

Memorandum

TO: Apprenticeship Staff

FROM: Jennifer Nolen, Apprenticeship Director

CC: Commissioner Davenport
BAT Director Walker

DATE: June 1, 2003

SUBJECT: Registration for Barber, Cosmetology, Nail Technicians

APPRENTICESHIP DIRECTIVE 03-7

The Virginia Apprenticeship Council unanimously adopted the following registration policy effective September 7, 1998.

Prior to registration of a barber, cosmetology, or nail technician apprentice, the following will be required:

1. a physical visit to the prospective sponsor's shop to insure that a current license issued by the Board for Barbers and Cosmetology *AND* a business license, if applicable, is displayed. This information must be recorded on the Apprenticeship Action Form and on the Apprenticeship Sponsor-Licensing Verification Form.
2. **shops operating without appropriate license(s) are not in compliance with the Minimum Standards of Apprenticeship** and must be brought to the attention of the Program Office for possible de-registration by the Council.

An exemption to the above physical visit to the business will be allowed by the following procedure"

- (1) notify the Program Office of the exemption requested by e-mail;
- (2) the prospective sponsor must send to the Regional Office a photo copy of the appropriate license(s)'
- (3) a copy of the Licensing Verification Form with the photo copied license(s) must be sent to the Program Office within seven working days. The copy supplied by the sponsor shall be kept in the Regional Office,
3. Prospective apprentices must provide proof that they may legally be employed in the United States.
4. Apprenticeship Representatives are **never** to give signed Apprenticeship Certification cards until all paper work is completed and approved by the Program Office.

