



Richard Hedges, Chair, Public
Member

Deedee Crossett, Industry Member

Frank Lloyd, Public
Member

Kristy Underwood
Executive Officer

Edmund G. Brown Jr., Governor
State of California

Department of Consumer Affairs
Board of Barbering and Cosmetology

Telephone: (916) 575-7100

Website: www.barbercosmo.ca.gov

2420 Del Paso Road, Suite 155
Sacramento, CA 95834

California State Board of Barbering and Cosmetology

Enforcement Committee Meeting Agenda

Tuesday, October 11, 2011

10:00 A.M. – 2:00 P.M.

Or until completion of business

Department of Consumer Affairs
Board of Barbering and Cosmetology
2420 Del Paso Road
1st Floor Sequoia Room, Room 109
Sacramento, CA 95834

1. Welcome and Introductions
2. Review and Discussion of the Apprentice Program
3. Next Steps

A quorum of the Board will be present. Meetings of the Board of Barbering and Cosmetology are open to the public except when specifically noticed otherwise in accordance with the Open Meeting Act. The audience will be given appropriate opportunities to comment on any issue before the Board, but the Chair may apportion available time among those who wish to speak.

The meeting is accessible to the physically disabled. A person who needs disability-related accommodation or modification in order to participate in the meeting shall make a request no later than five (5) working days before the meeting to the Board by contacting Linda Sakauye at (916) 575-7144 or sending a written request to that person at the address noted above.



ISSUE MEMORANDUM

DATE	October 11, 2011
TO	Members, Enforcement Committee
FROM	Heather Berg, Enforcement Manager
SUBJECT	Apprenticeship Program

BACKGROUND

The Apprenticeship Program is a training program approved by the Department of Labor Relations, Division of Apprenticeship Standards (DAS), that allows a trainee, called an apprentice, to earn a wage while studying under the guidance and supervision of a Board licensee in a salon licensed by the Board to become a cosmetologist, electrologist or barber. The Division of Apprenticeship Standards (DAS) administers California law governing standards for wages, hours, working conditions and training required for all state registered apprentices.

DAS approves program sponsors who take on the responsibility of mentoring the apprentice and act as the apprentice's guide through the apprenticeship program by providing training, approving and coordinating key documents, and tracking the apprentice's progress throughout the two year program. Program Sponsor Committees as well as individual plant sponsors must be approved through DAS and BBC.

An individual who wishes to become an apprentice contacts an approved program sponsor. A contract, called an Apprentice Agreement, is drawn up between an approved salon owner, the program sponsor and apprentice. The apprentice then completes 39 hours of pre-apprentice training through an approved provider. Once the pre-apprentice training is completed, an Apprenticeship Application must be submitted to BBC, along with proof of completion of the pre-apprentice training and a license fee. If the application is approved, an apprentice license valid for a two-year period is issued. Apprentice licenses are not renewable but can be transferred to a different establishment or trainer.

During the two-year period the apprentice license is valid the program should be completed. The apprentice must be employed full-time (at least 32 hours a week) and receive supplemental instruction in a classroom. The program consists of 3,200 hours in the approved establishment, along with 220 hours of classroom instruction (for cosmetology and electrology) or 216 hours of classroom instruction (for barber).

Once the apprentice has successfully completed the program and his/her sponsor issues a Certificate of Completion, he/she is qualified to take the cosmetology, electrology, or barber licensure examination.

Currently, there are approximately 1109 cosmetology apprentices, 582 barber apprentices and 1 Electrologist apprentice licensed by the Board.

ISSUES

Issue #1 – A clear understanding on how and who to cite for apprentice violations should be established.

Discussion

920 Record of Apprentice Training

The apprentice trainer shall present a copy of apprentice daily work records to the board or its representatives upon demand. These work records shall include the name of the apprentice employed, the dates the apprentice worked, the number of hours worked and the work processes performed on those dates, and the trainer's name.

Cite the Trainer

7336. Conditions Under Which Apprentice May Practice

An apprentice may do any or all of the acts for which he or she is licensed only in the licensed establishment and under the supervision and employment of a licensee approved by the board.

Who should be cited 7336? The apprentice, the owner and/or the trainer?

7317. Practice of Barbering Cosmetology, or Electrolysis for Compensation without License

Except as provided in this article, it is unlawful for any person, firm, or corporation to engage in barbering, cosmetology, or electrolysis for compensation without a valid, unexpired license issued by the board, or in an establishment or mobile unit other than one licensed by the board, or conduct or operate an establishment, or any other place of business in which barbering, cosmetology, or electrolysis is practiced unless licensed under this chapter. Persons licensed under this chapter shall limit their practice and services rendered to the public to only those areas for which they are licensed. Any violation of this section is subject to an administrative fine and may be subject to a misdemeanor.

Should an apprentice be cited for 7317 when working without supervision?

7349. Employment of Unlicensed persons

It is unlawful for any person, firm, or corporation to hire, employ, or allow to be employed, or permit to work, in or about an establishment, any person who performs or practices any occupation regulated under this chapter and is not duly licensed by the bureau, except that a licensed cosmetology establishment may utilize a student extern, as described in Section 7395.1. Any person violating this section is subject to citation and fine pursuant to Section 7406 and is also guilty of a misdemeanor.

Should an owner be cited for 7349 when an apprentice is working without supervision?

Issue #2 – Currently, the Board does not have a process in place to notify sponsors or DAS when an apprentice is cited for working in an unauthorized establishment or without supervision.

Discussion

- Have the apprentice and the inspector fill out an Apprentice Questionnaire.
- If any of the above violations are cited a copy of the questionnaire is to be sent to the sponsor and DAS.
- Require the sponsor to address the cited violation.
- BBC will open follow-up case to verify violation has been corrected.

Issue #3 – Currently, there is no cap to the amount Program Sponsors are charging for the pre-apprentice training. In some cases, the fee's can be as high as \$7,000.

Discussion

- Send out a notification letter to all sponsors that if they charge more than \$2999.00 they fall under the jurisdiction of the Bureau of Private Post Secondary Education.
- The Board could create a regulation setting a maximum amount of money that can be charged for the pre-apprentice training program.

Issue #4 – The Board receives various complaints from apprentices.

Discussion

- Forward complaints to the Program Sponsors requesting they address the issues in the complaint by responding to the Board and/or complainant.
- The complaint could be also be forwarded to DAS or to the government entity that has oversight over the classroom instruction required of an apprentice program.

Issue #5 – Current Regulations are vague on the pre-apprentice 39 hour training course.

Discussion

- Further define CCR 917 regarding the 39 hours of pre-apprentice training to include specifics on the required curriculum.

Issue #6 – Currently, there is no limit to the number of apprentices to each trainer.

Discussion

- Discuss this issue further with the Cosmetology/Barber Industry to determine an agreed upon ratio.
- DAS has agreed to put our recommended ratio in their standards.
- One trainer to one apprentice ratio

Issue #7 – Apprentices are re-enrolling into the apprentice program multiple times.

Discussion

- The Board does not currently have a system in place to track this data. The new BreEZe system that will be in place by this time next year should be able to track this information.
- Can be manually tracked in the mean time to determine how many apprentices re-enroll.
- Better oversight including requiring Sponsors to submit Quarterly Reports for each apprentice with their current status.

Issue #8 – The amount of apprentices who start the program and never apply to take the exam is very high.

Discussion

- Revise the apprentice application so the apprentice agrees on what is expected from them in the apprentice program. Currently only the owner, trainer, and sponsor sign the agreement.
- Include Apprentice Application in the Information Packet Regarding Apprenticeship.

Reference Material

1. Business and Professions Code Section 7332-7336 Apprentices
2. Article 3. Apprenticeship California code of Regulations
3. Application for Approval for Pre-Apprentice Training
4. Informational Packet Regarding Apprenticeship
5. Pre-Apprentice Training Certification
6. Application for Apprentice License and Approval of Trainer and Establishment
7. Apprentice Multiple Trainers and Establishments
8. Apprentice Transfer Request
9. Verification of Training for Barber Apprentice
10. Verification of Training for Cosmetology Apprentice
11. Verification of Training for a Electrology Apprentice
12. 2007 Letters from DAS and Apprentice Agreement
13. Sample Apprentice Daily Record
14. Apprentice Questionnaire
15. Statement of Trainer Responsibilities
16. Statistics

1

Business and Professions Code
Section 7332-7336 Apprentices

BUSINESS AND PROFESSIONS CODE

SECTION 7332-7336

7332. An apprentice is any person who is licensed by the board to engage in learning or acquiring a knowledge of barbering, cosmetology, skin care, nail care, or electrology, in a licensed establishment under the supervision of a licensee approved by the board.

7333. The apprentice training program shall be conducted in compliance with the Shelley-Maloney Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code, according to apprenticeship standards approved by the administrator of apprenticeship. A copy of the act shall be maintained on file with the board.

7334. (a) The board may license as an apprentice in barbering, cosmetology, skin care, or nail care any person who has made application to the board upon the proper form, has paid the fee required by this chapter, and who is qualified as follows:

(1) Is over 16 years of age.

(2) Has completed the 10th grade in the public schools of this state or its equivalent.

(3) Is not subject to denial pursuant to Section 480.

(4) Has submitted evidence acceptable to the board that any training the apprentice is required by law to obtain shall be conducted in a licensed establishment and under the supervision of a licensee approved by the board.

(b) The board may license as an apprentice in electrolysis any person who has made application to the board upon the proper form, has paid the fee required by this chapter, and who is qualified as follows:

(1) Is not less than 17 years of age.

(2) Has completed the 12th grade or an accredited senior high school course of study in schools of this state or its equivalent.

(3) Is not subject to denial pursuant to Section 480.

(4) Has submitted evidence acceptable to the board that any training the apprentice is required by law to obtain shall be conducted in a licensed establishment and under the supervision of a licensee approved by the board.

(c) All persons making application as an apprentice in barbering shall also complete a minimum of 39 hours of preapprentice training in a facility approved by the board prior to serving the general public.

(d) All persons making application as an apprentice in cosmetology, skin care, nail care, or electrology shall also complete minimum preapprentice training for the length of time established by the board in a facility approved by the board prior to serving the general public.

(e) Apprentices may only perform services on the general public for which they have received technical training.

(f) Apprentices shall be required to obtain at least the minimum hours of technical instruction and minimum number of practical operations for each subject as specified in board regulations for

courses taught in schools approved by the board, in accordance with Sections 3074 and 3078 of the Labor Code.

7335. (a) The license of an apprentice shall expire two years from the date the license was issued, or on the date the apprentice is issued a license following the license examination, or if the apprentice fails the license examination twice, on the date the results of the second examination are issued, whichever occurs first.

(b) No person holding a license as an apprentice shall work more than three months after completing the required training without applying for and taking the examination for licensure.

(c) The board may extend the two-year or three-month period described in subdivisions (a) and (b) upon a showing of good cause which shall include, but not be limited to, delays in applying for and taking the examination caused by the illness of, or accident to, the apprentice, or service in the armed forces of the United States.

7336. An apprentice may do any or all of the acts for which he or she is licensed only in the licensed establishment and under the supervision and employment of a licensee approved by the board.

2

Article 3.
Apprenticeship California code of
Regulations

DEPARTMENT OF CONSUMER AFFAIRS
BOARD OF BARBERING AND COSMETOLOGY

Article 3. Apprenticeship

Title 16, Division 9, California Code of Regulations

Board of Barbering and Cosmetology

913. Approval of Apprentice Training Programs

(a) A joint apprenticeship committee, unilateral management or labor apprenticeship committee, or an individual employer wishing to conduct apprenticeships in barbering, cosmetology, electrology, skin care, or nail care shall be known as apprenticeship program sponsors.

(b) An applicant seeking board approval as an apprenticeship program sponsor to conduct apprenticeships in barbering, cosmetology, skin care, nail care, or electrology shall:

(1) Submit a written request for board approval of its apprenticeship program and identify the subject matter of the apprenticeship. The request for apprenticeship approval shall be signed by the individual employer or, where the program sponsor is not an individual, by a responsible officer of the organization.

(2) Submit proof that the program sponsor is approved by the California Apprenticeship Council to offer the apprenticeship.

(3) Submit a detailed outline of the proposed training program which demonstrates compliance with the apprenticeship regulations contained in this article.

(4) Submit a copy of the agreement between the program sponsor and the apprentice (hereafter known as the "apprenticeship agreement"). The apprenticeship agreement shall comply with the provisions of the Shelley-Maloney Apprenticeship Labor Standards Act of 1939 (Labor Code section 3070 et seq.) and the regulations adopted pursuant thereto.

