

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship Training, Employer and Labor Services (OATELS) Washington, D.C. 20210	<u>Distribution:</u> A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAC+; Lab.Com	<u>Subject:</u> National Guideline Standards - Creative Hairdressers, Inc. <u>Code:</u> 400.1
Symbols: DSNIP/SDO	Action: Immediate	
<p><u>PURPOSE:</u> To inform the Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship Training (BAT) Staff of the National Guideline Standards for Creative Hairdressers, Inc.</p>		
<p><u>BACKGROUND:</u> The National Guideline Standards for Creative Hairdressers, Inc. were certified by the Office of the Apprenticeship Training, Employer and Labor Services (OATELS) and Bureau of Apprenticeship and Training (BAT) Staff on February 15, 2001, for the occupation of Cosmetologist.</p>		
<p>Creative Hairdressers, Inc., has three branches that will be using the registered apprenticeship program; Hair Cuttery, Bubbles and Color Works.</p>		
<p>As you begin to work with Hair Cuttery, Bubbles and Color Works, please note that Creative Hairdressers, Inc. requires that the local standards are to be sent to Benton Fonner, Legal Counsel, Creative Hairdressers National Resource Center, 2815 Hartland Road, Falls Church, VA 22043, for approval and signature prior to submitting the standards to the local registration agency for registration.</p>		
<p>An electronic copy of the National Guideline Standards is attached for your information and use.</p>		
<p>If you have any additional questions, please contact (202) 693-3813.</p>		
<p><u>ACTION:</u> OATELS staff should familiarize themselves with the National Guideline Standards. Bureau State Directors should provide copies to their SAC partners as appropriate.</p>		
<p>Attachment</p>		

**NATIONAL
GUIDELINES FOR
APPRENTICESHIP STANDARDS**

developed by

CREATIVE HAIRDRESSERS, INC.

d/b/a Hair Cuttery, Bubbles or Color Works

for the occupation of

***COSMETOLOGIST
39-5012.00***

**Developed in cooperation with the
Bureau of Apprenticeship and Training
U. S. Department of Labor**

**APPROVED AND CERTIFIED BY THE
UNITED STATES DEPARTMENT OF LABOR
APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

**BY: /s/ ANTHONY SWOOPE 2/15/01
Anthony Swoope, ADMINISTRATOR**

APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES

**CERTIFICATION DATE: February 15, 2001
CERTIFICATION NUMBER: C – 2001 - 01**

APPRENTICESHIP STANDARDS

Creative Hairdressers, Inc. has developed these National Guidelines for Apprenticeship Standards and had them **certified** by the Bureau of Apprenticeship and Training, U. S. Department of Labor, for use by Program Sponsor facilities in states where the Bureau of Apprenticeship and Training is the Registration Agency.

It will be the responsibility of Creative Hairdressers, Inc. to work with the Registration Agency at the local level to develop local Apprenticeship Standards substantially based on these National Guideline Standards and register the Standards with the Registration Agency.

NOTE: *Before local standards are submitted to the local Registration Agency for approval, they must first be submitted to Creative Hairdressers National Resource Center, Falls Church, VA; Benton R. Fonner, Attorney, for approval and signature.*

AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES

Equal employment opportunity is required of every registered apprenticeship program. Such requirements apply to the recruitment, selection, employment and training of apprentices throughout their apprenticeship.

Those local programs with five or more apprentices, or where there is a likelihood of five or more apprentices, must have a written Affirmative Action Plan and Selection Procedure that is approved by the Registration Agency as part of the Standards of Apprenticeship.

The local Affirmative Action Plan (Appendix D) and Selection Procedure (Appendix E) should be substantially based as presented in the attached appendices. Local programs should be specific regarding outreach efforts to be undertaken. These are to be identified in the Affirmative Action Plan.

Representatives of the local Registration Agency are available to assist in finalizing the Standards of Apprenticeship, Affirmative Action Plan and Selection Procedure. Once developed, they should be submitted to the local Registration Agency for approval and registration.

