

**BOARD FOR BARBERS & COSMETOLOGY  
AD HOC COMMITTEE FOR ESTHETICS APPRENTICESHIPS MEETING**

**MINUTES OF MEETING**

The Board for Barbers & Cosmetology Ad Hoc Committee for Esthetics Apprenticeships met on Monday, March 20, 2017, at the Offices of the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Board Room 1, Richmond, Virginia. The following Committee members were present:

Margaret B. LaPierre  
Daniella Tsamouras

DPOR staff present for the meeting included:

Demetrios J. Melis, Executive Director  
Stephen Kirschner, Regulatory Operations Administrator  
Cathy Clark, Administrative Assistant

Representatives of the Department of Labor and Industry present for the meeting:

Thomas W. Cecere, PhD  
Apprenticeship Related Educational Specialist

Crystal Thrower, Apprenticeship Consultant, Northern Virginia

The meeting was called to order at 9:04 a.m.

**Call To Order**

There was no public comment

**Public Comment**

Mr. Kirschner distributed documents for review and discussion, including (1) State Apprenticeship Standards for Cosmetology, Barbering, and Nail Technology; (2) Minimum Standards for Apprenticeship; (3) A copy of Esthetics Regulation 18 VAC 41-70-190. Curriculum and Hours of Instruction Requirements; A copy of Esthetics Regulation 18 VAC 41-70-200. Practical Performance Requirements; and the Suggested Minimum Work Processes for Basic and Master Esthetics Apprenticeships.

**Discussion –  
Standards of  
Apprenticeship and  
Work Processes**

The Committee conducted a line by line review of the State Apprenticeship Standards for Cosmetology, Barbering, and Nail Technology, and amendments that would be necessary to create a similar document for esthetics and master esthetics apprenticeships. A draft of the proposed State Apprenticeship Standards for Esthetics and Master Esthetics is attached (see Addendum 1).

The Committee reviewed the Suggested Minimum Work Processes for Basic and Master Esthetic Apprenticeships and the distribution of hours and percentages for each work process, amending several work processes. The amended work processes are included in Addendum 1.

There being no other discussion, Mr. Melis adjourned the meeting at 12:09 pm.

**Adjourn**

  
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Lonnie Quesenberry, Board Chair

  
\_\_\_\_\_  
Jay W. DeBoer, Board Secretary

ADDENDUM 1

**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, 2015, and Recognized by the U. S.  
Department of Labor Office of Apprenticeship.**

**DEVELOPED BY THE**

**DIVISION OF APPRENTICESHIP TRAINING**

**VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY**

**WITH AMEMDMENTS BY THE**

**VIRGINIA BOARD FOR BARBERS AND COSMETOLOGY**

Revised May 8, 2017

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.

## **CONTENTS**

1. Interpretations and Implementation of Standards
2. Definitions
3. Apprenticeship Programs
4. Apprenticeship Agreements
5. Equal Employment Opportunity
6. Term of Apprenticeship Suspension or Cancellation
7. Credit for Previous Experience
8. Supervision of Apprentices
9. Responsibilities of Apprentices
10. On-The-Job Training
11. Related Instruction
12. Initial Probationary Period
13. Periodic Evaluation
14. Hours of Work
15. Apprentice Wages
16. Transfer, Layoff/Reinstatement
17. Certificate of Completion
18. Student Apprentices
19. Number of Apprentices to be Trained In Program
20. Additional Sponsor Apprentice Qualifications
21. Modifications
22. Work Processes

## 1. INTERPRETATIONS AND IMPLEMENTATION OF STANDARDS

In accordance with the 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, 2015, and Recognized by the U. S. Department of Labor Office of Apprenticeship.

- 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 20-20-40 item B.19)

## 2. DEFINITIONS

A. In accordance with the 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, 2000, and Recognized by the U. S. Department of Labor Bureau of Apprenticeship and Training.

- a. Apprentice - A person at least 16 years old, 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 16 VAC 20-21-20, VA Code §40.1-120)
- b. Apprenticeable Occupation - A skilled trade 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 2000 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), which meets the criteria outlined in Regulation 16 VAC 20-21-20. 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 16 VAC 20-21-20, 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

VAC. A program shall be operated by the sponsor and registered in the sponsor's name. (Regulation 16 VAC 20-21-20, VA Code §40.1-121)

- 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. (Regulation 16 VAC 20-21-20)
- 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 16 VAC 20-21-40)
- g. Virginia Apprenticeship Council (VAC) - Organization which develops regulations and policies, and determines Standards for Apprenticeship in Virginia. Members are appointed by the Governor. The U.S. Department of Labor's Office of Apprenticeship has granted VAC authority Certificates of Completion upon completion of apprenticeship. (Regulation 16 VAC 20-21-20, VA Code §40.1-117 & 40.-118 items 1, 3, 4, 5, 6)
- 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 16 VAC 20-21-20, 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, Registered with the Virginia Apprenticeship Council, According to Act of Virginia Legislature, Chapter 6, Title 40.1, Code of Virginia, Effective July 1, 2015, and Recognized by the U. S. Department of Labor Office of Apprenticeship.

