



# Government Agencies Associated with the Apprenticeship Program

<u>Board of Barbering and Cosmetology (BBC)</u>	<u>Division of Apprenticeship Standards (DAS)</u>	<u>Local Education Agency (LEA)</u>
Responsibilities include:	Responsibilities include:	Responsibilities include:
Enforces B&P Code Chapter 10, Division 3, Article 4 Apprenticeship and Title 16, Division 9, CCR Article 3 Apprenticeship.	Enforces the Shelly-Maloney Apprentice Labor Standards Act of 1939 regarding wages and workman's compensation insurance.	Provides payment to the PS for related training hours (Barbering 216 hrs of instruction. Cosmetology 220 hrs of instruction) over the 2 year apprenticeship period.
Issues the apprentice license when the apprentice application and proof of 39 hrs of pre-apprentice training have been submitted by the PS and is published on DAS's website.	Documents on the DAS website when the apprentice completes, discontinues or re-enrolls in the apprenticeship program. Forms are submitted by the PS.	The PS's submit a current list of their active apprentices and the LEA verifies their status on DAS's website.
Maintains and documents when an apprentice re-enrolls, transfers or adds an establishment/trainer. Forms are submitted by the PS's.	Publishes active, cancelled and re-enrolled apprentices on their website.	
Cancels apprentice license when discontinuance forms are submitted by the PS's.		
Schedules exams when certification of completion and exam application are submitted by the PS.		

<b><u>Program Sponsor</u></b> <b><u>(PS)</u></b>	<b><u>Establishment</u></b>	<b><u>Trainer</u></b>	<b><u>Apprentice</u></b>
Responsibilities include:	Responsibilities include:	Responsibilities include:	Responsibilities include:
Acts as the pre-apprentice trainer and provides required 39 hrs of pre-apprentice training.	The location the apprentice will obtain their On the Job Training (OJT).	The person who will be supervising the apprentice in the designated establishment.	Completing the 39 hr pre-apprentice training course in order to qualify for the apprentice license.
Responsible for checking the establishment and trainer licenses to ensure they are in good standing in order to participate in the apprenticeship program.	Is required to have a Statement of Trainer Responsibilities on file. This document will list all parties involved in the apprenticeship, the trade, wages and hours of the apprentice.	Responsible for showing the daily work records (OJT) to the Board inspector during an inspection of the establishment.	Completing the required related training in a facility approved by BBC. (Barbering 216 hrs, Cosmetology 220 hrs) over the two year apprenticeship period.
Submits apprentice application and proof of 39 hrs of pre-apprentice training to have license issued.	Required to show proof of Workman's Compensation Insurance to DAS in accordance with the Shelly-Maloney Apprentice Labor Standards Act of 1939.	The trainer is responsible for reviewing the daily work records (OJT) and required to sign them before the apprentice submits them each month to their PS.	Completing the required 3200 clock hours of technical and practical instruction (OJT). This does <u>not</u> include the related training mentioned above.
Provides required related training. (Barbering 216 hrs, Cosmetology 220 hrs) over the two year apprenticeship period.	Required to show proof of wages for the apprentice to DAS in accordance with the Shelly-Maloney Apprentice Labor Standards Act of 1939.	The trainer is required to be present at all times when the apprentice is providing services in the establishment.	Adhere to the apprentice laws and regulations outlined in B&P Code Chapter 10, Division 3, Article 4 Apprenticeship and Title 16, Division 9, CCR Article 3 Apprenticeship.
Submits forms to BBC if the apprentice re-enrolls transfers, cancels or adds an establishment and/or trainer.	Maintain a current, valid license issued by the Board.	Maintain a current, valid license issued by the Board.	
Submits forms to BBC and DAS if the apprentice completes or discontinues training in the establishment.	May not have pending disciplinary actions, be on probation or completed probation in the past 2 years.	May not have pending disciplinary actions, be on probation or completed probation in the past 2 years.	
Submits exam application and completion form to BBC when the required 3200 on the job training and required related training have been completed.	Have no unpaid fines.	Have no unpaid fines.	