CREATIVE HAIRDRESSERS, INC.

<u> /s/ Benton Fonner 2/15/01 </u>	<u> Legal Counsel </u>
Signature	Title
<u> Benton R. Fonner </u>	<u> February 15, 2001 </u>
Printed Name	Date

APPRENTICESHIP STANDARDS

developed by

CREATIVE HAIRDRESSERS, INC
d/b/a Hair Cuttery,
or Bubbles,
or Color Works
(Choose one)

for the occupation of

COSMETOLOGIST
39-5012.00

**DEVELOPED IN COOPERATION WITH THE
BUREAU OF APPRENTICESHIP AND TRAINING
U. S. DEPARTMENT OF LABOR**

**Registered as part of the National Apprenticeship Program in accordance
with the basic Standards of Apprenticeship established by the
Secretary of Labor**

BY: _____
REGISTRATION AGENCY APPROVAL

Registration No.: _____
Registration Date: _____

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FOREWORD

Experience has demonstrated that the most practical and sound method of preparing workers for employment in skilled occupations is through planned apprenticeship - a training concept which provides for employment and training under actual job conditions supervised by skilled journey workers and at wages commensurate with the apprentice's skill. In addition, the apprentice's knowledge and understanding of the occupation is enhanced through participation in approved courses of related and supplemental instruction.

Creative Hairdressers, Inc. recognizes this need for continuous training to maintain the high level of skill and competence demanded by this industry. Further, recognizing that the responsibility for training rests with those in industry who are the benefactors of a skilled workforce, Creative Hairdressers, Inc. has formulated and adopted these Apprenticeship Standards for the training of apprentices.

DEFINITIONS

APPRENTICE: Shall mean a person meeting the qualifications described in Section I of these Standards who has entered into a written Apprenticeship Agreement providing for learning and acquiring the skills of a recognized occupation under the provisions of these Standards and who is registered with the Registration Agency.

APPRENTICESHIP AGREEMENT: The written agreement shall mean the written document between the Apprentice and Program Sponsor setting forth the responsibilities and obligations of both with respect to the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement shall be registered with the Registration Agency.

APPRENTICESHIP PROGRAM COODINATOR: Shall mean the individual responsible for reviewing, communicating, hiring, developing and maintaining all aspects of the Hair Cuttery Apprenticeship Program. This individual's responsibilities also include: developing and delivering all communications to school associates, Hair Cuttery Operations, and Federal and State agencies; developing and implementing process and tolls to effectively run the apprenticeship program; investigating and establishing apprenticeship programs in targeted regions - coordinating with State agencies and Hair Cuttery Operations; seeking and coordinating State funding for program; and evaluating teacher performance and providing feedback.

COMPLETION CERTIFICATE: The Certificate of Completion issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in the Standards of Apprenticeship.

JOURNEY WORKER: Shall mean a licensed Cosmetologist employed by Creative Hairdressers, Inc.

PROGRAM SPONSOR: Shall mean the company or employer whose name the local standards of apprenticeship will be registered, and who will have the full responsibility for administration and operation of the apprenticeship program.

REGISTRATION AGENCY: Shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor or the recognized State Apprenticeship Agency (*as appropriate*).

STANDARDS or STANDARDS OF APPRENTICESHIP: Shall mean this entire document, including the attached "Occupational Schedule(s)" and other attachments hereto, and any future modifications or additions approved by the Registration Agency.

QUALIFICATIONS FOR APPRENTICESHIP - 29.5(b)(10)

I. **QUALIFICATIONS:** Applicants accepted and registered as apprentices shall meet the following basic qualifications:

1. **Age:** Shall be at least 18 years of age.
2. **Physical:** Shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others.
3. **Education:** High school diploma or GED equivalency is recommended.

II. **EQUAL EMPLOYMENT OPPORTUNITY PLEDGE - (29.5(b)(20)**

The recruitment, selection, employment, and training of Apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The Program Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, as amended.

