

STATE APPRENTICESHIP STANDARDS

FOR

ESTHETICS

AND

MASTER ESTHETICS

CONSISTING OF

MINIMUM STANDARDS FOR APPRENTICESHIP

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

DEVELOPED BY THE

DIVISION OF REGISTERED APPRENTICESHIP

VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY

WITH AMEMDMENTS BY THE

VIRGINIA BOARD FOR BARBERS AND COSMETOLOGY

Revised June 12, 2018

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

PURPOSE

The purpose of these Standards of Apprenticeship is to establish minimum requirements for the training of apprentice Esthetics and Master Esthetics in accordance with the Virginia Apprenticeship Act.

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1. INTERPRETATIONS AND IMPLEMENTATION OF STANDARDS

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

2. DEFINITIONS

A. In accordance with the MINIMUM STANDARDS FOR APPRENTICESHIP,

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

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

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

B. In addition to subsection A of this section.

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

3. APPRENTICESHIP PROGRAMS

A. In accordance with the MINIMUM STANDARDS FOR APPRENTICESHIP,

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

B. In addition to subsection A of this section.

- a. The salon or spa must have a current Virginia Cosmetology Salon or Esthetics Spa license issued by the Board for Barbers and Cosmetology and local Business License if applicable.
- b. The supervisor of esthetician apprentices must be a Virginia licensed esthetician or master esthetician with 3 years' experience practicing esthetics.
- c. The supervisor of master esthetician apprentices must be a Virginia license master esthetician with 3 years' experience practicing master esthetics.
- d. The salon or spa shall comply with the Rules and Regulations promulgated by the Virginia Department of Health and the Occupational and Safety Division of the Virginia Department of Labor and Industry.

- e. The salon or spa shall have sufficient licensed estheticians or master estheticians as to be in compliance with the ratio established in these Standards of Apprenticeship.

4. APPRENTICESHIP AGREEMENTS

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

5. EQUAL EMPLOYMENT OPPORTUNITY

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

6. TERM OF APPRENTICESHIP

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

- a. The minimum term of an esthetician apprenticeship shall be at least 2,000 hours of work experience during a period of 12 months (1 years) as stipulated in the Training Program Outline and shall consist of continuous employment, supplemented by the required related instruction for the trade of cosmetology. Credit for previous experience will be included in the required 2,000 hours.
- b. The minimum term of a master esthetician apprenticeship shall be at least 2,000 hours of work experience during a period of 12 months (1 years) as stipulated in the Training Program Outline and shall consist of continuous employment, supplemented by the required related instruction for the trade of cosmetology. Master esthetician apprentices shall have completed an esthetician apprenticeship or equivalent training prior to beginning the master esthetician apprenticeship. Credit for previous experience will be included in the required 2,000 hours.

7. CREDIT FOR PREVIOUS EXPERIENCE

A. In accordance with the MINIMUM STANDARDS FOR APPRENTICESHIP,

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

B. In addition to subsection A of this section.

- a. An apprentice may be allowed credit on the term of apprenticeship for that portion of experience, whether with the sponsor or elsewhere, which is equivalent to that which he/she would have received under these Standards of Apprenticeship. Such credit may be up to fifty percent (50%) of the required hours except as provided below.
- b. An apprentice transferring from an esthetics school to the apprenticeship program may be allowed credit for training received on the basis of two (2) hours of apprenticeship for each hour of school training. Certification of training in the form of a school transcript must be presented to the apprenticeship representative before credit can be awarded.
- c. An apprentice transferring from a registered apprenticeship in Virginia or any other state may receive credit for training received on the basis of one (1) hour of credit for each hour of previous apprenticeship training.
- d. Any licensed cosmetologist with less than two years of licensure, cosmetology apprentice, or cosmetology student who transfers from cosmetology to esthetics may receive no more than thirty three percent (33%) credit for their previous experience or training towards the term of apprenticeship. Experience or training in cosmetology cannot be awarded towards the master esthetics apprenticeship.
- e. A master esthetician apprentice who completed the esthetician apprenticeship within the previous year may receive up to 250 hours credit for their previous esthetician apprenticeship towards the term of the master esthetician apprenticeship.
- f. Applicant who was formerly enrolled in A VDOE Approved program while in high school may be allowed credit for that portion of time spent on the job.