- a. Program Approval - Sponsors must have written notice of registration before establishing any Apprenticeship Agreements to employ and train individual apprentices. (Regulation 16 VAC 20-21-30 items A, C, D)
- b. Program Termination - Programs may be canceled by sponsor request or de-registered by the VAC. Canceled programs may be reinstated upon sponsor request, if they meet registration requirements. De-registered programs may be reinstated if the VAC determines that there is adequate evidence that the program is being operated in accordance with the Act and Regulations. (Regulation 16 VAC 20-21-70 & 20-21-80)

- c. Program Evaluation - DOLI shall review and evaluate each sponsor's program every two years. (*Regulation 16 VAC 20-21-10*)

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.
- c. The supervisor of master esthetician apprentices must be a Virginia licensed master esthetician.
- 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) and the sponsor's authorized representative, and registered with the VAC. (*Regulation 16 VAC 20-20-70 item 1, VA Code §40.11-122*)
- 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 16 VAC 20-21-70 and VA Code §40.1-121.
  - ii. Contain all required signatures. (*Regulation 16 VAC 20-21-70 item 1, VA Code §40.1-122*)
  - iii. Be approved by the VAC. (*Regulation 16 VAC 20-21-30, VA Code §40.1-122*)
  - iv. Be registered and filed by the sponsor. (*Regulation 16 VAC 20-21-30 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 16 VAC 20-21-30 item 2 & 20-21-50 item 23*)
- b. Sponsors must take affirmative action to provide equal opportunity in operating apprenticeship programs. Programs must operate as required under the Virginia State Plan,

and they must comply with Title 29 of the Code of Federal Regulations, part 30. (*Regulation 16 VAC 20-21-30 item B.2*)

## **6. TERM OF APPRENTICESHIP**

A. In accordance with the 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, 2015, and Recognized by the U. S. Department of Labor Office of Apprenticeship.

- a. The minimum term for any apprenticeship program shall be 2000 hours of reasonably continuous employment. (*Regulation 16 VAC 20-21-50 items B.2.a, 6, VA Code §40.1-120*)
- b. Employment must be supplemented by the amount of related instruction required in the craft or trade. A minimum of 144 hours of related instruction is recommended for each year of apprenticeship. (*Regulation 16 VAC 20-21-50 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 16 VAC 20-21-50 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, Registered with the Virginia Apprenticeship Council, According to Act of Virginia Legislature, Chapter 6, Title 40.1, Code of Virginia, Effective July 1, 2015, and Recognized by the U. S. Department of Labor Office of Apprenticeship.

- a. An applicant for apprenticeship may be allowed credit on the term of apprenticeship 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 16 VAC 20-21-50 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 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 of training or training towards the term of apprenticeship.
- e. A master esthetician apprentice who completed the esthetician apprenticeship within the previous year may receive up to fifty percent (50%) credit for their previous esthetician apprenticeship towards the term of the master esthetician apprenticeship.
- f. Applicant who was formerly enrolled in the Industrial Cooperative Training 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, Registered with the Virginia Apprenticeship Council, According to Act of Virginia Legislature, Chapter 6, Title 40.1, Code of Virginia, Effective July 1, 2015, and Recognized by the U. S. Department of Labor Office of Apprenticeship.

- a. Each sponsor must designate a Supervisor of Apprenticeship. (*Regulation 16 VAC 20-21-20*)
- 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 16 VAC 20-21-50 item B.11*)
  - v. Each apprentice's progress is reviewed and documented prior to moving to a new wage level. (*Regulation 16 VAC 20-21-50 item B.11*)
  - vi. Credit for previous experience is granted when appropriate. (*Regulation 16 VAC 20-21-50 item B.144*)
  - vii. Each apprentice is notified of related instruction requirements and the name and location of each approved related instruction provider. (*Regulation 16 VAC 20-21-50 items B.4*)

- viii. Related Instruction Provider(s) is contacted to review each apprentice's educational progress before the expiration of each wage period. (*Regulation 16 VAC 20-21-50 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 16 VAC 20-21-30.E, 16 VAC 20-21-50 items B.6*)
- x. Any other duties needed to develop and maintain an effective apprenticeship program. (*Regulation 16 VAC 20-21-50*)

B. In addition to subsection A of this section.

Apprentice is under supervision of a journeyperson 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 journeyperson.
- 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 courses, 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 in the classroom 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 upon request.