If five (5) or more apprentices are currently employed or expect to be employed in the near future, Creative Hairdressers, Inc. will submit for approval a Written Affirmative Action Plan and Selection Procedures in conformity with the above regulations.

III. **APPRENTICESHIP AGREEMENT - 29.5(b)(11)**

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice shall be covered by a written Apprenticeship Agreement signed by the Program Sponsor and the apprentice. Such Agreement shall contain a statement making the terms and conditions of these Standards a part of the Agreement, as if expressly written therein. A copy of each Agreement shall be furnished to the apprentice, to the Program Sponsor, and to the Registration Agency.

The Registration Agency will be advised promptly of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice. See sample Apprenticeship Agreement (Appendix C).

IV. **RATIO OF APPRENTICES TO JOURNEYWORKERS - 29.5(b)(7)**

Only that number of apprentices will be employed as can be given proper supervision and training and can be assured of reasonable opportunity for employment on the completion of the apprenticeship. The Program Sponsor's salon ratio shall be as stated on the applicable "Occupational Schedule" (Appendix A) attached to and made a part of these Standards.

V. TERM OF APPRENTICESHIP - 29.5(b)(2)

The term of apprenticeship shall be a period of reasonably continuous employment, including the probationary period, as stated on the applicable "Occupational Schedule" (Appendix A) attached to and made a part of these Standards; plus the required hours per year of related instruction. In the event the apprentices are required to work overtime, they shall receive credit on the term of apprenticeship for only the actual hours worked, although their pay may be calculated at overtime rates.

The apprentice's progress in each phase of apprenticeship may be determined on an actual hour basis. Therefore, an apprentice who, by unusual aptitude or past education and/or practical experience, achieves the desired level in a phase of the apprenticeship in less than the time designated may be advanced to the next phase. The determination of such advancement is the responsibility of the Program Sponsor.

VI. PROBATIONARY PERIOD - 29.5(b)(8), (b)(19)

The first 3 months (approximately 500 hours) of employment for the apprentice, after signing the Apprenticeship Agreement, shall be a probationary period. During this probationary period, either party may terminate the Apprenticeship Agreement without stated cause. After the probationary period, the Agreement may be cancelled for cause, with written notice to the Apprentice and after a reasonable opportunity for corrective action. Those completing the probationary period shall be given full credit for such period towards the completion of the apprenticeship.

The Registration Agency shall be advised promptly of all cancellations and terminations of Apprenticeship Agreements, whether during or after the Probationary Period.

VII. HOURS OF WORK

Apprentices will be employed under the supervision of a competent journey worker at all times, and the hours of work and other conditions shall be the same as for journey workers within the Program Sponsor's workforce doing comparable work.

VIII. APPRENTICE WAGE SCHEDULE - 29.5(b)(5)

Apprentices shall be paid a progressively increasing schedule of wages for each hour spent on the job during their apprenticeship based on the acquisition of increased skill and competence as the training progresses.

The wage schedule for each occupation covered in these Standards is stated on the applicable "Occupational Schedule" (Appendix A) attached to these Standards. At no time will the starting wage rate be less than that required by any minimum wage law which may be legally applicable.

IX. CREDIT FOR PREVIOUS EXPERIENCE - 29.5(b)(12)

The Program Sponsor may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards of Apprenticeship. Apprentices will be granted credit for previously acquired experience, training or skills in an equal manner. Apprentices receiving credit for previous experience will be paid the wage rate of the period to which such credit advances them.

X. WORK EXPERIENCE - 29.5(b)(3)

The apprentices shall be given work experience and training in the occupation to assure them the skill and proficiency which characterize a qualified journey worker within the industry. Such on-the-job training shall be carried on under the direction and guidance of a qualified journey worker in the occupation. The applicable "Occupational Schedule" (Appendix A) is attached to and forming a part of these Standards.

