 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 representative before credit can be awarded.
- c. An apprentice transferring from a nail technician school to the apprenticeship program shall receive hour for hour credit toward the apprenticeship. Evidence of training must be presented to the apprenticeship representative before credit can be awarded.
- d. Any licensed cosmetologist with less than two years of licensure, cosmetology apprentice, or cosmetology student who transfers from cosmetology to barbering may receive no more than fifty percent (50%) credit for their previous experience of training or training towards the term of apprenticeship.
- e. Any licensed barber with less than two years of licensure, barber apprentice, or barber student who transfers from barbering to cosmetology may receive no more than fifty percent (50%) credit for their previous experience of training or training towards the term of apprenticeship.
- f. Applicant who was formerly enrolled in A VDOE Approved program while in high school may be allowed credit for that portion of time spent on the job.

8. SUPERVISION OF APPRENTICES

A. In accordance with the MINIMUM STANDARDS FOR APPRENTICESHIP,

- a. Each sponsor must designate a Supervisor of Apprenticeship. (*Regulation 16VAC20-21-20*)
- b. The Supervisor of Apprenticeship must assure that:

- i. All programs are registered with the DOLI.
- ii. All apprentices receive a company orientation that includes: Standards of Apprenticeship, any additional industry standards, company policies, safety rules and regulations.
- iii. All apprentices receive instruction in safe and healthful working methods in each operation as it is encountered throughout the term of apprenticeship.
- iv. All apprentices are adequately trained and supervised in all areas by qualified personnel. *(Regulation 16VAC20-21-50, item B.11)*
- v. Each apprentice's progress is reviewed and documented prior to moving to a new wage level. *(Regulation 16VAC20-21-50, items B.5, B.6)*
- vi. Credit for previous experience is granted when appropriate. *(Regulation 16VAC20-21-50, item B.14)*
- vii. Each apprentice is notified of related instruction requirements and the name and location of each approved related instruction provider. *(Regulation 16VAC-20-21-50, item B.4)*
- viii. Related Instruction Provider(s) is contacted to review each apprentice's educational progress before the expiration of each wage period. *(Regulation 16VAC20-21-50, item B.6)*
- ix. Records are prepared and filed at specified intervals of apprentice's aptitude, skill and progress. Submits prompt and complete written notification to DOLI of any change in apprentice status. *(Regulation 16VAC20-21-30.E;16VAC20-21-50, item B.6.)*
- x. Any other duties needed to develop and maintain an effective apprenticeship program. *(Regulation 16VAC20-21-50)*

B. In addition to subsection A of this section.

The Supervisor of Apprenticeship must assure that apprentice is under supervision of a journeyworker licensed in the applicable profession of the apprenticeship.

9. RESPONSIBILITIES OF APPRENTICES

- a. Apprentices are employees and have basic employee responsibilities. Each apprentice must make every effort to become a well-qualified journeyworker.
- b. Each apprentice must be on time for work, learn all work processes, complete all work assignments, and take initiative to ask appropriate questions.
- c. Each apprentice must be registered for related instruction, attend regularly and be on time.
- d. Each apprentice should review these Standards and the sponsor's Program Registration to ensure that he/she is trained and paid according to these documents.
- e. Each apprentice has the responsibility to consult with the Supervisor of Apprenticeship to assure that all accurate and appropriate records are updated and DOLI is notified promptly of any changes in status.
- f. Each apprentice must use appropriate conduct during related instruction process and on the job site.

- g. Each apprentice must obtain licensing applications following completion of the apprenticeship program.

10. ON-THE-JOB TRAINING

- a. The apprentice shall be given instruction and work experience as established by industry practice and as listed in the work processes.
- b. The work experiences do not need to be in the precise order as listed in the work processes.
- c. The work processes must be recorded in the Program Registration.