(c) An apprenticeship program sponsor shall notify the board within 10 days of any changes to the information filed with the board in accordance with subsection (b) of this section for board approval.

(d) The board shall inform every person applying for approval to act as an apprenticeship program sponsor in writing, within ten (10) days of receipt of their request for approval whether the application is complete or deficient and what specific information is required.

(1) When the information for a deficient application is returned to the board, the board shall decide within five (5) days of receipt whether the application is complete.

(2) If the application remains deficient, the board shall inform the applicant in writing, within five (5) days of receipt, of what specific information is required.

(e) The board shall notify the applicant, in writing, within thirty-five (35) days after the completed application has been received, whether the applicant meets the requirements for approval.

(f) The minimum, median and maximum times for processing a request for approval of an apprentice training program, from the time of receipt of the application until the Board of Barber Examiners decided to issue the approval based upon actual performance of the board during the two years preceding the proposal of this section, were as follows:

- (1) Minimum: 1 day
- (2) Median: 15 days
- (3) Maximum: 48 days

NOTE: Authority cited: Section 7312, Business and Professions Code and Section 15376, Government Code. Reference: Section 7333, Business and Professions Code; Sections 3070 and 3078, Labor Code and Section 15376, Government Code.

913.1 Withdrawal of Approval: Apprenticeship Program Sponsor

(a) The board may withdraw or otherwise limit its approval of an apprenticeship program sponsor who is not conducting its apprenticeship program in compliance with the provisions of the laws and regulations of the Barbering and Cosmetology Act (Business and Professions Code sections 7301 et seq.)

(b) (1) A proceeding to withdraw or limit the board's approval of an apprenticeship program sponsor shall be initiated by serving the apprenticeship program sponsor with a notice to show cause. The notice to show cause shall be in writing, shall describe with particularity the nature of the violations, including specific reference to the provisions of law or regulations determined to be violated, and shall contain a proposed order to withdraw or limit the board's approval of the apprenticeship program sponsor.

(2) Where appropriate, a notice to show cause may contain an order of abatement fixing a reasonable time for the abatement of the violations. Where a program sponsor complies with the order of abatement within the time specified, the board shall withdraw its notice to show cause.

(3) In fixing the disciplinary order or order of abatement for a notice to show cause, the board shall give due consideration to the appropriateness of the order with respect to such factors as the gravity of the violations, its impact upon the apprentices participating in the apprenticeship program sponsor's apprenticeship program, its impact on the public, the good faith of the apprenticeship program sponsor, and the history of previous violations.

(c) A notice to show cause shall inform the apprenticeship program sponsor that if it desires a hearing to contest any portion of the notice to show cause, a hearing shall be requested by written notice to the board's executive officer within 30 days of the date of service of the notice to show cause. If a hearing is not requested pursuant to this subsection, the order contained in the notice to show cause shall go into effect on the date specified in the notice to show cause.

(d) A hearing to contest a notice to show cause shall be conducted within 60 days of the board's receipt of the program sponsor's written request for a hearing. Such a hearing shall be before a committee selected by the board. At the conclusion of the hearing, the committee shall prepare or have prepared a written decision of its findings, determinations and order. Such a decision shall be mailed to the program sponsor within 45 days after the conclusion of the hearing.

NOTE: Authority cited: Section 7312, Business and Professions. Reference: Section 7333, Business and Professions Code

914. Filing of Apprenticeship Application; Processing Time

(a) A prospective apprentice must file with the board an application for apprenticeship. Application shall be made on Form 35A-03, Application for Licensure as a Licensed Apprentice and for Approval of Trainers and Establishments, Revised 5/94.

(b) The board shall inform every person applying for licensure as an apprentice, in writing, within ten (10) days of receipt of the application (Form #35A-03, Application for Licensure as a Licensed Apprentice and for Approval of Trainers and Establishments, Revised 5/94), whether the application is complete or deficient and what specific information is required.

(1) When the information for a deficient application is returned to the board, the board shall decide within five (5) days of receipt whether the application is complete.

(2) If the application remains deficient, the board shall inform the applicant in writing, within five (5) days of receipt, of what specific information is required.

(c) The board shall notify the applicant, in writing, within thirty-five (35) days after the completed application has been received, whether the applicant meets the requirements for approval.

(d) The minimum, median and maximum times for processing an application for licensure as an apprentice, from the time of receipt of the application until the Board of Barber Examiners decided to issue the license based upon actual performance of the board during the two years preceding the proposal of this section, were as follows:

- (1) Minimum: 1 day
- (2) Median: 15 days
- (3) Maximum: 48 days

NOTE: Authority cited: Section 7312, Business and Professions Code and Section 15376, Government Code. Reference: Section 7334, Business and Professions Code; and Section 15376, Government Code.

915. Related Training

(a) Every apprenticeship approved by the board shall consist of an on-the-job training component and a classroom component of related training.

(b) Related training for barber apprentices must provide a minimum of 216 hours of instruction over a two year period. A minimum of 144 of those hours shall cover the theory of barbering and a maximum of 72 hours may be elective training. The 72 hours of elective training may be conducted by classroom instruction or by a seminar or by demonstrations relating to barbering. The elective training shall be verified by course completion certificates or registration records.

(c) Related training for cosmetology, skin care, nail care or electrology apprenticeships must provide a minimum of 220 hours of classroom instruction over a two year period. These hours shall cover the following subjects:

(1) The related training for a cosmetology apprenticeship shall cover the following subjects as they relate to cosmetology: cosmetology chemistry, health and safety and hazardous substances, theory of electricity, disinfection and sanitation, bacteriology, anatomy and physiology, wet hair styling, thermal hair styling, permanent waving, chemical straightening, haircutting, hair coloring and bleaching, scalp and hair treatment, facials, eyebrow arching and hair removal, makeup, manicuring and pedicuring.

(2) The related training for skin care shall cover the following subjects as they relate to skin care: cosmetology chemistry, health and safety and hazardous substances, theory of electricity, disinfection and sanitation, bacteriology, anatomy, physiology, skin analysis and conditions, facials, eyebrow arching and hair removal, and make-up.

(3) The related training for nail care shall cover the following subjects as they relate to nail care: cosmetology chemistry, health and safety and hazardous substances, disinfection and sanitation, bacteriology, anatomy and physiology, water and oil manicures, including hand and arm massage, complete pedicure, and application of artificial nails.

(4) The related training for electrolysis shall cover the following subjects as they relate to electrolysis: health and safety and hazardous substances, disinfection and sanitation and sterilization, bacteriology, anatomy and physiology, electricity, electrolysis, thermolysis, and high frequency and galvanic currents.

NOTE: Authority cited: Section 7312, Business and Professions Code. Reference: Sections 7333 and 7334, Business and Professions Code.

916. Training Hours and Schedule

(a) The two years referred to in Section 7335 of the Business and Professions Code means a minimum of thirty-two hundred (3,200) hours of apprenticeship. Full-time apprenticeship means employment and training in an approved program for at least 32 hours per week. No more than eight and one-half hours credit will be allowed for any one work day nor will credit be allowed for more than five days in one week. The maximum training hours shall not exceed 42-1/2 hours per week.

(b) The two year apprenticeship program begins with the issuance of an apprenticeship license by the board.

NOTE: Authority cited: Section 7312, Business and Professions Code. Reference: Sections 7333, 7334, and 7345, Business and Professions Code.

917. Pre-apprentice Training

The minimum hours of pre-apprentice training referred to in Section 7334 of the Business and Professions Code shall be thirty-nine (39) hours of instruction in the laws and regulations of the board, basic patron protection and sanitation and disinfection procedures. An applicant for licensure as an apprentice shall complete the pre-apprenticeship training prior to being licensed as an apprentice.

NOTE: Authority cited: Section 7312, Business and Professions Code. Reference: Section 7334, Business and Professions Code.

918. Trainer's Scope of Practice

No licensee shall train an apprentice unless his or her license includes the scope of practice of the apprentice's license.

NOTE: Authority cited: Section 7312, Business and Professions Code. Reference: Sections 7332 and 7336, Business and Professions Code.

919. Board Approved Trainers and Establishments

(a) A licensee who wishes to train an apprentice shall obtain board approval before employing or training an apprentice. An establishment wishing to train an apprentice in multiple location establishments which are under common ownership may request to participate in multiple location training. Common ownership includes corporate chains, individually owned multiple establishments, and franchise groups or partnerships. Application for approval of trainers and establishments shall be made on a form provided by the board (Form #35A-03, Application for Licensure as a Licensed Apprentice and for Approval of Trainers and Establishments, Rev. 5/94).

(1) Establishments participating in training an apprentice in multiple locations under common ownership shall provide as part of the application process, a list of the establishment names, locations, board issued license numbers, names of officers and or owners.

(b) Qualifications for apprentice trainer approval:

(1) Licensee shall possess a current, valid license issued by the board.

(2) Licensee shall have no disciplinary actions pending against him/her nor be on probation resulting from a board disciplinary action nor have completed probation resulting from past disciplinary action within the two year period immediately preceding his or her application to serve as an apprentice trainer.

(3) Licensee is not subject to denial pursuant to Section 480.

(4) The licensee has no unpaid fine issued pursuant to Article 12 of Chapter 10 of Division 3 of the Business and Professions Code.

(c) No apprentice shall work or train in an establishment until it has been approved by the board. Application for establishment approval shall be made on the same form specified in subdivision (a).

(d) Qualifications for establishment approval are:

(1) Establishment shall possess a current, valid license issued by the board.

(2) Establishment shall have no disciplinary actions pending against it nor be on probation resulting from a board disciplinary action nor have completed probation resulting from past disciplinary action within the two year period immediately preceding its application for establishment approval.

(3) Is not subject to denial pursuant to Section 480.

(4) The licensee has no unpaid fine issued pursuant to Article 12 of Chapter 10 of Division 3 of the Business and Professions Code.

(5) If the establishment is participating to train an apprentice in multiple locations under common ownership, there shall be an agreement between the establishments to employ the apprentice.

(e) The board shall inform every person applying for approval to act as an apprentice trainer or an apprentice establishment in writing, within ten (10) days of receipt of the application (Form #35A-03, Application for Licensure as a Licensed Apprentice and for Approval of Trainers and Establishments, Revised 5/94), whether the application is complete or deficient and what specific information is required.

(1) When the information for a deficient application is returned to the board, the board shall decide within five (5) days of receipt whether the application is complete.

(2) If the application remains deficient, the board shall inform the applicant in writing, within five (5) days of receipt, of what specific information is required.

(f) The board shall notify the applicant, in writing, within thirty-five (35) days after the completed application has been

received, whether the applicant meets the requirements for approval.

(g) The minimum, median and maximum times for processing a request for approval, from the time of receipt of the application until the Board of Barbering and Cosmetology decided to issue the license based upon actual performance of the board during the two years preceding the proposal of this section, were as follows:

- (1) Minimum: 1 day
- (2) Median: 15 days
- (3) Maximum: 48 days

NOTE: Authority cited: Section 7312, Business and Professions Code. Reference: Sections 7332, 7333, 7334 and 7336, Business and Professions Code.

920. Record of Apprenticeship Training

The apprentice trainer shall present a copy of apprentice daily work records to the board or its representatives upon demand. These work records shall include the name of the apprentice employed, the dates the apprentice worked, the number of hours worked and the work processes performed on those dates, and the trainer's name.

NOTE: Authority cited: Section 7312, Business and Professions Code. Reference: Sections 7333 and 7334, Business and Professions Code.

921. Curriculum for Barber Apprenticeship Course

(a) The curriculum for an apprentice enrolled in a barber apprenticeship course shall consist of at least thirty-two hundred (3200) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

(c) The course of instruction in the practical phases of barbering required for an apprentice enrolled in a 3200 hour course shall cover not less than 2600 hours including training in basic haircutting and in hairstyling of all textures of hair. The practical training shall include performance of the following minimum practical operations:

Minimum Practical Operations

Subject	Minimum Practical Operations
(1) Haircuts and Hairstyles	1500
(2) Shaves	40
(3) Rest Facials	48
(4) Shampoos	160
(5) Scalp Manipulations	80
(6) Hair Waving and Curling	120
(7) Hair Coloring and Tinting	20

Subject	Minimum Practical Operations
(8) Hair Processing and Relaxing	20
(9) Application of chemicals used on the hair; hairpieces; measuring, fitting and servicing of hairpieces and rolling cream massages.	10

All students shall receive sufficient instruction and training in the subjects listed in this section to prepare them to apply for and take the state barber licensing examination and to provide barber services in an establishment.