8. SUPERVISION OF APPRENTICES

A. In accordance with the MINIMUM STANDARDS FOR APPRENTICESHIP,

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

B. In addition to subsection A of this section.

Apprentice is under supervision of a journeyworker licensed in the applicable profession of the apprenticeship.

9. RESPONSIBILITIES OF APPRENTICES

- a. Apprentices are employees and have basic employee responsibilities. Each apprentice must make every effort to become a well-qualified journeyworker.
- b. Each apprentice must be on time for work, learn all work processes, complete all work assignments, and take initiative to ask appropriate questions.
- c. Each apprentice must be registered for related instruction, attend regularly and be on time.
- d. Each apprentice should review these Standards and the sponsor's Program Registration to ensure that he/she is trained and paid according to these documents.

- e. Each apprentice has the responsibility to consult with the Supervisor of Apprenticeship to assure that all accurate and appropriate records are updated and DOLI Is notified promptly of any changes in status.
- f. Each apprentice must use appropriate conduct during related instruction process and on the job site.
- g. Each apprentice must obtain licensing applications following completion of the apprenticeship program.

10. ON-THE-JOB TRAINING

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

11. RELATED INSTRUCTION

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

12. INITIAL PROBATIONARY PERIOD

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

13. PERIODIC EVALUATION

The progress of each apprentice's job performance and related instruction shall be subject to a periodic review prior to the expiration of each wage period. Should a review reveal a lack of interest or ability on the part of the apprentice, the apprentice will be informed of the deficiency and may be placed on probation for a sufficient period to determine improvement or failure. At the end of the

probationary period, if the apprentice has not shown acceptable improvement, the apprenticeship agreement may be suspended or canceled. The sponsor must promptly notify the apprentice and the DOLI in writing of any suspension or cancellation. (*Regulation 16VAC20-21-50, items B.6 & B.22; 16VAC20-21-70, item 8.b*)

14. HOURS OF WORK

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

15. APPRENTICE WAGES

A. In accordance with the MINIMUM STANDARDS FOR APPRENTICESHIP,

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

B. In addition to subsection A of this section.

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

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

- a. Transfer - If a sponsor is no longer able to fulfill his obligations for the training of an apprentice, the apprentice may be transferred or registered with credit for previous training to another sponsor. DOLI must be notified in writing and must approve all transfers. (*Regulation 16VAC20-21-30.E; 16VAC20-21-50, item B.15; 16VAC20-21-80, item B.*)
- b. Layoff/Reinstatement - Apprentices may be laid-off in the commensurate ratio of apprentices to journeyworkers. Apprentices laid-off under these Standards shall be entitled to seniority privileges and shall be reinstated in the seniority standing before any new apprentices are registered. DOLI must be notified in writing of all apprentices laid-off and/or reinstated.

- c. Suspension and Cancellation - Apprenticeship agreements may be suspended or canceled at any time for appropriate reason. The sponsor must notify DOLI in writing within 45 days stating the reason for the suspension or cancellation. (*Regulation 16 VAC 20-21-70, item 8.b. (1 & 2); 16VAC20-21-30, item E; 16VAC20-21-50, item B.20*)

17. CERTIFICATE OF COMPLETION

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

18. STUDENT APPRENTICES

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

19. NUMBER OF APPRENTICES TO BE TRAINED IN THE PROGRAM

A. In accordance with the MINIMUM STANDARDS FOR APPRENTICESHIP,

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

B. In addition to subsection A of this section.

- 1. If a facility has one (1) or two (2) licensed esthetician or master esthetician, there may be one (1) esthetician apprentice. If a facility has three (3) or four (4) licensed esthetician or master esthetician, there may be up to two (2) esthetician apprentices. If a facility has five (5) or six (6) licensed esthetician or master esthetician, there may be up to three (3) esthetician apprentices. Etc.
- 2. If a facility has one (1) or two (2) licensed master esthetician, there may be one (1) master esthetician apprentice. If a facility has three (3) or four (4) licensed master esthetician, there may be up to two (2) master esthetician apprentices. If a facility has five (5) or six (6) licensed master esthetician, there may be up to three (3) master esthetician apprentices. Etc.