- b. A minimum of 144 hours of related instruction is recommended for each year of apprenticeship. (Regulation 16 VAC 20-21-50, item B.4; 16 VAC 20-21-70, 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 16 VAC 20-21-70, item B.2.b)

## **12. INITIAL PROBATIONARY PERIOD**

- a. Each apprentice must serve between 500 and 2000 hours of the apprenticeship term as an initial probationary period. The specific number of hours is stated in each Program Registration. (Regulation 16 VAC 20-21-50, item B.2 & B.10; 16 VAC 20-21-70, 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 16 VAC 20-21-50, item B.20-22; 16 VAC 20-21-60, item B.2.b)
- c. Full credit will be given for the initial probationary period toward completion of the apprenticeship program. (Regulation 16 VAC 20-21-50 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 VAC in writing of any suspension or cancellation. (Regulation 16 VAC 20-21-50 items B.6 & B.22; 16 VAC 20-21-70, item 8.b)

## **14. HOURS OF WORK**

- a. Hours of work for apprentices shall be the same as for all other employees in the same occupation. The VAC defines a full-time work week as 37-40 hours.
- 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 16 VAC 20-21-70 item B.7)b
- 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, Registered with the Virginia Apprenticeship Council, According to Act of Virginia Legislature, Chapter 6, Title 40.1, Code of Virginia, Effective July 1, 2015, and Recognized by the U. S. Department of Labor Office of 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 16 VAC 20-21-50 items B.5 & B.14; 16 VAC 20-21-70, item 7; 16 VAC 20-21-80, item C.1.(iii)*)
- b. Wages are based on the basic rate paid to journeypersons 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 16 VAC 20-21-50 item B.5*)
- c. The minimum wages paid all apprentices employed under these Standards must be recorded in the Program Registration. (*Regulation 16 VAC 20-21-50 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 16 VAC 20-21-50 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 16 VAC 20-21-30, 16 VAC 20-21-50, item B.15; 16 VAC 20-21-80, item B*)
- b. Layoff/Reinstatement - Apprentices may be laid-off in the commensurate ratio of apprentices to journeypersons. 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 stating the reason for the suspension or cancellation. (*Regulation 16 VAC 20-21-70, item 8.b (1&2); 16 VAC 20-21-30, item E; 16 VAC 20-21-50, 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 16 VAC 20-21-30, item E; 16 VAC 20-21-50, item B.17*)

## **18. STUDENT APPRENTICES**

- a. Student apprenticeships are available to high school and community college students.
- b. All apprenticeship 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, Registered with the Virginia Apprenticeship Council, According to Act of Virginia Legislature, Chapter 6, Title 40.1, Code of Virginia, Effective July 1, 2015, and Recognized by the U. S. Department of Labor Office of Apprenticeship.

The number of apprentices shall be determined by the adequacy of facilities, the need of journeymen in the community and reasonable assurance of employment in the trade establishment upon completion of training. To ensure adequate training the ratio of apprentices to journeymen shall not exceed: one (1) apprentice to two (2) journeyman(s).

B. In addition to subsection A of this section.

- a. 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.
- b. 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 \* - no additional apprentice qualification
- b. Education – no additional qualification
- c. Physical capability – must have physical capability to perform work
- d. Other

\*minimum permitted by law is 16 years of age

## **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 16 VAC 20-21-30, item E; 16 VAC 20-21-50, 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 16 VAC 20-21-80*)

## **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**

<b><u>Performances</u></b>	<b><u>Number Required</u></b>
A. Client Consultation, including health screening and client records	<b>100</b>
B. Skin analysis and treatment recommendation	<b>100</b>
C. Manual facials and treatments, including	<b>400</b>
1. Cleansing procedures	
2. Masks	
3. Facial effleurage	
4. Extraction techniques	
D. Machine, electrical facials and treatments, including use of	<b>300</b>
1. Facial Steamers	
2. Magnifying Lamp	
3. Ultrasonic spatula/face scrubber	
E. Makeup Applications, including at least	<b>150</b>
1. General and special occasion makeup application	(20)
2. Camouflage makeup application	(20)
3. Application of false lashes and/or lash extensions	(10)
4. Lash and brow tinting	(20)
5. Lash Perming	(20)
F. Body Treatments, including at least	<b>100</b>
1. Body wraps	(20)
2. Body masks	(20)
3. Body scrubs	(20)
G. Waxing, including at least	<b>250</b>
1. Arms	(5)
2. Back/Chest	(5)
3. Bikini Area	(25)
4. Brazilian Wax	(40)
5. Brows	(75)
6. Facial (face, chin, cheek/lip)	(50)
7. Leg	(10)
8. Underarm	(10)
<b>TOTAL</b>	<b>1400</b>

**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 ..... 620 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 Posttreatment 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**

<b><u>Performances</u></b>	<b><u>Number Required</u></b>
A. Client Consultation, including health screening and client records	100
B. Skin analysis and treatment recommendation	100
C. Dermaplaning	300
D. Microdermabrasion	300
E. Chemical Exfoliation	975
1. Enzymes	(75)
2. Herbal Exfoliation	(75)
3. Vitamin based Exfoliation	(75)
4. Alpha Hydroxy Peels	(150)
5. Beta Hydroxy Peels	(150)
6. Jessner and Modified Jessner Peels	(200)
7. Trichloracetic Peel	(200)
F. Lymphatic Drainage Treatments	50
<b>TOTAL</b>	<b>1825</b>

**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 \_\_\_\_\_

Date \_\_\_\_\_

**REGISTERED WITH THE VIRGINIA APPRENTICESHIP COUNCIL:**

Secretary \_\_\_\_\_

Date \_\_\_\_\_