(d) Technical Instruction 100 Hours

The course of instruction in the theory of barbering required for an apprentice enrolled in a 3,200-hour course shall cover not less than 80 hours of instruction in the subjects listed in Section 7316(a) of the code, including razor cutting, hair processing, blow waving and sales techniques. The theory instruction shall include training in sales techniques which may be completed in theory training or practical training at the discretion of the apprentice trainer.

(e) Health and Safety/Hazardous Substances 20 Hours

The course of instruction shall also include 20 hours of technical instruction in the area of hazardous substances (shall be the course developed by the Board of Barbering and Cosmetology as provided by Section 7389).

(f) Individual Instruction 120 Hours

The course of instruction required for an apprentice enrolled in a 3,200-hour course shall cover not less than 120 hours allotted to the practical and/or the theoretical phases of the course in such manner as the apprentice trainer considers necessary in the individual case.

(g) Additional Instruction 1102 Hours

(h) No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

(i) A student shall be properly instructed to cut the hair of and render barber services to all patrons.

NOTE: Authority cited: Sections 7312 and 7334(f), Business and Professions Code. Reference: Sections 7316(a), 7321.5(d)(1), 7362.5(a) and 7389, Business and Professions Code; Section 3078, Labor Code.

921.1 Curriculum for Cosmetology Apprenticeship Course

(a) The curriculum for an apprentice enrolled in a cosmetology apprenticeship course shall consist of thirty-two hundred (3200) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the apprentice of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

Cosmetology Apprenticeship Course Technical Instruction and Practical Operations

Subject	Minimum Hours of Technical Instruction	Minimum of Practical Operations
(1) The Barbering and Cosmetology Act and the Board's Rules and Regulations	20	

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
(2) Cosmetology Chemistry (Shall include the chemical composition and purpose of cosmetic, nail, hair and skin care preparations, elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	20	
(3) Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)	20	
(4) Theory of Electricity in Cosmetology (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	5	
(5) Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The thirty required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and shall be performed before use of all instruments and equipment.)	20	30
(6) Bacteriology, anatomy and physiology.	15	
(7) Wet Hair Styling (Shall include hair analysis, shampooing, fingerwaving, pin curling and comb-outs.)	25	300
(8) Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs and hot curling irons, and blower styling.)		
(A) Thermal styling	20	150
(B) Press and curl	50	
(9) Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	20	160
(10) Chemical Straightening (Shall include hair analysis and the use of sodium hydroxide and other base solutions.)	20	50
(11) Haircutting (Shall include hair analysis and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.)	20	300
(12) Haircoloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.)		

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
(A) Haircoloring	40	150
(B) Bleaching	20	50
(13) Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	5	15
(14) Facials		
(A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.)	5	15
(B) Electrical (Shall include the use of electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face)	10	25
(C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations shall be performed in accordance with Section 992 regarding skin peeling.)	10	25
(15) Eyebrow Arching and Hair Removal(Shall include the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.)	10	30
(16) Makeup (Shall include skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.)	15	25
(17) Manicuring and Pedicuring		
(A) Water and oil manicure, including nail analysis, and hand and arm massage.	5	20
(B) Complete pedicure, including nail analysis, and foot and ankle massage.	5	14
(C) Artificial nails		
1. Acrylic: Liquid and powder brush-ons	10	50 Nails
2. Artificial nail tips	10	50 Nails
3. Nail wraps and repairs	5	20 Nails

Subject	Minimum Hours of Technical Instruction	Minimum of Practical Operations
(c) Additional Instruction	319 hours	

(d) No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

NOTE: Authority cited: Sections 7312 and 7334(f), Business and Professions Code. Reference: Sections 7316(b), 7321(d)(1) and 7389, Business and Professions Code; Section 3078, Labor Code.

921.2. Curriculum for Electrolysis Apprenticeship Course

(a) The curriculum for an apprentice enrolled in an electrolysis apprenticeship course shall consist of thirty-two hundred (3200) clock hours of technical instruction and practical operations covering all practices of an electrologist pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

Electrolysis Apprenticeship Technical Instruction and Practical Operation

Subject	Minimum Hours of Practical Instruction	Minimum Technical Operations
(1) The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
(2) Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)	10	
(3) Sanitation, disinfection and sterilization (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and shall be performed before use of all instruments and equipment.)	25	10
(4) Bacteriology, anatomy and physiology.	25	
(5) Electricity (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	15	
(6) Electrolysis (Shall include the use and study of galvanic current.)	25	90
(7) Thermolysis (Shall include the use and study of high frequency current automatic and manual.)	25	120
(8) A combination of high frequency and galvanic currents	25	120
(c) Additional Instruction		2,340 Hours

Subject

**Minimum
Hours
of Practical
Instruction** **Minimum
Technical
Operations**

(d) No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

NOTE: Authority cited: Sections 7312 and 7334(f), Business and Professions Code. Reference: Sections 7316(d), 7330(d)(1) and 7389, Business and Professions Code; Section 3078, Labor Code.

922. Transfers

An apprentice may request from the program sponsor, a transfer from one approved related training class to another or from one approved establishment and trainer to another. The apprentice and the program sponsor shall notify the board within five days of any transfer.

NOTE: Authority cited: Section 7312, Business and Professions Code. Reference: Sections 7333 and 7336, Business and Professions Code.

923. Surrender of License

Apprentices who successfully pass the licensing examination or terminate their enrollment in the apprentice training program or whose apprentice enrollment expires shall return to the board any apprentice license and identification photograph previously issued to them.

NOTE: Authority cited: Section 7312, Business and Professions Code. Reference: Section 7335, Business and Professions Code.

924. Completion of Apprentice Training Program

(a) Upon successful completion or discontinuance of an apprenticeship program, the apprenticeship program sponsor shall issue to the apprentice a certificate of apprenticeship completion or discontinuance. The certificate of apprenticeship completion or discontinuance shall be signed by the instructor, the apprentice and the apprenticeship program sponsor.

(b) The certificate of apprenticeship completion or discontinuance shall be a document prepared by the program sponsor that contains all of the following:

- (1) Course title.
- (2) The apprentice's name, address, telephone number and date of birth.
- (3) The apprentice license number and social security number.
- (4) The program sponsor name and sponsor code issued by the board.
- (5) The total number of related training hours completed.
- (6) The date the apprentice training was completed or discontinued.
- (7) The total number of hours of on-the-job training the apprentice has completed designated by subject matter.
- (8) Any training received in a prior board-approved apprenticeship program.
- (9) A statement confirming that the apprentice has or has not met the course curriculum requirements.
- (10) A statement, dated and signed under penalty of perjury that all the information on the document is true and correct. The statement shall be worded as follows:
"We, the undersigned, certify under penalty of perjury under the laws of the state of California, that all the information contained herein is true and correct."

(c) Apprentices shall submit the certificate of apprenticeship completion and all other qualifying documents with their application to take the licensing examination.

NOTE: Authority cited: Section 7312, Business and Professions Code. Reference: Sections 7321, 7321.5, 7324, 7326, 7330, 7333 and 7337, Business and Professions Code.

925. Statement of Trainer Responsibilities

The owner of the establishment where the apprenticeship is being conducted shall inform, in writing, an employee who is an apprentice trainer of the employee's responsibilities as a trainer. The statement of trainer responsibilities shall include, but not be limited to, those provisions specified in subdivisions (a), (b), (c), (d) and (e) of Section 3078 of the Labor Code. The statement of trainer responsibilities shall be signed by the establishment owner and the apprentice trainer and maintained on the premises of the establishment. The statement of trainer responsibilities shall be presented to the board or its representative upon request.

NOTE: Authority cited: Section 7312, Business and Professions Code. Reference: Sections 7332, 7333 and 7336, Business and Professions Code.

926. Apprenticeship Credit for Prior Training

(a) An apprentice who desires to establish eligibility for examination pursuant to Sections 7321 through 7330 of the Business and Professions Code for a license in this state based in part on training received in a prior California apprenticeship program shall furnish proof of his or her qualifications as follows:

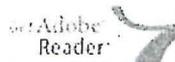
- (1) The prior training must have taken place in an apprenticeship program approved by the board.
- (2) The prior training must have taken place within three years immediately preceding re-enrollment in an apprenticeship program approved by the board.
- (3) A valid Certificate of Completion or Discontinuance signed by the apprentice, trainer, school representative and program sponsor must be presented to the enrolling program sponsor before prior credit can be granted.
- (4) Upon completion of the thirty-two hundred (3,200) hour apprenticeship training course, a valid Certificate of Completion or Discontinuance for each enrollment period must accompany the application for examination.

(b) An apprentice must leave the approved program in good standing to obtain credit for the training received. Good standing is defined as:

- (1) Has not been terminated from employment for inappropriate activity.
- (2) Has returned the apprentice license to the program sponsor for forwarding to the board.
- (3) Has attended related and supplemental training classes pursuant to section 915 CCR.

NOTE: Authority cited: Section 7312, Business and Professions Code. Reference: Sections 7333, 7334 and 7345 Business and Professions Code.

This web site contains PDF documents that require the most current version of Adobe Reader to view. To download click on the icon below.



[Conditions of Use](#) | [Privacy Policy](#)
Copyright © 2011 State of California

3



APPLICATION FOR APPROVAL FOR PRE APPRENTICE TRAINING

The Board requires apprentices to obtain 39 hours of pre-apprentice training hours to be conducted in a facility approved by the Board prior to being licensed by the Board. Please submit this application for approval to conduct pre-apprentice training. Upon approval by the Board you will be issued a provider identification number.

SECTION A: FACILITY INFORMATION

Facility Name			
Facility Address (include suite number if applicable)	City	CA	Zip Code
Mailing Address (if different from facility address)	City	CA	Zip Code
Contact Name	Telephone Number ()		
Email Address (optional)	Fax Number ()		

SECTION B: COURSE SYLLABUS

Submit a course syllabus for the curriculum that you are going to be teaching. This syllabus should contain a breakdown of the course by subject matter. It should contain the lesson plans, course objective and hand outs for the students. This must be a complete description of what the potential apprentice is to be taught in this 39 hours course. Course breakdown should include the following:

<input type="checkbox"/>	Laws and Regulations
<input type="checkbox"/>	Basic Patron Protection
<input type="checkbox"/>	Sanitation
<input type="checkbox"/>	Disinfecting Procedures

SECTION C: OWNERSHIP (Individual, Sole Proprietorship, Partnership, or Corporation)

Complete only ONE section that applies to the type of ownership established for your facility.

If Owner is an INDIVIDUAL complete the following:

Last Name	First Name	Middle Name
Social Security Number		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

(OR) If Owner is a SOLE PROPRIETORSHIP (must be husband and wife) complete the following:				
Last Name		First Name		Middle Name
Social Security Number		<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Last Name		First Name		Middle Name
Social Security Number		<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
(OR) If Owner is a PARTNERSHIP (list <u>ALL</u> partners - attach a separate sheet if needed) complete the following:				
Federal Employer Identification Number (FEIN) <input type="text"/>				
Last Name		First Name		Middle Name
(OR) If Owner is a CORPORATION (must be a corporation registered with the California Secretary of State to show corporate ownership) complete the following:				
Name of Corporation		Federal Employer Identification Number (FEIN)		
		<input type="text"/>		
Address (if different from facility address)		City	State	Zip Code
Title	Last Name	First Name		Middle Initial
President				
Vice President				
Treasurer				
Secretary				

SECTION D: CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the information provided on this application is true and correct to the best of my knowledge.

WHO MUST SIGN THIS FORM:

IF INDIVIDUAL OWNER: THE OWNER
IF A SOLE PROPRIETORSHIP: HUSBAND AND WIFE
IF A PARTNERSHIP: ALL AUTHORIZED PARTNERS
IF A CORPORATION: THE PRESIDENT OR THE TREASURER

X _____
Signature Date

X _____
Signature Date

Printed Name

Printed Name

X _____
Signature Date

X _____
Signature Date

Printed Name

Printed Name



BOARD OF BARBERING AND COSMETOLOGY
P.O. Box 944226, Sacramento, CA 94244-2260
P (916) 575-7168 F (916) 575-7281 www.barbercosmo.ca.gov

INFORMATION COLLECTION, ACCESS AND DISCLOSURE

This statement is for your information.

The Information Practices Act, Sec. 1798.17 Civil Code, requires the following information to be provided when collecting information from individuals.