XI. RELATED INSTRUCTION - 29.5(b)(4)

All apprentices shall be required to attend classes in subjects related to the occupation as part of their Apprenticeship Agreement. A minimum of one hundred forty-four (144) hours per year is recommended. These classes may be given during or outside the regular working hours, depending upon available facilities. All time spent in such classes after regular working hours shall not be considered as hours of work. If required to attend classes during the regular working hours, the apprentices shall be compensated at their regular hourly rate. If, for any reason, classroom instruction is not available, the related training may be conducted by means of correspondence or home study upon approval by the Registration Agency.

To the extent possible, related instruction shall be closely correlated with the practical experience and on-the-job training. The applicable "Related Instruction Outline" (Appendix B) is attached to and forming a part of these Standards.

Failure on the part of the apprentices to fulfill their obligation as to the related training studies and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their Apprenticeship Agreement. The Program Sponsor shall monitor and document the apprentices' progress in the related instruction.

XII. SAFETY AND HEALTH TRAINING - 29.5(b)(9)

The Program Sponsor shall instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is training in facilities and other environments that are in compliance with either the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, and subsequent amendments to the Public Law, or State Standards that have been found to be at least as effective as the Federal Standards. Safety in the use of tools and equipment and in job conduct shall be stressed in related training and on-the-job training throughout the term of apprenticeship. Apprentices shall be provided with initial indoctrination and instruction in order to enable them to perform their work in a safe manner. Initial indoctrination shall include instruction relative to pertinent company safety requirements, reporting of accidents, and availability of first aid medical facilities.

XIII. SUPERVISION OF APPRENTICES - 29.5(b)(14)

The Program Sponsor shall designate a person who shall be known as the Supervisor of apprentices (this may be the salon manager or a qualified journey worker). It shall be the Supervisor's responsibility to assign the apprentices works in accordance with the predetermined schedule of work processes and to ensure the apprentice is working under the supervision of a skilled journey worker.

XIV. RECORDS AND PERIODIC EXAMINATION - 29.5(b)(6)

Each apprentice shall be responsible for maintaining a record of his/her work experience/training on the job and in related technical instruction and for having this record verified by his/her supervisor at the end of each month. This record will be included in each apprentice's record file maintained by the Program Sponsor.

Before each period of advancement, or at any other time when conditions may warrant, the Program Sponsor or an authorized representative may examine the apprentice's training records to determine whether they have made satisfactory progress. If the apprentices' related training or work progress is found unsatisfactory, they may be permitted to continue in a probationary status, or be required to repeat a process or series of processes in which they are deficient, before advancing to the next wage classification.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a qualified journey worker, the Supervisor should recommend to the Program Sponsor that the agreement be terminated after the apprentice has been given adequate assistance and opportunity for corrective action. Such a finding shall be deemed adequate cause for the cancellation of the Apprenticeship Agreement. The Registration Agency shall be notified in writing of any such cancellation.

XV. CONTINUITY OF EMPLOYMENT

The Program Sponsor intends and expects to give the apprentice continuous employment. The Program Sponsor reserves the right, however, to suspend apprentices whenever conditions of business make it necessary. If an apprentice is suspended because of lack of work, an opportunity will be given for reinstatement before any other person is employed as an apprentice.

XVI. TRANSFER OF TRAINING OBLIGATION

The Program Sponsor will make every effort to transfer their training obligation when they are unable to fulfill their obligation under the apprenticeship agreement to another participating salon with the consent of the apprentice and the Apprenticeship Program Coordinator.

XVII. MAINTENANCE OF RECORDS - 29.5(b)(22)

The Program Sponsor shall maintain complete records on each apprentice, covering all details of their apprenticeship, including OJT reports, attendance, and written progress in related instruction for a period of five (5) years from the date of last action.

If the program has five (5) or more apprentices registered, the Program Sponsor shall also maintain complete records of the selection process applied to each applicant for apprenticeship for at least five (5) years from the date of the application.

The records shall be made available upon request to the Registration Agency.

XVIII. CERTIFICATE OF COMPLETION - 29.5(b)(15)

Upon satisfactory completion of the requirements of the apprenticeship as established herein, the Program Sponsor shall certify in writing the name of the completing apprentice to the Registration Agency and recommend that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice.