20. ADDITIONAL SPONSOR APPRENTICE QUALIFICATIONS

- a. Age: Minimum * _____
- b. Education _____
- c. Physical capability _____
- d. Other _____
- e. See attached _____

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

21. MODIFICATIONS

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

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

22. WORK PROCESSES

ESTHETICS APPRENTICESHIP TRAINING PROGRAM OUTLINE

A. Orientation and business topics..... 60 hours

1. History and Career Opportunities
2. Career Success Skills
3. Professional Image
4. Communication Skills
5. Client Records and Confidentiality
6. Professional Ethics and Practices
7. Building a Clientele and Client Retention
8. Sales and Marketing

B. Compliance 60 hours

1. State Regulations/Scope of Practice
2. OSHA
3. HIPPA
4. Client Consult and Consent
5. Liability and Insurance
6. Safety Data Sheets (SDS)

C. General Sciences..... 200 hours

1. Bacteriology
2. Microorganisms
3. Infection Control, Disinfection and Sterilization
4. General Procedures and safety measures
5. Cosmetic Chemistry
6. Products and Ingredients
7. Nutrition and the Skin

D. Applied Sciences 320 hours

1. General Anatomy and Physiology
2. Physiology and Histology of the Skin
3. Skin Types
4. Skin Conditions
5. Diseases and Disorders of the Skin

E. Skin Care 820 hours

1. Setup, Supplies, and Implements
2. General Procedures and Safety Measures
3. Health Screening
4. Skin Analysis and Consultation
5. Effleurage and Related Movement and Manipulations of the Face and Body
6. Cleansing Procedures
7. Extraction Techniques
8. Machines, Equipment, and Electricity

- 9. Manual Facials and Treatments
- 10. Machine, Electrical Facials and Treatments

F. Makeup 140 hours

- 1. Setup, Supplies, and Implements
- 2. General Procedures and Safety Measures
- 3. Color Theory
- 4. Consultation
- 5. General and Special Occasion Application
- 6. Camouflage
- 7. Application of False Lashes and Lash Extensions
- 8. Lash and Tinting
- 9. Lash Perming
- 10. Lightening of the Hair on Body Except Scalp

G. Body Treatments 60 hours

- 1. General Procedures and Safety Measures
- 2. Body Treatments
- 3. Body Wraps
- 4. Body Masks
- 5. Body Scrubs
- 6. Aromatherapy

B. Hair Removal..... 340 hours

- 1. Types of Hair Removal
- 2. Wax Types
- 3. Tweezing
- 4. Chemical Hair Removal
- 5. Mechanical Hair Removal
- 6. General Procedures and Safety Measures

TOTAL 2000 hours

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

ESTHETICS APPRENTICESHIP PERFORMANCE COMPLETION REQUIREMENTS

<u>Performances</u>	<u>Number Required</u>
A. Client Consultation, including health screening and client records	40
B. Skin analysis and treatment recommendation	40
C. Manual facials and treatments, including	80
1. Cleansing procedures	
2. Masks	
3. Facial effleurage	
4. Extraction techniques	
D. Machine, electrical facials and treatments, including use of	80
1. Facial Steamers	
2. Magnifying Lamp	
3. Ultrasonic spatula/face scrubber	
E. Makeup Applications, including at least	50
1. General and special occasion makeup application	(10)
2. Camouflage makeup application	(10)
3. Application of false lashes and/or lash extensions	(10)
4. Lash and brow tinting	(10)
5. Lash Perming	(10)
F. Body Treatments, including at least	20
1. Body wraps	(5)
2. Body masks	(5)
3. Body scrubs	(10)
G. Waxing, including at least	100
1. Arms	(5)
2. Back/Chest	(5)
3. Bikini Area	(20)
4. Brazilian Wax	(30)
5. Brows	(20)
6. Facial (face, chin, cheek/lip)	(10)
7. Leg	(5)
8. Underarm	(5)
 TOTAL	 410

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

MASTER ESTHETICS APPRENTICESHIP TRAINING PROGRAM OUTLINE

A. Orientation and Advanced Business Topics..... 80 hours

1. History and Career Opportunities
2. Career Planning
3. Career Success Skills
4. Professional Image
5. Communication Skills
6. Client Records and Confidentiality
7. Professional Ethics and Practices
8. Building a Clientele and Client Retention
9. Sales and Marketing
10. Retail
11. Management