AGENCY NAME:

Board of Barbering and Cosmetology

TITLE OF OFFICIAL RESPONSIBLE FOR INFORMATION MAINTENANCE:

Executive Officer

ADDRESS:

2420 Del Paso Road, Suite 100, Sacramento, CA 95834

INTERNET ADDRESS:

www.barbercosmo.ca.gov

TELEPHONE: (916) 574-7570

FAX NUMBER: (916) 575-7281

AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION:

Sections 7300 to 7457, inclusive, comprising Chapter 10 Division 3, of the California Business and Professions Code.

CONSEQUENCES OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION:

It is mandatory that you provide all information requested. Omission of any item of requested information will result in the application being rejected as incomplete.

PRINCIPAL PURPOSE(S) FOR WHICH THE INFORMATION IS TO BE USED:

The information requested will be used to determine qualifications for licensure or certification to determine compliance with the group and corporate practice provisions of the law and to establish positive identification.

ANY KNOWN OR FORESEEABLE DISCLOSURES WHICH MAY BE MADE OF THE INFORMATION:

Your completed application becomes the property of the Board and will be used by authorized personnel to determine your eligibility for a license or certification. Information on your application may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Gov. Code Section 6250 et seq.) and the Information Practices Act (Civ. Code Section 1798.61), the names and addresses of persons possessing a license or registration may be disclosed by the department unless otherwise specifically exempt from disclosure under the law. **Consequently, the personal name and address information entered on the attached form(s) may become public information subject to disclosure.**

SOCIAL SECURITY NUMBER (SSN)

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

4



STATE AND CONSUMER SERVICES AGENCY – Governor Edmund G. Brown, Jr.

BOARD OF BARBERING AND COSMETOLOGY
P.O. Box 944226, Sacramento, CA 94244-2260
P (800) 952-5210 F (916) 575-7281 www.barbercosmo.ca.gov

TO: ALL PERSONS INTERESTED IN AN APPRENTICESHIP LICENSE

SUBJECT: INFORMATIONAL PACKET REGARDING APPRENTICESHIP

The Apprenticeship Program is a training program approved by the Department of Labor Relations, Division of Apprenticeship Standards (DAS) that allows a trainee, called an apprentice, to earn a wage while studying to become a cosmetologist, electrologist or a barber under the guidance and supervision of a California Board of Barbering and Cosmetology (Board) licensee in a salon licensed by the Board. A contract, called an indenture agreement, is drawn up between an approved salon owner and trainer, the program sponsor and student apprentice.

This is a full-time two-year program. The apprentice must be employed full-time (at least 32 hours a week) and receive supplemental instruction in a classroom.

In order to qualify for the apprenticeship program a person must:

1. Be at least sixteen (16) years of age and have completed the 10th grade or its equivalency.
2. Have (1) a program sponsor, (2) a trainer licensed by the Board and who is willing to teach you, and (3) an establishment licensed by the Board that is willing to allow you to work.
3. Complete and submit an Apprentice Agreement to DAS.
4. Complete and submit an "Application of Licensure as a Licensed Apprentice and for Approval of Trainer and Establishment" and pay the appropriate fee to the Board.
5. Complete 39 hours of Pre-Apprentice training from an approved provider.

To start the process of becoming an apprentice, contact a Program Sponsor in your area. There is a list of approved program sponsors attached. They will assist you with filling out the proper documents and application to gain your apprentice license. They will also provide you with additional information regarding specific program requirements.

After completing the required 3200 Apprentice hours in a salon and 220 hours of supplemental instruction in a classroom, you will apply for your professional license by submitting the Application for Examination and paying the required fee for the exam. After passing the examination, you will receive your professional license and will no longer have to work under a trainer.

NOTE: An apprentice cannot work until they have registered with DAS and this Board has issued an apprentice license. Failure to obtain all approvals before working as an apprentice will subject the establishment owner, trainer and apprentice applicant to administrative citations and fines.

If you have any questions or concerns please call the Board at (916) 574-7570, or a program sponsor from the attached listing.

APPROVED APPRENTICESHIP PROGRAMS & COMMITTEES

(Program Sponsors)

<p>California Barbering and Cosmetology Apprenticeship Learning Center, Inc. Cosmetologists & Barbers Shirley McNealey 8785 Center Parkway, B350 Sacramento, CA 95823 (916) 405-6040 (916) 405-6055 (fax) www.cbcaalei.com</p>	<p>Michael Burt's Barbering Apprenticeship Committee Barbers Michael Burt 8865 Cadura Circle Elk Grove, CA 95624 (916) 685-2117 (916) 685-2117 fax Serving most of Northern and Central California</p>
<p>Cosmetica Cosmetology & Barber Unilateral Apprenticeship Committee (CCBUAC) Cosmetologists & Barbers Maria Teresa Villarreal 9050 Telegraph Rd., Suite 201 Downey, CA 90240 (562) 862-1090 (562) 862-8399 fax</p>	<p>Apprenticeship Cosmetology Cosmetologists John Sanders 1905 E. 17th Street, #316 Santa Ana, CA 92705 (714) 571-5747 (714) 571-5750 fax</p>
<p>Kern County Cosmetology Apprenticeship Committee Cosmetologists Julie Todahl 1412 17th Street, Suite D Bakersfield, CA 93301 (661) 321-9758</p>	<p>Hair Free Forever Electrologists Cheryl Conway 4601 Telephone Rd Suite 111 Ventura, CA 93003 (805) 644-3900</p>
<p>Greater East Bay Barber and Cosmetology Apprenticeship Committee (GEBBCA) Cosmetologists & Barbers Gracie Young 1611 Telegraph Avenue, Suite 317 Oakland, CA 94612 (510) 267-0617 greatereastbay@yahoo.com</p>	<p>East Bay & South Counties Apprenticeship Committee Cosmetologists & Barbers Raymond Gumbs 2061 "B" St. Hayward, CA 94541 (510) 889-8653 (510) 889-8868 fax</p>
<p>Los Angeles Joint Apprenticeship Training Committee (LAJATC) Cosmetologists & Barbers Ella Townsend 630 South Shatto Place, 4th Floor Los Angeles, CA 90005 (213) 487-7070 Ext. 7028</p>	<p>Los Angeles County Cosmetology Apprenticeship Council (LACCAC) Program Cosmetologists Dana Rogalski 1891 N. Gaffey Street, Suite P San Pedro, CA 90734 (310) 547-3711 (310) 547-3743 fax</p>
<p>San Diego Cosmetology Apprenticeship Committee (SDCAC) Cosmetologists Toni Gama PO Box 28353 San Diego, CA 92198 (858) 613-7788 cosmoapprentice@gmail.com</p>	<p>Southern California Barbering Apprenticeship Council (SCBAC) Barbers John Olivas 24775 Alessandro Blvd. Ste. # 2 Moreno Valley, Ca. 92553 (909)388-6000 (951) 247-6300</p>

Department of Industrial Relations, Division of Apprenticeship Standards (DAS)

The Division of Apprenticeship Standards administers California law governing standards for wages, hours, working conditions and training required for all state registered apprentices, leading to a state issued certificate of completion when all aspects of the apprentice's training are satisfactorily completed and journey level status achieved.

DAS annually awards completion certificates to the graduates of the 1,433 currently active apprenticeship programs in more than 200 occupations. DAS goals are twofold: to match the needs of workers for the skills to get and keep a decent paying job with those of employers for motivated workers with the skills to do the job; and to strengthen the apprenticeship alliance among industry, labor, education and government for recruiting workers and teaching the skills they and their employers need.

Professional staff of the division establish new apprenticeship programs in any of the 800 recognized apprenticeable occupations. DAS works with the apprenticeship program sponsors and monitors their on-the-job training coupled with related instruction to ensure the high standards set by the division.

Contact the D.A.S. office in your area with any questions:

FRESNO	2550 Mariposa Street, Room 3080 Fresno, CA 93721-2219 (559) 445-5431
LOS ANGELES	320 W. Fourth Street, Suite 830 Los Angeles, CA 90013-1105 (213) 576-7750
SACRAMENTO	2424 Arden Way, Suite 160 Sacramento, CA 95825-2488 (916) 263-2877
SAN JOSE	100 Paseo de San Antonio, Room 125 San Jose, CA 95113-1484 (408) 277-1273
SAN DIEGO	7575 Metropolitan Drive, #209 San Diego, CA 92108 (619) 767-2045
SAN FRANCISCO	455 Golden Gate Avenue, 10 th Floor San Francisco, CA 94102 (415) 703-1128

FREQUENTLY ASKED QUESTIONS

Q: I want to become an Apprentice, what do I need to do?

A: The first thing you need to do is find a program sponsor, please see the attached approved listing of Program Sponsors.

Q: Will it cost me anything to become an Apprentice?

A: The Board requires a \$25.00 licensing fee to be paid for your apprentice license.

Q: Are there any other required fees?

A: The Board recommends that you investigate prospective Program Sponsors in order to be aware of all potential expenses before you enter the Apprenticeship Program.

Q: I don't want to become a Barber, Electrologist or Cosmetology apprentice, but I do want to become a Manicurist or Esthetician apprentice. Is the Apprentice Program available for Manicurist or Esthetician?

A: No. At this time the apprentice program is for Barber and Cosmetology apprentices only. If you desire to become a Manicurist or an Esthetician, you will need to contact a School of Cosmetology for available courses.

Q: If I am presently attending a Board approved school of Barbering or Cosmetology and would like to become an apprentice, may I apply my school hours towards the hours required by the Apprentice Program?

A: No. Your clock-hours and operations accumulated in a Board approved school of Barbering or Cosmetology are non-transferable to the Apprentice Program.

Q: Is the Related Training part of my 3,200 hours of on-the-job training?

A: No. The Related Training (216 hours for Barbering and 220 hours for Cosmetology) is in addition to your 3,200 clocked hours.

Q: I have been told that I need identification but I don't drive. What can I do?

A: All licensed individuals, including apprentices, must have a current, valid, government issued, photographic identification with them while they are working in an establishment. If you do not drive, you may receive California Identification from the California Department of Motor Vehicle. A list of acceptable identifications can be found in this handbook.

Q: Will I be working on paying clients as an apprentice?

A: Yes. However, all work that you perform on clients must be done under the direct supervision of your trainer in the approved establishment listed on your license.

Q: Does the trainer that I choose need to have any special education prior to becoming a trainer?

A: No. Anyone who is currently licensed by the Board as a Barber or Cosmetologist may become a trainer. A trainer may be the owner or employee of a licensed establishment and must be in good standing with the Board. Your trainer must be licensed in your chosen course of study (i.e., same scope of practice).

Q: What if my trainer becomes sick or takes a leave of absence?

A: The Board requires that each apprentice may only work under the direct supervision of their approved trainer. If your trainer must take a day or two off due to illness, etc., you may not continue to work without your trainer present. If your trainer must take an extended leave of absence, it may become necessary for you to transfer to another trainer.

Q: If I decide to quit the program or need to take a leave of absence, what can I do?

A: If you decide to leave the program permanently or for an extended period of time which would prevent you from completing the required curriculum (on-the-job training **and** related training) hours within the years that your license is valid, your program sponsor must complete a *Verification of Training*. This completed and signed verification must be submitted along with your apprentice license to the Board. Your earned on-the-job training hours and operations, related training, and pre-apprentice training are retained for three years should you decide to re-enroll.

Q: Do I need to be an apprentice for a full two years before I can take the licensing examination?

A: Under apprenticeship laws, with a twenty-four month apprentice program no apprentices will be completed earlier than twenty-one months pursuant to California Code of Regulations (CCR), Title 8, Regulation 224. Regulation 224(e) states in part the following:

(e) The local apprenticeship program sponsor in recognition of unusual ability and progress in mastering the skills of the occupations and the related and supplemental education program may decrease the apprenticeship period for individual apprentices by not more than twelve and one-half (12 1/2) percent.

A twenty-four month program multiplied by twelve and a half percent (12.5%) equals three months. Subtract three months from the twenty-four month program and the minimum time the apprentice can be in the program is twenty-one months.

Q: If I finish my requirements in 21 months, may I still continue to work until my apprentice license expires?

A: Yes, as long as you apply for the license examination. You may continue to work for three months after you have completed the program requirements or until your license expires, whichever comes first.