XIX. NOTICE TO REGISTRATION AGENCY - 29.5(b)(18)

The Registration Agency shall be notified promptly of all new apprentices' registrations, Credit granted, suspensions for any reason, reinstatements, extensions, cancellations, and completions.

XX. CONSULTANTS

Advice and assistance in the successful operation of this Apprenticeship Program will be available at any time, upon request by the Program Sponsor, from representatives of the Registration Agency.

XXI. REGISTRATION/CANCELLATION/DEREGISTRATION - 29.5(b)(17)

These Standards of Apprenticeship shall, upon adoption by the Program Sponsor, be promptly registered with, and copies thereof filed with, the Registration Agency.

The Program Sponsor reserves the right to discontinue at any time the Apprenticeship Program as set forth herein, including any modifications or amendments thereto. The Registration Agency shall be notified promptly of any decision to cancel the Program.

Deregistration of the Apprenticeship Program may be effected by the Registration Agency for failure of the Program Sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures. Within fifteen (15) days of cancellation of the apprenticeship program, the Program Sponsor shall notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR Part 29.7

XXII. AMENDMENTS OR MODIFICATIONS - 29.5(b)(17)

These Standards of Apprenticeship may be amended at any time by the Program Sponsor provided that no amendment or modification adopted shall alter any Apprenticeship Agreement in force at the time of such change without the consent of the apprentice involved, and provided further that such amendment shall be submitted to the Registration Agency for approval and registration prior to being placed into effect. A copy of each amendment adopted will also be furnished to each apprentice employed by The Program Sponsor.

XXIII. ADJUSTING DIFFERENCES - 29.5(b)(21)

Apprentices are encouraged to take up individual problems or grievances with their supervisor and/or the designated persons administering this program. The name and address of the appropriate authority under the program to receive, process and make disposition of complaints will be provided to all apprentices. Either the Program Sponsor or the apprentice may request advice and assistance from the Registration Agency on problems or in adjusting any differences that may arise during the term of apprenticeship.

XXIV. EEO COMPLAINT PROCEDURE - 29.5(b)(20)

Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the U.S. Department of Labor. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards.

Each applicant and apprentice shall be provided with the EEO complaint procedure and the names and addresses of the local, State, and Federal contacts to receive complaints.

XXV. OFFICIAL ADOPTION OF STANDARDS

The foregoing Standards of Apprenticeship are hereby officially adopted this date: _____

CREATIVE HAIRDRESSERS, INC.

Signature of Authorized Representative

Benton R. Fonner
Printed Name

Legal Counsel
Title

Appendix A
OCCUPATIONAL SCHEDULE

1. TERM OF APPRENTICESHIP (Section V)

The term of apprenticeship shall be a period of 2000 hours of reasonably continuous employment and training on the job, supplemented by the required hours of related technical instruction. On-the-job training hours may be increased due to State Board of Cosmetology requirements, and shall be indicated in the Schedule of Work Experience.

2. RATIO OF APPRENTICES TO JOURNEY WORKERS (Section IV)

One (1) apprentice will be employed for the each journey worker steadily employed at a salon, and one (1) additional apprentice for each three (3) additional journey workers steadily employed at a salon.

3. APPRENTICE WAGE SCHEDULE (Section VIII)

Wage increases will be granted upon the successful completion of both the on-the-job training and the related instruction. Apprentices shall be paid a progressively increasing schedule of wages based on the following schedule:

1st period - (1000 hrs) - \$7.00 per hour or 45% commission, whichever is greater.

2nd period - (1000 hrs) - \$7.50 per hour or 45% commission, whichever is greater.

*3rd period - (1000 hrs) - \$8.00 per hour or 45% commission, whichever is greater.