B. Compliance and Safety..... 100 hours

1. State Regulations/Scope of Practice
2. OSHA
3. HIPPA
4. Client Consult and Consent
5. Liability and Insurance
6. Advanced Infection Control
7. CDC, FDA, and EPA

C. Advanced Anatomy and Physiology 200 hours

1. Advanced Skin Structure and Functions
2. Advanced Skin Typing and Conditions
3. Advanced Diseases and Disorders
4. Advanced Cosmetic Ingredients
5. Pharmacology
6. Advanced Homecare
7. Continuing Education

D. Advanced Skin Care and Advanced Modalities 640 hours

1. Machine parts, operation, protocols, care, waste disposal and safety;
2. Equipment Safety
3. Waste Disposal
4. Practical Application and Consultation for Advanced Modalities;
5. Introduction to Dermaplaning
6. Indications and Contraindications for Dermaplaning
7. General Procedures and Safety Measures for Dermaplaning
8. Introduction to Microdermabrasion Techniques and Proper Protocols
9. Indications and Contraindications for Microdermabrasion
10. General Procedures and Safety Measures for Microdermabrasion
11. Pretreatment and Post Treatment for Advanced Modalities

E. Advanced procedures, Chemical Exfoliation, Lymphatic Drainage 980 hours

1. Advanced skin analysis, consultation, health screening and documentation
2. Fundamentals of skin care associated with chemical exfoliation, peels, and wound care
3. Introduction to chemical exfoliation and peels.

4. Consultation, assessing suitability, predicting efficacy, pretreatment and post treatment procedures for chemical exfoliation and peels.
5. General Practical application and consultation protocols for chemical exfoliation and peels
6. Introduction to enzymes, herbal exfoliations, and vitamin-base peels.
7. Consultation, assessing suitability, predicting efficacy, pretreatment and post treatment procedures for enzymes, herbal exfoliations, and vitamin-base peels.
8. General procedures and safety measures for enzymes, herbal exfoliations, and vitamin-base peels
9. Pretreatment and posttreatment for enzymes, herbal exfoliations, and vitamin-base peels.
10. Practical application and consultation for alpha hydroxyl peels, beta hydroxyl peels, jessner and modified jessner peels and trichloroacetic peels.
11. Indications and contraindications for alpha hydroxyl peels, beta hydroxyl peels, jessner and modified jessner peels and trichloroacetic peels.
12. General procedures and safety measures for alpha hydroxyl peels, beta hydroxyl peels, jessner and modified jessner peels and trichloroacetic peels.
13. Pretreatment and posttreatment for alpha hydroxyl peels, beta hydroxyl peels, jessner and modified jessner peels and trichloroacetic peels.
14. Introduction to lymphatic drainage.
15. Tissue, organs and functions of the lymphatic system.
16. Indications and contraindications for lymphatic drainage.
17. Lymphatic drainage manipulations and movements.
18. Cellulite
19. Using Lymphatic drainage with other treatments
20. Machine-aided lymphatic drainage.

TOTAL 2000 hours

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

MASTER ESTHETICS APPRENTICESHIP PERFORMANCE COMPLETION REQUIREMENTS

<u>Performances</u>	<u>Number Required</u>
A. Client Consultation, including health screening and client records	20
B. Skin analysis and treatment recommendation	20
C. Advanced Treatments	75
D. Microdermabrasion	75
E. Chemical Exfoliation	120
1. Enzymes	(20)
2. Herbal Exfoliation	(20)
3. Vitamin based Exfoliation	(20)
4. Alpha Hydroxy Peels	(20)
5. Beta Hydroxy Peels	(20)
6. Jessner and Modified Jessner Peels	(10)
7. Trichloroacetic Peel	(10)
F. Lymphatic Drainage Treatments	40
TOTAL	350

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

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

CHAIRMAN Louise Jessberry

DATE: 9/6/2018

REGISTERED WITH THE VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY:

COMMISSIONER C. Ray Davenport

DATE: 8/24/2018