11. RELATED INSTRUCTION

- a. Each apprentice shall receive related instruction and shall provide the Supervisor of Apprenticeship with evidence of satisfactory participation and progress following completion of each designate portion.
- b. A minimum of 144 hours of related instruction is recommended for each year of apprenticeship, to be completed during the full term. (Regulation 16VAC20-21-50, item B.4; 16VAC20-21-70, item 5.b.)
- c. The Apprenticeship Agreement can be suspended or canceled when an apprentice does not satisfactorily complete either the on-the-job training or related instruction. Exceptions may be allowed for sickness or injury. (Regulation 16VAC-20-21-70, item 8.b. (1)&(2))

12. INITIAL PROBATIONARY PERIOD

- a. Each apprentice must serve between 500 and 2,000 hours of the apprenticeship term as an initial probationary period. The specific number of hours is stated in each Program Registration. (Regulation 16VAC20-21-50, items B.2 & B.10; 16VAC20-21-70, item 8.a)
- b. During the probationary period cancellation of the Apprenticeship Agreement may be requested by the sponsor or the apprentice. Notice of such actions must be given to the DOLI. (Regulation 16VAC20-21-50, item B.20-22; 16VAC20-21-60, item B.2.b)
- c. Full credit will be given for the initial probationary period toward completion of the apprenticeship program. (*Regulation 16VAC20-21-50, item B.10*)
- d. All apprentices registered under these Standards shall be subject to an initial probationary period of ____ hours of employment.

13. PERIODIC EVALUATION

The progress of each apprentice's job performance and related instruction shall be subject to a periodic review prior to the expiration of each wage period. 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 agreement may be suspended or canceled. The sponsor must promptly notify the apprentice and the DOLI in writing of any suspension or cancellation. (*Regulation 16VAC20-21-50, items B.6 & B.22; 16VAC20-21-70, item 8.b*)

14. HOURS OF WORK

- a. Hours of work for apprentices shall be determined by the Sponsor and apprentice with full-time being the norm. Part-time schedules are permitted and must be recorded the same as for all other employees.
- b. Time spent at related instruction MAY OR MAY NOT be considered as hours of work. The sponsor's decision must be documented in the Program Registration. (*Regulation 16VAC20-21-70, item b.7*)
- c. Sponsors shall not require apprentices to work hours that would interfere with attending related instruction except in emergencies.

15. APPRENTICE WAGES

A. In accordance with the MINIMUM STANDARDS FOR APPRENTICESHIP,

- a. The term of each apprenticeship program shall be divided into periods, with wages that progressively increase as the apprentice progresses in skill and productivity. Wages will be established in accordance with federal and state wage laws. (*Regulation 16VAC20-21-50, items B.5 & B.14; 16VAC20-21-70, item 7; 16VAC20-21-80, item C.1.(iii)*)
- b. Wages are based on the basic rate paid to journeyworkers and must reflect any credit given for previous experience. Overtime shall be based on the same percentage as that paid all other hourly employees. (*Regulation 16VAC20-21-50, item B.5*)
- c. The minimum wages paid all apprentices employed under these Standards must be recorded in the Program Registration. (*16VAC20-21-50, item B.5*)
- d. Apprentices who are given credit for previous training or experience shall be paid the wage rate commensurate with the period to which such credit advances them. (*Regulation 16VAC20-21-50, items B.5 & B.14*)

B. In addition to subsection A of this section.

Under no circumstances shall a sponsor charge an apprentice a fee for apprenticeship training or booth or space rental during the term of the apprenticeship.

16. TRANSFER, LAYOFF/REINSTATEMENT, SUSPENSION, OR CANCELLATION

- a. Transfer - If a sponsor is no longer able to fulfill his obligations for the training of an apprentice, the apprentice may be transferred or registered with credit for previous training to another sponsor. DOLI must be notified in writing and must approve all transfers. (*Regulation 16VAC20-21-30.E; 16VAC20-21-50, item B.15; 16VAC20-21-80, item B.*)
- b. Layoff/Reinstatement - Apprentices may be laid-off in the commensurate ratio of apprentices to journeyworkers. Apprentices laid-off under these Standards shall be entitled to seniority privileges and shall be reinstated in the seniority standing before any new apprentices are registered. DOLI must be notified in writing of all apprentices laid-off and/or reinstated.
- c. Suspension and Cancellation - Apprenticeship agreements may be suspended or canceled at any time for appropriate reason. The sponsor must notify DOLI in writing within 45 days stating the reason for the suspension or cancellation. (*Regulation 16 VAC 20-21-70, item 8.b. (1 & 2); 16VAC20-21-30, item E; 16VAC20-21-50, item B.20*)