**If appropriate to meet State Board of Cosmetology requirements.*

4. SCHEDULE OF WORK EXPERIENCE (Section X)

(See attached Occupational Schedule, Appendix A)

5. SCHEDULE OF RELATED INSTRUCTION (Section XI)

(See attached Course Outline, Appendix B)

SCHEDULE OF WORK PROCESSES

Work Processes	Approx. Hrs
A. ANALYSIS OF HAIR, PREPARATION, TREATMENT AND SHAMPOOING	350
a. Sanitation, cleanliness, health and safety	
b. Determining condition of hair and scalp and recommending appropriate treatments	
c. Application of conditioner or corrective treatment	
d. Hot oil or other heat treatments	
e. Scalp massages and scalp treatments	
f. Shampooing	
g. Recommendation of hair care products	
B. HAIRCUTTING	546
a. Sanitation, cleanliness and disinfection	
b. Determining length and style of desired cut	
c. Recommending style and length based on texture and thickness of hair, shape of head and face, current fashion, etc.	
d. Use of tools	
▪ scissors, shears, thinning shears	
▪ combs, brushes, picks, etc.	
▪ electric clippers	
▪ straight-edge razors	
e. Making desired cuts	
▪ graduated	
▪ blunt	
▪ layered	
▪ brush cuts, buzzes and other novelty cuts	
C. STYLING HAIR	285
a. Sanitation and cleanliness	
b. Determining and producing desired style	
▪ hand blower, brush, fingers, combs	
▪ infra-red lamps, timers, brush, combs	
▪ use of curling irons	
▪ use of rollers and pins or clips and hair dryers	
▪ use of hot rollers	
c. Brush-out and comb-out	
d. Braiding and crimping hair	
e. Hair spray and other fixatives	

D.	PERMANENT WAVING	50
	<ul style="list-style-type: none"> a. Safety and health considerations, cosmetologist and customer b. Determination of curl style, solution strength, roller size, roller pattern, tightness and time units c. Use of papers, rods and rollers d. Use of permanent wave solutions and neutralizers e. Comb-out, brush-out and styling f. Hair relaxing solutions and techniques 	
E.	COLORING HAIR	328
	<ul style="list-style-type: none"> a. Safety and health considerations, cosmetologist and customer b. Assists customer to select appropriate color and shade c. Tests customer sensitivity to solutions d. Use of water rinse or semi-permanent rinses e. Use of permanent color solutions f. Use of bleach and toner g. Streaking or highlighting hair <ul style="list-style-type: none"> ▪ cap method ▪ foil or plastic film method ▪ painting method 	
F.	SKIN CARE AND MAKEUP	30
	<ul style="list-style-type: none"> a. Sanitation, disinfection, health and safety considerations b. Analysis of skin type and complexion of customer c. Determination of customer's desired makeup d. Use of cleansing creams, toners, moisturizers, lotions e. Use of foundation lotion, shadow and highlight f. Use of powder and blush g. Use of eye shadow, liner and mascara h. Use of lipstick and lip gloss 	
G.	NAIL CARE	35
	<ul style="list-style-type: none"> a. Sanitation, disinfection, health and safety considerations b. Grooming and manicure of nails c. Use of nail polish remover d. Application of base coat, polish and sealer e. Application of sculptured nails f. Manicure and pedicure techniques 	
H.	TRADE PRACTICES	346
	<ul style="list-style-type: none"> a. Customer relations, building rapport b. Establishing customer following c. Consulting on special events i.e., weddings, galas, masquerades d. Recommendation of beauty care products e. Professional ethics 	

- I. MISCELLANEOUS SERVICE** **30**
- a. Servicing wigs
 - b. Grooming of facial hair: beards, sideburns, moustaches
 - c. Facials
 - d. Massages
 - e. Leg waxing
 - f. Unwanted hair removal

Total Hrs **2000**

If additional hours are required by the State Board of Cosmetology, those hours shall be indicated above.

Appendix B
SCHEDULE OF RELATED INSTRUCTION (Section XI)

All apprentices will be required to complete 404 hours during the first year. This instruction will be completed through one of the Hair Cuttery Regional Training Centers.