5



Board of Barbering and Cosmetology

P.O. Box 944226, Sacramento, CA 94244-2260

P (800) 952-5210 F (916) 576-7281 | www.barbercosmo.ca.gov



PRE-APPRENTICE TRAINING CERTIFICATION OF COMPLETION

SECTION A: APPRENTICE INFORMATION			
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Social Security Number <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	Date of Birth <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Month Day Year </div>		
SECTION B: APPRENTICE CERTIFICATION			
<p>I certify I have met the course curriculum requirements as specified by the CA Code of Regulations, Section 917. The required 39 hours included Board's laws and regulations, basic patron protection, and sanitation and disinfection procedures referred to in Section 7334 of the Business and Professions Code. I certify under penalty of perjury under the laws of the State of California, that all the information contained herein is true and correct.</p>			
Signature of Apprentice			Date
SECTION C: PRE APPRENTICE TRAINING PROVIDER INFORMATION			
Training Provider Name		Provider ID #	
Address	City	CA	Zip
Provider Phone Number	Date Training Began	Date Training Complete	
SECTION D: TRAINING PROVIDER CERTIFICATION			
<p>I certify the above named student has met the course curriculum requirements as specified by the CA Code of Regulations, Section 917. The required 39 hours included Board's laws and regulations, basic patron protection, and sanitation and disinfection procedures referred to in Section 7334 of the Business and Professions Code. I certify under penalty of perjury under the laws of the State of California, that all the information contained herein is true and correct.</p>			
Signature of Training Provider			Date

**Board of Barbering and Cosmetology**

P.O. Box 944226, Sacramento, CA 94244

P (800) 952-5210 F (916) 575-7281 | www.barbercosmo.ca.gov**INFORMATION COLLECTION, ACCESS AND DISCLOSURE*****This statement is for your information.**

The Information Practices Act, Sec. 1798.17 Civil Code, requires the following information to be provided when collecting information from individuals.

AGENCY NAME:

Board of Barbering and Cosmetology

TITLE OF OFFICIAL RESPONSIBLE FOR INFORMATION MAINTENANCE:

Executive Officer

ADDRESS:

2420 Del Paso Road, Suite 100, Sacramento, CA 95834

INTERNET ADDRESS:www.barbercosmo.ca.gov**TELEPHONE AND FAX NUMBERS:**

(916) 574-7570 phone (916) 575-7281

AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION:

Sections 7300 to 7457, inclusive, comprising Chapter 10 Division 3, of the California Business and Professions Code.

CONSEQUENCES OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION:

It is mandatory that you provide all information requested. Omission of any item of requested information will result in the application being rejected as incomplete.

PRINCIPAL PURPOSE(S) FOR WHICH THE INFORMATION IS TO BE USED:

The information requested will be used to determine qualifications for licensure or certification to determine compliance with the group and corporate practice provisions of the law and to establish positive identification.

ANY KNOWN OR FORESEEABLE DISCLOSURES WHICH MAY BE MADE OF THE INFORMATION:

Your completed application becomes the property of the board and will be used by authorized personnel to determine your eligibility for a license or certification. Information on your application may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Gov. Code Section 6250 et seq.) and the Information Practices Act (Civ. Code Section 1798.61), the names and addresses of persons possessing a license or registration may be disclosed by the department unless otherwise specifically exempt from disclosure under the law. Consequently, the personal name and address information entered on the attached form(s) may become public information subject to disclosure.

SOCIAL SECURITY NUMBER (SSN):

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

6



Board of Barbering and Cosmetology
 P.O. Box 944226, Sacramento, CA 94244-2260
 (800) 952-5210 F (916) 575-7281 | www.barbercosmo.ca.gov

APPLICATION FOR AN APPRENTICE LICENSE AND APPROVAL OF TRAINER AND ESTABLISHMENT

<i>Fee Received (for official use only)</i>	APPLICATION AND LICENSE FEE \$25.00	<i>ID Number (for official use only)</i>
---	--	--

Apprentice Type Cosmetologist Barber Electrologist

SECTION A: APPLICANT INFORMATION (complete sections A, D and E)

Social Security Number <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date of Birth <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Month Day Year</small>	Telephone Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
---	---	---

Last Name	First Name	Middle Name
Address	City	State Zip Code

SECTION B: TRAINER INFORMATION AND CERTIFICATION

Trainer Last Name	First Name	Middle Name
-------------------	------------	-------------

I certify the following under penalty of perjury (initial each line below):

___ I possess a valid License issued by the Board (BBC): License Type: _____ Number: _____

___ My License is current and valid. Expiration Date: _____

___ I have no outstanding fines or citations.

___ I have no disciplinary action pending against me, nor have I completed a probationary period within the last 2 years.

___ I have signed a statement of trainer responsibilities that is maintained on the premise of the establishment listed.

___ I will supervise the above named apprentice applicant for a minimum of 32 hours per week.

Have you ever been convicted of, or pled no contest to, a violation of any law of the United States, any state or local jurisdiction, or any foreign country, since your license was issued by the Board? No Yes

If yes, provide an explanation and attach it to this affidavit. Include the date, type of violation, the location and circumstances, and the complete disposition and penalty received for each conviction.

Signature of Trainer	Phone Number	Date
----------------------	--------------	------

SECTION C: ESTABLISHMENT INFORMATION AND CERTIFICATION

Establishment Name	Telephone Number
Address	City CA Zip

I certify the following under penalty of perjury that the establishment (initial each line below):

___ Possesses a current and valid license: License Number: _____ Expiration Date: _____

___ Has no outstanding fines or citations.

___ Does not have disciplinary action pending against it, nor has it completed a probationary period within the last 2 years.

___ Has a signed statement of trainer responsibilities which is maintained on the premise of the establishment.

___ Will employ the above named apprentice applicant for a minimum of 32 hours per week.

ntinued

SECTION C: CONTINUED

Has any owner been convicted of, or pled no contest to, a violation of any law of the United States, any state or local jurisdiction, or any foreign country, since issued a license for this establishment? No Yes

If yes, provide an explanation and attach it to this application. Include the date, type of violation, the location and circumstances, and the complete disposition and penalty received for each conviction.

Signature of Establishment Owner	Printed Name	Date
----------------------------------	--------------	------

SECTION D: APPLICANT BACKGROUND INFORMATION

Has the California State Board of Barbering and Cosmetology ever issued you a license? No Yes

If yes, provide license type(s), number(s) and date(s) issued _____

You must disclose all misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under Penal Code Section 1000 or 1203.4. It is not necessary to report traffic violations of \$500.00 or less.

Have you ever been convicted of, or pled no contest to, a violation of any law of the United States, any state or local jurisdiction, or any foreign country? No Yes

If yes, provide an explanation below. Include the date, type of violation, the location and circumstances, and the complete disposition and penalty received for each conviction. Attach additional pages if necessary.

1. Include copies of arrest records, court documents, verification of restitution received by the court, and verification of successful completion of any terms ordered by the court, and completion of probation.
2. A signed statement describing any rehabilitation efforts or changes in life style since the occurrence reported.
3. Letters of reference from past and/or current employers.

Have you ever had any professional or vocational license or registration denied, suspended, revoked, placed on probation or other disciplinary action taken by this or any other governmental authority in this state or any other state, or any foreign country? No Yes

If yes, attach an explanation that includes the license type, the action taken, by what state and agency, and the date. Also include a copy of any administrative action, and if applicable, copies of arrest records, court documents, verification of restitution received by the court, and verification of successful completion any terms ordered by the court and completion of probation.

SECTION E: APPLICANT CERTIFICATION

I hereby certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurate and that I have completed a minimum of a 39 hour pre-apprentice training program by a Board approved provider.

Signature of Apprentice Applicant	Date
-----------------------------------	------

SECTION F: PROGRAM SPONSOR CERTIFICATION

I hereby certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurate and that the applicant has completed a minimum of a 39 hour pre-apprentice training program by a Board approved provider.

Signature of Program Sponsor	Sponsor Code	Date
------------------------------	--------------	------

INFORMATION COLLECTION, ACCESS AND DISCLOSURE

***This statement is for your information.**

The Information Practices Act, Sec. 1798.17 Civil Code, requires the following information to be provided when collecting information from individuals.

AGENCY NAME:

Board of Barbering and Cosmetology

TITLE OF OFFICIAL RESPONSIBLE FOR INFORMATION MAINTENANCE:

Executive Officer

ADDRESS:

2420 Del Paso Road, Suite 100, Sacramento, CA 95834

INTERNET ADDRESS:

www.barbercosmo.ca.gov

TELEPHONE AND FAX NUMBERS:

(916) 574-7570 phone (916) 575-7281

AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION:

Sections 7300 to 7457, inclusive, comprising Chapter 10 Division 3, of the California Business and Professions Code.

CONSEQUENCES OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION:

It is mandatory that you provide all information requested. Omission of any item of requested information will result in the application being rejected as incomplete.

PRINCIPAL PURPOSE(S) FOR WHICH THE INFORMATION IS TO BE USED:

The information requested will be used to determine qualifications for licensure or certification to determine compliance with the group and corporate practice provisions of the law and to establish positive identification.

ANY KNOWN OR FORESEEABLE DISCLOSURES WHICH MAY BE MADE OF THE INFORMATION:

Your completed application becomes the property of the board and will be used by authorized personnel to determine your eligibility for a license or certification. Information on your application may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Gov. Code Section 6250 et seq.) and the Information Practices Act (Civ. Code Section 1798.61), the names and addresses of persons possessing a license or registration may be disclosed by the department unless otherwise specifically exempt from disclosure under the law. **Consequently, the personal name and address information entered on the attached form(s) may become public information subject to disclosure.**

SOCIAL SECURITY NUMBER (SSN):

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

7



APPRENTICE MULTIPLE TRAINERS AND ESTABLISHMENTS

Trainer Add <input type="checkbox"/> Discontinue <input type="checkbox"/>		Establishment Add <input type="checkbox"/> Discontinue <input type="checkbox"/>		Apprentice License Number CA	
Apprentice Type: <input type="checkbox"/> Cosmetologist <input type="checkbox"/> Barber <input type="checkbox"/> Electrologist					
SECTION A: APPRENTICE INFORMATION					
Last Name		First Name		Middle Name	
Address		City	State	Zip Code	
SECTION B: TRAINER INFORMATION AND CERTIFICATION					
Trainer Last Name		First Name		Middle Name	
I certify the following under penalty of perjury (initial each line below): ___ I possess a valid License issued by the Board (BBC): License Type: _____ Number: _____ ___ My License is current and valid. Expiration Date: _____ ___ I have no outstanding fines or citations. ___ I have no disciplinary action pending against me, nor have I completed a probationary period within the last 2 years. ___ I have signed a statement of trainer responsibilities that is maintained on the premise of the establishment listed. ___ I am aware the above named apprentice must be supervised for a minimum of 32 hours per week.					
Have you ever been convicted of, or pled no contest to, a violation of any law of the United States, any state or local jurisdiction, or any foreign country, <u>since your license was issued by the Board?</u> You are required to check "Yes" and provide the requested information even if the conviction was sealed or expunged under Penal Code Section 1203.4 or an applicable code of another state. <input type="checkbox"/> No <input type="checkbox"/> Yes					
If you checked Yes, you are required to attach a statement disclosing all pleas/convictions, including violated law sections, and thoroughly explain the acts or circumstances which resulted in the plea/conviction. In addition, the following must be included for each plea/conviction: date of the plea/conviction, county and state where the violation took place, name of the court, court case number, sentence imposed, jail/prison term served, terms and conditions of parole or probation, parole or probation completion dates, and parole agent/probation officer names and phone numbers. Failure to report a plea/conviction is considered falsification of your application and is grounds for denial of your application."					
Signature of Trainer		Phone Number		Date	
SECTION C: ESTABLISHMENT INFORMATION AND CERTIFICATION					
Establishment Name				Telephone Number	
Establishment Owner(s)					
Address		City		CA	Zip

SECTION C: ESTABLISHMENT INFORMATION AND CERTIFICATION (cont.)

I certify the following under penalty of perjury that the establishment (initial each line below):

____ Possesses a current and valid license: License Number: _____ Expiration Date: _____

____ I have no outstanding fines or citations.

____ Does not have disciplinary action pending against it, nor has it completed a probationary period within the last 2 years.

____ I have a signed statement of trainer responsibilities which is maintained on the premise of the establishment.

____ I am aware the above named apprentice must be employed for a minimum of 32 hours per week.

Has any owner been convicted of, or pled no contest to, a violation of any law of the United States, any state or local jurisdiction, or any foreign country, *since the owners establishment license was issued by the Board?* You are required to check "Yes" and provide the requested information even if the conviction was sealed or expunged under Penal Code Section 1203.4 or an applicable code of another state. No Yes

If you checked Yes, you are required to attach a statement disclosing all pleas/convictions, including violated law sections, and thoroughly explain the acts or circumstances which resulted in the plea/conviction. In addition, the following must be included for each plea/conviction: date of the plea/conviction, county and state where the violation took place, name of the court, court case number, sentence imposed, jail/prison term served, terms and conditions of parole or probation, parole or probation completion dates, and parole agent/probation officer names and phone numbers. Failure to report a plea/conviction is considered falsification of your application and is grounds for denial of your application."