17. CERTIFICATE OF COMPLETION

Upon the completion of the term of apprenticeship and having met the requirements of the program, the VAC shall be requested by the sponsor to prepare a Certificate of Completion, to be issued in the name of the apprentice who has successfully completed training and the term of apprenticeship. (Regulation 16VAC20-21-30, item E; 16VAC20-21-50, item B.17)

18. STUDENT APPRENTICES

- a. Student apprentices are defined as a high school student participating in Registered Apprenticeship
- b. Youth Registered Apprentices are defined as a high school student participating in Registered Apprenticeship where the related instruction is provided in large part by the Career and Technical Education division within the School division.
- c. All apprenticeships requirements and restrictions described in the Standards shall apply to student apprentices, except the following:
 - i. For high school students, a letter of permission from their principal is required;
 - ii. Student status must be maintained. If a student leaves school prior to graduation his/her student apprenticeship will be canceled;
 - iii. Work hours and related instruction requirements may be different for student apprentices than non-student apprentices.

19. NUMBER OF APPRENTICES TO BE TRAINED IN THE PROGRAM

A. In accordance with the MINIMUM STANDARDS FOR APPRENTICESHIP,

The number of apprentices shall be determined by the adequacy of facilities, the need of journeyworkers in the community and reasonable assurance of employment in the occupation establishment upon completion of training. To ensure adequate training the ratio of apprentices to journeyworkers shall not exceed: one (1) apprentice to _____ journeyworker(s). The default ratio is 1 apprentice to 1 journeyworker. A variance may be requested on a case by case basis. (Regulation 16VAC20-21-50, items B.8 & B.9) All variances must also be approved by the Commissioner of the DOLI.

B. In addition to subsection A of this section.

- a. If a facility has one (1) or two (2) licensed cosmetologists, there may be one (1) cosmetology apprentice. If a facility has three (3) or four (4) licensed cosmetologist, there may be up to two (2) cosmetology apprentices. If a facility has five (5) or six (6) licensed cosmetologists, there may be up to three (3) cosmetology apprentices. Etc.
- b. If a facility has one (1) or two (2) licensed barbers, there may be one (1) barbering apprentice. If a facility has three (3) or four (4) licensed barbers, there may be up to two (2) barbering apprentices. If a facility has five (5) or six (6) licensed barbers, there may be up to three (3) barbering apprentices. Etc.
- c. If a facility has one (1) or two (2) licensed nail technicians, there may be one (1) nail technology apprentice. If a facility has three (3) or four (4) licensed nail technicians, there may be up to two (2) nail technology apprentices. If a facility has five (5) or six (6) licensed nail technicians, there may be up to three (3) nail technology apprentices. Etc.

20. ADDITIONAL SPONSOR APPRENTICE QUALIFICATIONS (optional)

- a. Age Minimum * _____
- b. Education _____

- c. Physical capability _____
- d. Other _____
- e. See attached _____

*minimum permitted by law is 16 years of (whose employment is currently in compliance with all State and Federal laws)

21. MODIFICATIONS

The sponsor must notify the DOLI promptly in writing of any proposed program modifications and request approval from the DOLI. Any program modifications shall not alter or affect apprenticeship agreements in effect at the time of modification without the consent of all parties affected. (Regulation 16VAC20-21-30, item H.2, 16VAC20-21-50, item B.20)

The apprenticeship program may be cancelled by the DOLI for due cause. The sponsor may withdraw his program by submitting a written request to the DOLI. (Regulation 16VAC20-21-80, item B.1)