RELATED INSTRUCTION CURRICULUM OUTLINE

<u>1ST Year (1st and 2nd Periods)</u>	<u>Approx. Hrs.</u>
Safety	8
Sanitation and sterilization	8
Instruments: Use and care	8
Hair analysis	16
Shampoos and Rinses	16
Scalp and hair treatments	64
Hair shaping	32
Hair Styling	16
Permanent Waving	24
Hair Straightening	8
Introduction to Color	18
Hair Coloring	32
Structure and Functions of the Skin	16
Skin Analysis	16
Facial Treatments	14
Makeup	10
Anatomy for the Manicurist	8
Manicuring/Pedicuring	32
Customer Relations	8
Sales Techniques	8
Wigs, Hairpieces and Extensions	8
Hair Weaving	8
Hair Loss Cosmetology Techniques	8
Massage for the Hands, Arms, Legs and Feet	4
Hair Removal	4
First Aid	10
TOTAL HOURS:	404

<u>2nd Year (3rd Period)</u>	<u>Approx. Hrs.</u>
Corporate continued education.	4 to 24 hours offered monthly.

**Appendix C
APPRENTICESHIP AGREEMENT**

(Attach Registration Agency Apprenticeship Agreement)

Appendix D

AFFIRMATIVE ACTION PLAN

ADOPTED BY

Creative Hairdressers, Inc.
d/b/a Hair Cuttery
(Location: _____)

AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30
AMENDED MAY 12, 1978

**DEVELOPED IN COOPERATION WITH THE
BUREAU OF APPRENTICESHIP AND TRAINING
U. S. DEPARTMENT OF LABOR**

APPROVED BY _____
REGISTRATION AGENCY

DATE APPROVED: _____

SECTION I - INTRODUCTION

Creative Hairdressers, Inc. enters this Plan with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. Creative Hairdressers, Inc. seeks to increase the recruitment of qualified women and minorities for possible selection into the apprenticeship program in the event females and/or minorities are underutilized in the apprenticeship program. Creative Hairdressers, Inc. hereby adopts the following nondiscriminatory pledge and Affirmative Action Plan.

This Plan is a supplement to the Apprenticeship Standards. Any changes made by Creative Hairdressers, Inc. shall become part of this written Plan, once approved by the Registration Agency.

SECTION II - EQUAL OPPORTUNITY PLEDGE

Creative Hairdressers, Inc. commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30.”

SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, Creative Hairdressers, Inc. pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women’s labor force in Creative Hairdressers, Inc.’s labor market area. Once the labor force is determined, Creative Hairdressers, Inc. can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency.

**AFFIRMATIVE ACTION PLAN
WORKFORCE ANALYSIS**

For Aims Code: _____ Occupational Title:

Sponsor _____ AIMS #

Address _____ Phone#

City _____ State _____ Zip

Type of selection method used:

Labor Market Area:

STATISTICAL AREA LABOR FORCE ANALYSIS

Total Work Force:

Women: _____ % of Work Force

Minority: _____ % of Work Force

SPONSOR'S STATISTICAL DATA

Journey Workers:

Total Journey Workers:

Women: _____ % of Journey Workers

Minority: _____ % of Journey Workers

Apprentices:

Total Apprentices:

Women: _____ % of Apprentices

Minority: _____ % of Apprentices

DETERMINATION OF UTILIZATION

Minority Underutilization Yes ___ No ___

Women Underutilization Yes ___ No ___

SPONSOR'S GOALS

The Sponsor agrees to take affirmative action with the goal of selecting ___% minorities and ___% women during the next year or hiring period.

Estimated number of new apprentices to be hired during the next year:

Sponsor's Signature

Approved by Agency:

Title

Title

Date

Date

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

Creative Hairdressers, Inc.'s affirmative action plan includes the following "checked" outreach and positive recruitment efforts that would reasonably be expected to increase minority and women's participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. **Once those efforts have been checked, Creative Hairdressers, Inc. shall set forth the specific steps they intend to take under each identified effort.** Creative Hairdressers, Inc. will identify a significant number of activities in order to enable it to meet its obligation under Title 29, CFR Part 30.4(c).