Signature of Establishment Owner/Manager	Printed Name	Date
--	--------------	------

SECTION C: PROGRAM SPONSOR CERTIFICATION

I hereby certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurat.

Signature of Program Sponsor	Printed Name	Date
------------------------------	--------------	------



INFORMATION COLLECTION, ACCESS AND DISCLOSURE

***This statement is for your information.**

The Information Practices Act, Sec. 1798.17 Civil Code, requires the following information to be provided when collecting information from individuals.

AGENCY NAME:

Board of Barbering and Cosmetology

TITLE OF OFFICIAL RESPONSIBLE FOR INFORMATION MAINTENANCE:

Executive Officer

ADDRESS:

2420 Del Paso Road, Suite 100, Sacramento, CA 95834

INTERNET ADDRESS:

www.barbercosmo.ca.gov

TELEPHONE AND FAX NUMBERS:

(916) 574-7570 phone (916) 575-7281

AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION:

Sections 7300 to 7457, inclusive, comprising Chapter 10 Division 3, of the California Business and Professions Code.

CONSEQUENCES OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION:

It is mandatory that you provide all information requested. Omission of any item of requested information will result in the application being rejected as incomplete.

PRINCIPAL PURPOSE(S) FOR WHICH THE INFORMATION IS TO BE USED:

The information requested will be used to determine qualifications for licensure or certification to determine compliance with the group and corporate practice provisions of the law and to establish positive identification.

ANY KNOWN OR FORESEEABLE DISCLOSURES WHICH MAY BE MADE OF THE INFORMATION:

Your completed application becomes the property of the board and will be used by authorized personnel to determine your eligibility for a license or certification. Information on your application may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Gov. Code Section 6250 et seq.) and the Information Practices Act (Civ. Code Section 1798.61), the names and addresses of persons possessing a license or registration may be disclosed by the department unless otherwise specifically exempt from disclosure under the law. **Consequently, the personal name and address information entered on the attached form(s) may become public information subject to disclosure.**

SOCIAL SECURITY NUMBER (SSN):

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

8



APPRENTICE TRANSFER REQUEST

Apprentice Type	<input type="checkbox"/> Cosmetologist	<input type="checkbox"/> Barber	<input type="checkbox"/> Electrologist
------------------------	---	--	---

SECTION A: APPRENTICE INFORMATION

License Type and Number				Expiration Date			
Month		Day		Year			
Last Name			First Name			Middle Name	
Address			City		State	Zip Code	

SECTION B: TRAINER INFORMATION AND CERTIFICATION

Trainer Last Name		First Name		Middle Name	
-------------------	--	------------	--	-------------	--

I certify the following under penalty of perjury (please initial each line below):

___ I possess a current and valid license issued by this Board: License Type: _____ Number: _____
 Expiration Date _____

___ I have no outstanding fines or citations.

___ I have no disciplinary action pending against me, nor have I completed a probationary period within the last 2 years.

___ I have signed a statement of trainer responsibilities which is maintained on the premise of the establishment listed.

___ I will supervise the above named apprentice applicant for a minimum of 32 hours per week.

Have you ever been convicted of, or pled no contest to, a violation of any law of the United States, any state or local jurisdiction, or any foreign country, since you received your license? No Yes

If yes, attach an explanation that includes the license type, the action taken, by what state and agency, and the date. Also include a copy of any administrative action, and if applicable, copies of arrest records, court documents, verification of restitution received by the court, and verification of successful completion any terms ordered by the court and completion of probation.

Signature of Trainer	Phone Number	Date
----------------------	--------------	------

SECTION C: ESTABLISHMENT INFORMATION AND CERTIFICATION

Establishment Name			Telephone Number	
Address		City		CA
				Zip

I certify the following under penalty of perjury that the establishment (initial each line below):

- ___ Holds a current and valid license: License Number: _____ Expiration Date: _____
- ___ Has no outstanding fines or citations.
- ___ Has no disciplinary action pending, nor has the establishment been on Board probation within the last 2 years.
- ___ Maintains a signed statement of trainer responsibilities on the premise of the establishment.
- ___ Will employ the above named apprentice applicant for a minimum of 32 hours per week.

Continued...

SECTION C: CONTINUED

Has any owner been convicted of, or pled no contest to, a violation of any law of the United States, any state or local jurisdiction, or any foreign country, **since this establishment license was issued?** No Yes

If yes, attach an explanation that includes the license type, the action taken, by what state and agency, and the date. Also include a copy of any administrative action, and if applicable, copies of arrest records, court documents, verification of restitution received by the court, and verification of successful completion of any terms ordered by the court and completion of probation.

Signature of Establishment Owner

Printed Name

Date

SECTION D: APPRENTICE HOURS COMPLETED AT TIME OF TRANSFER

Total OJT Hours Completed to Date

Total Related Training Hours Completed to Date

SECTION E: APPRENTICE CERTIFICATION

I hereby certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurate.

Signature of Apprentice

Date

Phone Number

SECTION F: PROGRAM SPONSOR CERTIFICATION

I hereby certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurate.

Signature of Program Sponsor

Sponsor Code

Date

Please Note: A new license will be mailed to the new establishment listed above.



INFORMATION COLLECTION, ACCESS AND DISCLOSURE

***This statement is for your information.**

The Information Practices Act, Sec. 1798.17 Civil Code, requires the following information to be provided when collecting information from individuals.

AGENCY NAME:

Board of Barbering and Cosmetology

TITLE OF OFFICIAL RESPONSIBLE FOR INFORMATION MAINTENANCE:

Executive Officer

ADDRESS:

2420 Del Paso Road, Suite 100, Sacramento, CA 95834

INTERNET ADDRESS:

www.barbercosmo.ca.gov

TELEPHONE AND FAX NUMBERS:

(916) 574-7570 phone (916) 575-7281

AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION:

Sections 7300 to 7457, inclusive, comprising Chapter 10 Division 3, of the California Business and Professions Code.

CONSEQUENCES OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION:

It is mandatory that you provide all information requested. Omission of any item of requested information will result in the application being rejected as incomplete.

PRINCIPAL PURPOSE(S) FOR WHICH THE INFORMATION IS TO BE USED:

The information requested will be used to determine qualifications for licensure or certification to determine compliance with the group and corporate practice provisions of the law and to establish positive identification.

ANY KNOWN OR FORESEEABLE DISCLOSURES WHICH MAY BE MADE OF THE INFORMATION:

Your completed application becomes the property of the board and will be used by authorized personnel to determine your eligibility for a license or certification. Information on your application may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Gov. Code Section 6250 et seq.) and the Information Practices Act (Civ. Code Section 1798.61), the names and addresses of persons possessing a license or registration may be disclosed by the department unless otherwise specifically exempt from disclosure under the law. **Consequently, the personal name and address information entered on the attached form(s) may become public information subject to disclosure.**

SOCIAL SECURITY NUMBER (SSN):

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

9



Board of Barbering and Cosmetology
 P.O. Box 944226, Sacramento, CA 94244-2260
 P (800) 952-5210 F (916) 575-7281 | www.barbercosmo.ca.gov

VERIFICATION OF TRAINING FOR A BARBER APPRENTICE

CERTIFICATE OF: **COMPLETION** **DISCONTINUANCE**

SECTION A: APPRENTICE INFORMATION

License Number CB <input type="text"/>				Expiration Date <input type="text"/> <input type="text"/> -- <input type="text"/> <input type="text"/> -- <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Day Year				
Last Name			First Name			Middle Name		
Address			City		State	Zip Code		
Phone Number			Birth Date		Social Security Number			

SECTION B: HOURS OF TECHNICAL INSTRUCTION AND OPERATIONS COMPLETED

(Do not include pre-apprentice training hours on this form.)

Name of Program Sponsor				Sponsor Code	
Total On the Job Hours Completed		Related Training Hours Completed		Date Training Completed	

CLOCK HOURS AND/OR OPERATIONS COMPLETED

SUBJECT MATTER	Number of Hours	Number of Operations	SUBJECT MATTER	Number of Hours	Number of Operations
Haircuts and Hairstyles			Hair Processing and Relaxing	N/A	
Shaves			Application of Chemicals on Hair; Hairpieces	N/A	
Rest Facials			Theory of Barbering		N/A
Shampoos			Hazardous Substance		N/A
Scalp Manipulations			Individual Instruction		N/A
Hair Waving and Curling			Additional Instruction		N/A
Hair Coloring and Tinting			Technical Instruction		N/A

SECTION C: PRIOR CREDIT OF HOURS (if applicable)

Program Sponsor Name:		School Code:	Date of Last Attendance
Prior OJT Hours Received:		Prior Related Training Hours Completed:	

Attach a copy of the Certificate of Completion or Discontinuance for each prior program enrollment for credit.

SECTION D: DISCONTINUANCE (Complete only if the apprentice has not completed the program)

If the apprentice is discontinued, please check the appropriate box and provide an explanation where indicated:

- Is not showing up for work. Quit Is not able to work the minimum of 32 hours per week.
 Other _____ Terminated for _____.

Is the license being returned? Yes No (If no, provide reason and attach additional paper if needed)

- Unable to locate apprentice Lost

Other _____

SECTION E: CERTIFICATION and SIGNATURES

Check one: The apprentice has not met the course curriculum requirements.

We the undersigned, certify under penalty of perjury under the laws of the State of California, that all the information contained herein is true and correct."

Signature of APPRENTICE

Date

Signature of SCHOOL REPRESENTATIVE

Date

Signature of TRAINER

Date

Signature of PROGRAM SPONSOR

Date

* All signatures required for a certificate of completion.



Board of Barbering and Cosmetology
P.O. Box 944226, Sacramento, CA 94244
P (800) 952-5210 F (916) 575-7281 | www.barbercosmo.ca.gov

INFORMATION COLLECTION, ACCESS AND DISCLOSURE

***This statement is for your information.**

The Information Practices Act, Sec. 1798.17 Civil Code, requires the following information to be provided when collecting information from individuals.

AGENCY NAME:

Board of Barbering and Cosmetology

TITLE OF OFFICIAL RESPONSIBLE FOR INFORMATION MAINTENANCE:

Executive Officer

ADDRESS:

2420 Del Paso Road, Suite 100, Sacramento, CA 95834

INTERNET ADDRESS:

www.barbercosmo.ca.gov

TELEPHONE AND FAX NUMBERS:

(916) 574-7570 phone (916) 575-7281

AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION:

Sections 7300 to 7457, inclusive, comprising Chapter 10 Division 3, of the California Business and Professions Code.

CONSEQUENCES OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION:

It is mandatory that you provide all information requested. Omission of any item of requested information will result in the application being rejected as incomplete.

PRINCIPAL PURPOSE(S) FOR WHICH THE INFORMATION IS TO BE USED:

The information requested will be used to determine qualifications for licensure or certification to determine compliance with the group and corporate practice provisions of the law and to establish positive identification.