22. WORK PROCESSES

COSMETOLOGY REGISTERED APPRENTICESHIP TRAINING PROGRAM OUTLINE

A. Haircutting and grooming 1200 hours

1. Manicuring and pedicuring:
 - a. Anatomy and physiology;
 - b. Diseases and disorders;
 - c. Procedures to include both natural and artificial application; and
 - d. Sterilization.
2. Shampooing and rinsing:
 - a. Fundamentals;
 - b. Safety rules;
 - c. Procedures; and
 - d. Chemistry, anatomy, and physiology.
3. Scalp treatments:
 - a. Analysis;
 - b. Disorders and diseases;
 - c. Manipulations; and
 - d. Treatments.
4. Hair styling:
 - a. Anatomy and facial shapes;
 - b. Finger waving, molding and pin curling;
 - c. Roller curling, combing, and brushing; and
 - d. Heat curling, waving, braiding and pressing.
5. Hair cutting:
 - a. Anatomy and physiology;
 - b. Fundamentals, materials, and equipment;
 - c. Procedures; and
 - d. Safety practices.
6. Skin care and make-up:
 - a. Analysis;
 - b. Anatomy;
 - c. Health, safety, and sanitary rules;
 - d. Procedures;
 - e. Chemistry and light therapy;
 - f. Temporary removal of hair; and
 - g. Lash and brow tinting.
7. Wigs, hair pieces, and related theory:
 - a. Sanitation and sterilization;
 - b. Types; and
 - c. Procedures.

B. Orientation and hygiene 600 hours

- 1. Orientation:
 - a. Apprenticeship guidelines;
 - b. Personal hygiene; and
 - c. Bacteriology, sterilization, and sanitation.

C. Chemical relaxers, perms, coloring, and bleaching 800 hours

- 1. Permanent waving-chemical relaxing:
 - a. Analysis;
 - b. Supplies and equipment;
 - c. Procedures and practical application;
 - d. Chemistry;
 - e. Recordkeeping; and
 - f. Safety.
- 2. Hair coloring and bleaching:
 - a. Analysis and basic color theory;
 - b. Supplies and equipment;
 - c. Procedures and practical application;
 - d. Chemistry and classifications;
 - e. Record keeping; and
 - f. Safety.

D. Business and Salon Management 400 hours

- 1. Salon Management
 - a. Business ethics; and
 - b. Care of equipment.

TOTAL 3000 hours

Safety is the first priority in all apprenticeship programs and, as the sponsors' primary responsibility, must be taught and practiced continuously in all on-the-job processes.

COSMETOLOGY APPRENTICESHIP PERFORMANCE COMPLETION REQUIREMENTS

<u>Performances</u>	<u>Number Required</u>
A. Hair and scalp treatments	10
B. Hair styling	320
C. Tinting	15
D. Bleaching and frosting	10
E. Temporary rinses	10
F. Semi-permanent color	10
G. Cold permanent waving or chemical relaxing	25
H. Hair shaping	50
I. Wig care, styling, placing on model	5
J. Finger waving and thermal waving	30
K. Manicures/pedicures	15
L. Facials and waxings	5
M. Sculptured nails/nail tips/wraps	20
TOTAL	525

The required number of performance completions must be accomplished during the term of the apprenticeship, which shall not exceed eighteen (18) months in duration.

BARBERING REGISTERED APPRENTICESHIP TRAINING PROGRAM OUTLINE

A. Haircutting and grooming 1200 hours

1. Analyzing skin or scalp conditions;
2. Giving scalp treatments;
3. Giving facial massage or treatment;
4. Sanitizing and maintaining implements and equipment;
5. Honing and stropping a razor;
6. Cutting the hair with a razor, clippers, shears;
7. Tapering the hair;
8. Thinning the hair;
9. Shampooing the hair;

B. Orientation and hygiene 300 hours

1. Apprenticeship guidelines;
2. State law, regulations and professional ethics;
3. Client consultation;
4. Personal hygiene;

C. Color and shaving 300 hours

1. Shaving;
2. Trimming a moustache or beard;
3. Applying hair color;

D. Business and shop management 200 hours

1. Business and shop management

TOTAL 2000 hours

Safety is the first priority in all apprenticeship programs and, as the sponsors' primary responsibility, must be taught and practiced continuously in all on-the-job processes.