ANY KNOWN OR FORESEEABLE DISCLOSURES WHICH MAY BE MADE OF THE INFORMATION:

Your completed application becomes the property of the board and will be used by authorized personnel to determine your eligibility for a license or certification. Information on your application may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Gov. Code Section 6250 et seq.) and the Information Practices Act (Civ. Code Section 1798.61), the names and addresses of persons possessing a license or registration may be disclosed by the department unless otherwise specifically exempt from disclosure under the law. **Consequently, the personal name and address information entered on the attached form(s) may become public information subject to disclosure.**

SOCIAL SECURITY NUMBER (SSN):

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

10



VERIFICATION OF TRAINING FOR A COSMETOLOGY APPRENTICE

CERTIFICATE OF: COMPLETION DISCONTINUANCE

SECTION A: APPRENTICE INFORMATION

License Number CA <input type="text"/>						Expiration Date <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Day Year					
Last Name				First Name				Middle Name			
Address				City				State		Zip Code	
Phone Number				Birth Date				Social Security Number			

SECTION B: HOURS OF TECHNICAL INSTRUCTION AND OPERATIONS COMPLETED

(Do not include pre-apprentice training hours on this form)

Name of Program Sponsor						Sponsor Code					
Total On the Job Hours Completed				Related Training Hours Completed -				Date Training Completed			

CLOCK HOURS AND/OR OPERATIONS COMPLETED

SUBJECT MATTER	Number of Hours	Number of Operations	SUBJECT MATTER	Number of Hours	Number of Operations
Barbering and Cosmetology Act / Rules and Regulations			Scalp and Hair Treatments		
Cosmetology Chemistry			Facials (Manual)		
Health and Safety / Hazardous Substances			Facials (Electrical)		
Theory of Electricity in Cosmetology			Facials (Chemical)		
Disinfection and Sanitation			Eyebrow Arching - Tweezers		
Bacteriology, Anatomy and Physiology			Hair Removal - Wax and Depilatories		
Wet Hair Styling			Makeup		
Thermal Hair Styling			Manicuring (Water and Oil)		
Press and Curl			Pedicure		
Permanent Waving			Acrylic Nails		
Chemical Straightening			Artificial Nail Tips		
Haircutting			Nail Wraps and Repairs		
Haircoloring and Bleaching			Additional Training		

SECTION C: PRIOR CREDIT OF HOURS (if applicable)		
Program Sponsor Name:	School Code:	Date of Last Attendance
Prior On the Job Hours Received:	Prior Related Training Hours Completed:	
Program Sponsor Name:	School Code:	Date of Last Attendance
Prior On the Job Training Hours Received:	Prior Related Training Hours Completed:	
Attach a copy of the Certificate of Completion or Discontinuance for each prior program enrollment for credit.		
SECTION D: DISCONTINUANCE (Complete only if the apprentice has not completed the program)		
If the apprentice is discontinued, please check the appropriate box and provide an explanation where indicated:		
<input type="checkbox"/> Is not showing up for work.	<input type="checkbox"/> Quit	<input type="checkbox"/> Is not able to work the minimum of 32 hours per week
<input type="checkbox"/> Other _____	<input type="checkbox"/> Terminated for _____.	
Is the license being returned? <input type="checkbox"/> Yes <input type="checkbox"/> No, explain below		
<input type="checkbox"/> Unable to locate apprentice <input type="checkbox"/> Lost <input type="checkbox"/> Other _____		
SECTION E: APPLICANT/SPONSOR AND TRAINER CERTIFICATION		
Check one: The apprentice <input type="checkbox"/> has <input type="checkbox"/> has not met the course curriculum requirements.		
<i>We the undersigned, certify under penalty of perjury under the laws of the State of California, that all the information contained herein is true and correct."</i>		
_____ Signature of APPRENTICE	_____ Date	
_____ Signature of SCHOOL REPRESENTATIVE	_____ Date	
_____ Signature of TRAINER	_____ Date	
_____ Signature of PROGRAM SPONSOR	_____ Date	
*All signatures are required for a certificate of completion		



INFORMATION COLLECTION, ACCESS AND DISCLOSURE

***This statement is for your information.**

The Information Practices Act, Sec. 1798.17 Civil Code, requires the following information to be provided when collecting information from individuals.

AGENCY NAME:

Board of Barbering and Cosmetology

TITLE OF OFFICIAL RESPONSIBLE FOR INFORMATION MAINTENANCE:

Executive Officer

ADDRESS:

2420 Del Paso Road, Suite 100, Sacramento, CA 95834

INTERNET ADDRESS:

www.barbercosmo.ca.gov

TELEPHONE AND FAX NUMBERS:

(916) 574-7570 phone (916) 575-7281

AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION:

Sections 7300 to 7457, inclusive, comprising Chapter 10 Division 3, of the California Business and Professions Code.

CONSEQUENCES OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION:

It is mandatory that you provide all information requested. Omission of any item of requested information will result in the application being rejected as incomplete.

PRINCIPAL PURPOSE(S) FOR WHICH THE INFORMATION IS TO BE USED:

The information requested will be used to determine qualifications for licensure or certification to determine compliance with the group and corporate practice provisions of the law and to establish positive identification.

ANY KNOWN OR FORESEEABLE DISCLOSURES WHICH MAY BE MADE OF THE INFORMATION:

Your completed application becomes the property of the board and will be used by authorized personnel to determine your eligibility for a license or certification. Information on your application may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Gov. Code Section 6250 et seq.) and the Information Practices Act (Civ. Code Section 1798.61), the names and addresses of persons possessing a license or registration may be disclosed by the department unless otherwise specifically exempt from disclosure under the law. **Consequently, the personal name and address information entered on the attached form(s) may become public information subject to disclosure.**

SOCIAL SECURITY NUMBER (SSN):

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

11



VERIFICATION OF TRAINING FOR AN ELECTROLOGY APPRENTICE

CERTIFICATE OF COMPLETION DISCONTINUANCE

SECTION A: APPRENTICE INFORMATION

License Number CE <input type="text"/>				Expiration Date <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Day Year				
Last Name			First Name			Middle Name		
Address			City			State	Zip Code	
Phone Number			Birth Date			Social Security Number		

SECTION B: HOURS OF TECHNICAL INSTRUCTION AND OPERATIONS COMPLETED

(Do not include pre-apprentice training hours on this form.)

Name of Program Sponsor				Sponsor Code			
Total On the Job Hours Completed			Related Training Hours Completed			Date Training Completed	

CLOCK HOURS AND/OR OPERATIONS COMPLETED

SUBJECT MATTER	NUMBER OF HOURS	NUMBER OF OPERATIONS	SUBJECT MATTER	NUMBER OF HOURS	NUMBER OF OPERATIONS
Barbering and Cosmetology Act / Rules and Regulations		0	Electrolysis		
Health and Safety / Hazardous Substances		0	Thermolysis		
Sanitation, Disinfection and Sterilization		0	Combination of High Frequency & Galvanic Currents		
Bacteriology, Anatomy and Physiology		0	Additional Instruction		
Electricity		0			

SECTION C: PRIOR CREDIT OF HOURS (if applicable)

Program Sponsor Name		School Code		Date of Last Attendance	
Prior On the Job Hours Received			Prior Related Training Hours Completed		
Program Sponsor Name		School Code		Date of Last Attendance	
Prior On the Job Hours Received			Prior Related Training Hours Completed		

Attach a copy of the Certificate of Completion or Discontinuance for each prior program enrollment for credit.

SECTION D: DISCONTINUANCE (Complete only if the apprentice has not completed the program)

If the apprentice is being discontinued, please check the reason why?

- Is not showing up for work. Quit Is not able to work the minimum of 32 hours per week.
 Other _____ Terminated for: _____

Is the license being returned Yes No, if no please state the reason why the license is not being returned

- Unable to locate apprentice Lost Other

SECTION E: APPLICANT/SPONSOR AND TRAINER CERTIFICATION

The apprentice has has not met the course curriculum requirements

We the undersigned, certify under penalty of perjury under the laws of the State of California, that all the information contained herein is true and correct."

Signature of **APPRENTICE**

Date

Signature of **SCHOOL REPRESENTATIVE**

Date

Signature of **PROGRAM SPONSOR**

Date

Signature of **TRAINER**

Date

* All signatures required for a certificate of completion.



INFORMATION COLLECTION, ACCESS AND DISCLOSURE

***This statement is for your information.**

The Information Practices Act, Sec. 1798.17 Civil Code, requires the following information to be provided when collecting information from individuals.

AGENCY NAME:

Board of Barbering and Cosmetology

TITLE OF OFFICIAL RESPONSIBLE FOR INFORMATION MAINTENANCE:

Executive Officer

ADDRESS:

2420 Del Paso Road, Suite 100, Sacramento, CA 95834

INTERNET ADDRESS:

www.barbercosmo.ca.gov

TELEPHONE AND FAX NUMBERS:

(916) 574-7570 phone (916) 575-7281

AUTHORITY WHICH AUTHORIZES THE MAINTENANCE OF THE INFORMATION:

Sections 7300 to 7457, inclusive, comprising Chapter 10 Division 3, of the California Business and Professions Code.

CONSEQUENCES OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION:

It is mandatory that you provide all information requested. Omission of any item of requested information will result in the application being rejected as incomplete.

PRINCIPAL PURPOSE(S) FOR WHICH THE INFORMATION IS TO BE USED:

The information requested will be used to determine qualifications for licensure or certification to determine compliance with the group and corporate practice provisions of the law and to establish positive identification.

ANY KNOWN OR FORESEEABLE DISCLOSURES WHICH MAY BE MADE OF THE INFORMATION:

Your completed application becomes the property of the board and will be used by authorized personnel to determine your eligibility for a license or certification. Information on your application may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Gov. Code Section 6250 et seq.) and the Information Practices Act (Civ. Code Section 1798.61), the names and addresses of persons possessing a license or registration may be disclosed by the department unless otherwise specifically exempt from disclosure under the law. **Consequently, the personal name and address information entered on the attached form(s) may become public information subject to disclosure.**

SOCIAL SECURITY NUMBER (SSN):

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 U.S.C.A. Section 405(c)(2)(C)] authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

12

DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF APPRENTICESHIP
STANDARDSP. O. Box 420603
San Francisco, CA 94142-0603
Tel: (415) 703-4920
Fax: (415) 703-5477

www.dir.ca.gov

DEPARTMENT OF CONSUMER AFFAIRS
BOARD OF BARBERING &
COSMETOLOGYP. O. Box 944226
Sacramento, CA 94244-2260
Tel: (916) 574-7570
Fax: (916) 575-7281

www.barbercosmo.ca.gov



March 9, 2007

Dear Barber / Cosmetology Program Sponsor;

In an effort to streamline and expedite the registration and licensing of apprentices in barbering and cosmetology programs, and to make sure that programs are in compliance with all applicable laws and regulations, the Board of Barbering and Cosmetology (Board) and the Division of Apprenticeship Standards (D. A. S.) worked together and came up with a solution that will satisfy the requirements of both agencies.

The D. A. S will modify the apprenticeship agreement with language for conditional approval that will allow the apprentice to obtain an apprentice license within 90 days. The Board will not issue an apprentice license until the D. A. S has approved a conditional apprenticeship agreement.

Effective March 19, 2007 the process to obtain both the apprenticeship agreement and the apprentice license in the barbering and cosmetology fields will be as follows.

1. The prospective apprentice with assistance from you will complete a barber / cosmetology apprenticeship agreement (DAS 1BC) which is available on the D. A. S. website. You the program sponsor will submit the completed DAS 1BC to the D. A. S. If the apprentice agreement is correct and complete, the D. A. S. will approve it with the condition that the apprentice must obtain an apprenticeship license within 90 days from the date of execution. (See new approval process enclosed)
2. The apprentice must submit a completed apprentice license application form with verification of completing the 39-hour pre-apprentice training course and the licensing fee to the Board.
3. Upon receipt of the apprentice license application the Board will check with the D. A. S via the Division's website to verify that the applicant is registered as an apprentice.
4. If the applicant is registered as an apprentice and the application is complete the Board will issue the apprentice license.
5. The D. A. S will check with the Board via the Board's website to verify that the apprentice has received an apprentice license within 90 days of the D. A. S. conditional approval date.
6. If the conditional apprentice has not received an apprentice license by the required date, the D. A. S will cancel the apprentice agreement.

It is not necessary for the applicant to wait until the approved apprentice agreement is returned from the D. A. S. to submit the apprentice license application to the Board.

Kristy Underwood
Executive Officer
Board of Barbering & CosmetologyGlen K. Forman
Deputy Chief
Division of Apprenticeship Standards

D. O.	FILE NUMBER

CDE	G	E	STATUS



State of California -- Department of Industrial Relations --DIVISION OF APPRENTICESHIP STANDARDS

APPRENTICE AGREEMENT Barber/Cosmetologist

APPRENTICE LAST NAME,	FIRST NAME	MIDDLE	SOCIAL SECURITY NUMBER
APPRENTICE ADDRESS (NUMBER AND STREET / CITY, STATE & ZIP)		BIRTHDATE (mm/dd/yyyy)	VETERAN Yes <input type="checkbox"/> No <input type="checkbox"/>
OCCUPATION		COUNTY OF RESIDENCE	
TERM OF APPRENTICESHIP		STRAIGHT TIME	
Hours Within	Years	Hours per day:	Hours per week:

This agreement is between the above named apprentice employed by the below named employer, and

PROGRAM SPONSOR

AGREEMENT: The undersigned parties mutually agree that they will use their best endeavors to secure employment and training for the apprentice. The apprentice agrees to perform satisfactorily all work and learning assignments. The provisions of the Apprenticeship Standards for the above occupation adopted by the program sponsor and approved by the Chief of the Division of Apprenticeship Standards, are hereby made a part of this agreement. An official copy of the standards is on file in the headquarters of the Division of Apprenticeship Standards. This apprentice agreement will continue in effect until the training is completed or otherwise terminated in accordance with the standards.

The apprentice commences participation under these standards on the date of execution of this agreement by the Apprentice. The signatory apprentice is credited with having _____ months toward completion of the term of apprenticeship. The apprentice is expected to complete training on or about _____, 20____, upon satisfactory completion of the total remaining hours of on-the-job training and hours and/or units of related and supplemental instruction.

APPRENTICE: I, the undersigned apprentice, understand and agree that there is a valid and reasonable necessity that those academic records accumulated throughout related and supplemental instruction during my period of apprenticeship be made available to the apprenticeship committee. Further, I agree to release to the apprenticeship committee any other academic records which I feel may enhance my status as an apprentice.

I, the undersigned apprentice understand and agree that this agreement is approved conditioned on obtaining an apprentice license from the State Board of Barbering and Cosmetology, and if I fail to obtain this license within 90 days from the date of signing this agreement this agreement will be cancelled.

I, the undersigned apprentice, hereby request that the Administrator of Apprenticeship terminate any other apprenticeship agreements in which I am currently registered.

Executed this _____ day of _____, 20____ by _____
DAY MONTH YEAR SIGNATURE OF APPRENTICE

AGREED TO BY THE EMPLOYER

SIGNATURE OF PARENT OR GUARDIAN (IF APPRENTICE IS 16 OR 17)

AGREED TO AND APPROVED BY, FOR THE COMMITTEE

SIGNATURE OF EMPLOYER OR ITS REPRESENTATIVE TITLE

NAME OF EMPLOYER
ADDRESS

SIGNATURE -- SECRETARY / CHAIR / COORDINATOR DATE

ACCEPTED BY DAS

SIGNATURE -- APPRENTICESHIP CONSULTANT DATE

[for unilateral programs only]

This agreement is approved by _____ for the Administrator of Apprenticeship

TO THE APPRENTICE: California Civil Code Sec. 1798.17 requires State agencies which collect personal information to indicate the authority under which the data are requested. If personal information, not specifically authorized by law is requested, individuals must be informed that supplying the information is voluntary. It also provides that state agencies may change or modify records at the request of the individual.

Questions C and E below are voluntary. All others are authorized by law, as indicated by the reference in each section. If the authorized questions are not answered, the apprentice agreement cannot be accepted.

The agreements are filed with the Division of Apprenticeship Standards, PO Box 420603, San Francisco, CA 94142-0603. The Supervising Clerk is in charge of the Records (telephone 415-703-4920). Questions or requests regarding these records should be addressed to the Supervising Clerk. Information is not transferred in any form which would identify an individual. Information collected on the Apprentice Questionnaire is used to measure, over a period of years, changes in the characteristics of apprentices. Ethnic information and Gender are used to measure the extent of compliance on the part of program sponsors with the California Plan for Equal Opportunity in Apprenticeship.

The Division hopes, through collection of this data, to improve the apprenticeship program both for those presently enrolled and for future apprentices. Thank you.

CALIFORNIA APPRENTICE QUESTIONNAIRE
(USE INK OR BALLPOINT PEN)

A. Gender
 Male Female
 (Cal. Code of Regulations, Title 8, Ch. 2, Sec. 215)

B. Ethnic or Race Derivation (Check only one)

01 WHITE (Not of Hispanic Origin) -- A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

02 BLACK (Not of Hispanic Origin) -- A person having origins in any of the Black racial groups of Africa.

03 ASIAN OR PACIFIC ISLANDER -- A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. The area includes, for example, China, Japan, Korea and Samoa.

04 AMERICAN INDIAN OR ALASKAN NATIVE -- A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

06 FILIPINO (Cal. Gov. Code Sec. 11092)

07 HISPANIC -- A person of Mexican, Puerto Rican, Cuban, South Central American or other Spanish culture or origin, regardless of race.
 (Cal. Labor Code, Ch. 4, div. 3, Sec. 151)

C. Number of Dependents (Do not count yourself)

0 None Four
 1 One Five
 2 Two Six or More
 3 Three
 (Voluntary)

D. Highest Year of Education Completed

1 8th Grade or less 1 Year of College
 2 9th Grade 2 Years of College
 3 10th Grade 3 Years of College
 4 11th Grade 4 or more Years of College
 5 12th Grade (or GED Certificate)
 (Cal. Labor Code, Ch. 4, div. 3, Sec. 3076.3)

E. Number of Years You Have Been Employed Full Time to Date (Except for Military Service)

0 None
 1 Less Than 1
 2 Year 1 But Less Than 2 Years
 3 2 But Less Than 3 Years
 4 3 But Less Than 4 Years
 5 4 But Less Than 5 Years
 6 5 Years or More
 (Voluntary)

F. Have You Served on Active Duty (other than reserve status) in the U. S. Armed Forces?

Yes No

If yes, Please Enter:
 Month and Year Entered _____
 Month and Year Separated _____
 Total Months served on Active Duty _____
 (Title 38, U. S. Code)

Apprentice's Signature _____

13

DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF APPRENTICESHIP STANDARDS455 Golden Gate Avenue, 10th Floor

San Francisco, CA 94102

Tel: (415) 703-4920

Fax: (415) 703-5477

www.dir.ca.gov

ADDRESS REPLY TO:
Div. of Apprenticeship Standards
P. O. Box 420603
San Francisco, CA 94142-0603

March 9, 2007

Dear Program Sponsor:

The process of registering apprenticeship agreements for the barbering and cosmetology programs is to be changed as follows: Effective March 19, 2007, all agreements for the barbering and cosmetology occupations will be submitted on the new DAS 1BC agreement (enclosed).

The Division of Apprenticeship Standards (D. A. S.) no longer will require that proof of workers' compensation coverage or proof of the payment of wages (DAS 134) be submitted with the DAS 1BC form to process an apprentice agreement.

To make sure that all apprentices employed (on the payroll) are receiving the correct wage and are covered for workers' compensation has always been the responsibility of the program sponsor. D. A. S. will verify compliance with these requirements in routine audits in the future. The DAS 134 can be used by committees for this purpose.

D. A. S. and program sponsors have made a lot of progress in the past year to stop the abuse of apprentices in the barbering and cosmetology occupations. Reviews by the Divisions staff have found that, in many cases, apprentices were not employed legally, were not being covered by workers' compensation insurance, or were not being paid the correct wage as per their apprenticeship standards. Because of this history, the D. A. S. will be performing follow-up reviews of barbering and cosmetology programs to verify that each program has a process to ensure that its approved employers are meeting all legal requirements. Programs inadequately protecting the interests of their apprentices by failing to meet the requirements of their approved program standards will be subject to derecognition by D. A. S..

If you have any questions, please contact your apprenticeship consultant.

Sincerely,

A handwritten signature in black ink, appearing to read "Glen K. Forman", with a long horizontal flourish extending to the right.

GLEN K. FORMAN

Deputy Chief

Division of Apprenticeship Standards

Enclosure

14



APPRENTICE QUESTIONNAIRE

SECTION A: APPRENTICE INFORMATION (Apprentice to complete this section)			
License Type and Number		Expiration Date	
		Month	Year
Apprentice Last Name		First Name	Middle Name
Establishment Name		License Number	
Establishment Address		City	State Zip Code
<p>I certify under penalty of perjury:</p> <p>Normal Work Schedule (circle all days of the week that you work):</p> <p>Monday Tuesday Wednesday Thursday Friday Saturday Sunday</p> <p>Approximately how many hours a week do you work? _____</p> <p>Approximately how many hours a week do you go to school? _____</p> <p>Date you started the apprentice program? _____</p> <p>How many months have you completed? _____</p> <p>Trainer Name _____</p> <p>License Number _____</p> <p>Apprentice Program Sponsor Name _____</p> <p>Signature of Apprentice _____</p>			
SECTION B: INSPECTOR (Inspector to complete this section)			
Inspector please verify the following:			
Is there a Signed copy of Statement of Trainer Responsibility on file with establishment?	Yes	No	
Is there a copy of the Apprentice's Daily Work Record for each month they have completed?	Yes	No	
Is the Apprentice working a minimum of 32 hours a week (approx 128-200 hours a month)?	Yes	No	
Is the Apprentice trainer present?	Yes	No	
Inspector recommends the board follow up on this apprentices training?	Yes	No	
Notes _____			

Apprentice cited for the following violations _____			

15

925 Statement of Trainer Responsibilities

The owner of the establishment where the apprenticeship is being conducted shall inform, in writing, an employee who is an apprentice trainer of the employee's responsibilities as a trainer. The statement of trainer responsibilities shall include, but not be limited to, those provisions specified in subdivisions (a), (b), (c), (d) and (e) of Section 3078 of the Labor Code. The statement of trainer responsibilities shall be signed by the establishment owner and the apprentice trainer and maintained on the premises of the establishment. The statement of trainer responsibilities shall be presented to the board or its representative upon request.

Section 3078 of the Labor Code

Every apprentice agreement entered into under this chapter shall directly, or by reference, contain:

(a) The names of the contracting parties.

(b) The date of birth of the apprentice.

(c) A statement of the trade, craft, or business which the apprentice is to be taught, and the time at which the apprenticeship will begin and end.

(d) A statement showing the number of hours to be spent by the apprentice in work and the learning objectives to be accomplished through related and supplemental instruction, except as otherwise provided under Section 3074. These exceptions shall be subject to the appeal procedures established in Sections 3081, 3082, 3083, and 3084. A minimum of 144 hours of related and supplemental instruction for each year of apprenticeship is recommended; however, related instruction may be expressed in terms of units or other objectives to be accomplished. In no case shall the combined weekly hours of work and required related and supplemental instruction of the apprentice exceed the maximum number of hours of work prescribed by law for a person of the age of the apprentice.

(e) A statement setting forth a schedule of the processes in the trade or industry divisions in which the apprentice is to be taught and the approximate time to be spent at each process.

16

Board of Barbering and Cosmetology
Sponsor Programs Pass/Fail Rate for Practical Cosmetology

July 1, 2010 thru June 30, 2011

	School Name	Pass	% Pass	Fail	% Fail
755	CCBUAC	9	47%	10	53%
717	GEBBCA	13	43%	17	57%
738	NCBCAC	48	45%	58	55%
711	Orange County JATC	6	86%	1	14%
773	East Bay & South Counties	8	50%	8	50%
707	Los Angeles County Union 770	1	100%		
725	San Diego CAC	19	79%	5	21%
714	Los Angeles	3	75%	1	25%
710	LACCAC	28	62%	17	38%

Board of Barbering and Cosmetology
Sponsor Programs Pass/Fail Rate for Written Cosmetology

July 1, 2010 thru June 30, 2011

	School Name	Pass	% Pass	Fail	% Fail
755	CCBUAC-	11	41%	16	59%
717	GEBBCA	10	32%	21	68%
738	NCBCAC	50	42%	70	58%
711	Orange County JATC	8	73%	3	27%
773	East Bay & South Counties	8	31%	18	69%
707	Los Angeles County Union 770	1	33%	2	67%
725	San Diego CAC	17	61%	11	39%
714	Los Angeles	2	20%	8	80%
710	LACCAC	30	73%	11	27%

Practical KK

Overall Pass/Fail Rate

54% Pass

46% Fail

Written KK

Overall Pass/Fail Rate

46% Pass

54% Fail

Board of Barbering and Cosmetology
 Sponsor Programs Pass/Fail Rate for Practical Barbers
 July 1, 2010 thru June 30, 2011

	School Name	Pass	% Pass	Fail	% Fail
704	San Bernardino/Riverside JATC	27	87%	4	13%
755	CCBUAC	3	100%		
701	Bay Area JATC	8	53%	7	47%
717	GEBBCA	11	79%	3	21%
738	NCBCAC	4	50%	4	50%
711	Orange County JATC	1	100%		
773	East Bay & South Counties	6	86%	1	14%
707	Los Angeles County Union 770	18	95%	1	5%

Board of Barbering and Cosmetology
 Sponsor Programs Pass/Fail Rate for Written Barbers
 July 1, 2010 thru June 30, 2011

	School Name	Pass	% Pass	Fail	% Fail
704	San Bernardino/Riverside JATC	27	87%	4	13%
755	CCBUAC	3	100%		
701	Bay Area JATC Union 428	8	53%	7	47%
717	GEBBCA	11	79%	3	21%
738	NCBCAC	4	50%	4	50%
711	Orange County JATC	1	100%		
773	East Bay & South Counties	6	86%	1	14%
707	Los Angeles County Union 770	18	95%	1	5%

Written and Practical Barber

Overall Pass/Fail Rate

80% Pass

20% Fail