BARBERING APPRENTICESHIP PERFORMANCE COMPLETION REQUIREMENTS

<u>Performances</u>	<u>Number Required</u>
A. Hair and scalp treatments	10
B. Hair services	320
C. Tinting	15
D. Temporary rinses	10
E. Semi-permanent color	10
F. Facials	5
TOTAL	370

The required number of performance completions must be accomplished during the term of the apprenticeship, which shall not exceed eighteen (18) months in duration.

NAIL TECHNOLOGY REGISTERED APPRENTICESHIP TRAINING PROGRAM OUTLINE

- A. Orientation 40 hours**
1. Apprenticeship guidelines;
 2. State law, regulations and professional ethics;
 3. Personal hygiene
- B. Bacteriology 150 hours**
1. Understanding and working with pathogenic bacteria;
 2. Awareness of Immune Deficiency Syndrome and how transmitted;
 3. Nail fungus identification, prevention, and how to refer to physician;
 4. Nail mold identification, prevention, and how to refer to physician;
 5. Removal of artificial nails before treatment by a physician;
 6. Parasite recognition.
- C. Sterilization and sanitation 600 hours**
1. How infections breed in the salon;
 2. Use of physical agents, ultraviolet rays, moist heat, dry heat;
 3. Use of chemical agents, antiseptics, disinfectants, and fumigants;
 4. Use of sanitation equipment;
 5. Pre-service sanitation procedure;
 6. End-of-day sanitation procedure.
- D. Safety..... 170 hours**
1. How to avoid overexposure to chemicals;
 2. Use of Material Safety Data Sheets;
 3. How to protect your clients and yourself.
- E. Anatomy and Physiology – General knowledge of: 40 hours**
1. Skeletal system
 2. Nervous system
 3. Circulatory system
 4. Endocrine system

- 5. Excretory system
- 6. Respiratory system
- 7. Digestive system

F. Diseases and Disorders of the Nail – Recognition and Treatment..... 200 hours

- 1. Parts of the nail;
- 2. Structures beneath the nail;
- 3. Disorders and when not to service a client;
- 4. Nail disorders which can be serviced by a technician:
 - a. Bruised nails
 - b. Discolored nails
 - c. Furrows
 - d. Hangnails
 - e. Nevus
 - f. Hypertrophy
 - g. Onychophagy

G. Nail Procedures..... 800 hours

- 1. Manicuring;
- 2. Pedicuring;
- 3. Nail extensions and sculptured nails;
- 4. Proper use of equipment;
- 5. Implement selection and use;
- 6. Material selection and use;
- 7. Nail cosmetics selection and use;
- 8. Basic table setup.

TOTAL..... 2000 hours

Safety is the first priority in all apprenticeship programs and, as the sponsors' primary responsibility, must be taught and practiced continuously in all on-the-job processes.

**NAIL TECHNOLOGY REGISTERED APPRENTICESHIP PERFORMANCE COMPLETION
REQUIREMENTS**

<u>Performances</u>	<u>Number Required</u>
A. Manicures	30
B. Pedicures	15
C. Individual sculptured nails/nail tips	200
D. Individual removals	10
E. Individual nail wraps	20
TOTAL	275

The required number of performance completions must be accomplished during the term of the apprenticeship, which shall not exceed twelve (12) months in duration.

**THE MINIMUM STANDARDS FOR APPRENTICESHIP ARE ACCEPTED AND AMEMDMENTS
ARE ADPOTED BY THE VIRGINIA BOARD FOR BARBERS AND COSMETOLOGY:**

CHAIRMAN _____

Lonnie Quesenberry

Date: _____

REGISTERED WITH THE VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY

COMMISIONER _____

Date: _____