- A. an announcement of apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the following agencies/organizations:
Registration Agency
Women's Organizations/Centers
Local Schools
Employment Service Centers
One Stop Centers
Vocational Education Schools
Other Organizations/Centers (which can effectively reach minorities and women)
Newspapers (which are circulated in the minority community and among women)
- The announcement shall include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and Creative Hairdressers, Inc.'s equal opportunity policy. Applications will be taken for no less than a two (2) week period.
- B. Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.
- C. Cooperation with local school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D. Internal communication of Creative Hairdressers, Inc.'s equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid Creative Hairdressers, Inc. in meetings its obligation under Title 29, CFR Part 30.
- E. Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs shall provide for pretesting experience and training. In initiating and conducting these programs, Creative Hairdressers, Inc. may be required to work with other sponsors and appropriate community organizations. Creative Hairdressers, Inc. shall also initiate programs to prepare women and encourage women to enter traditionally male programs.

- F. Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory occupational training, or others designed to afford related work experience or prepare candidates for apprenticeship, Creative Hairdressers, Inc. shall make appropriate provisions in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
- G. Utilizing journey workers to assist in the implementation of affirmative action in the apprenticeship program.
- H. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- I. Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc.; use of present minority and female apprentices and journey workers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions)
(Identify Action :)

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

Creative Hairdressers, Inc. will make an annual review of its current Affirmative Action Plan and its overall effectiveness and institute any revisions or modifications warranted. The review shall analyze (independently and collectively) the affirmative action steps taken by Creative Hairdressers, Inc. for evaluating the positive impact, as well as the adverse impact in the areas of Outreach and Recruitment, Selection, Employment, and Training. They will work diligently to identify the cause and affect those results from their affirmative action measures. Creative Hairdressers, Inc. will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity (ies). All changes to the Affirmative Action Plan must be submitted to the Registration Agency for registration. Creative Hairdressers, Inc. will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented.

The goals and timetables also will be reviewed annually and updated where necessary.

SECTION VI - OFFICIAL ADOPTION

This Affirmative Action Plan is officially adopted by Creative Hairdressers, Inc.

Signature of Authorized Representative	<u>Legal Counsel</u> Title
Benton R. Fonner Printed Name	Date

Appendix E
QUALIFICATIONS AND SELECTION
PROCEDURES

ADOPTED BY

CREATIVE HAIRDRESSERS, INC
d/b/a Hair Cuttery
(Location:)

DEVELOPED IN COOPERATION WITH THE
BUREAU OF APPRENTICESHIP AND TRAINING
U. S. DEPARTMENT OF LABOR

APPROVED BY: _____
REGISTRATION AGENCY

DATE APPROVED: _____

The certification of this selection procedure is not a determination that, when implemented, the selection procedure meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR part 60-3) or Title 29 CFR Part 30.

SECTION I - MINIMUM QUALIFICATIONS

Applicants accepted and registered as apprentices must meet the following minimum qualifications:

Age: Shall be at least 18 years of age

Physical: Shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health or safety of the individual or others.

Education: High school diploma or GED equivalency is recommended.

SECTION II - APPLICATION PROCEDURES

- A. All persons requesting an application shall have one made available upon signing the applicant log.
- B. All applications shall be identical in form and requirements. The application form shall be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by Creative Hairdressers, Inc.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age - driver's license, birth certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualification. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeals right available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for the interview.

SECTION III - SELECTION PROCEDURES

- A. The Program Sponsor shall schedule the interview and evaluation session. All applicants who have met the basic qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the Applicant Rating Form taking into account the information on the application, required documents, if applicable, and the judgment derived from the interview.
- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It shall be the responsibility of the applicant to keep the Program Sponsor informed of their current mailing address and phone number.
- F. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested", to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicants name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period they were on the ranking list will be required to reapply.
- H. During the two-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

SECTION IV - COMPLAINT PROCEDURE

Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the U. S. Department of Labor or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the Department must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Department for good cause shown.

Complaints of sexual harassment in the workplace may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.

Creative Hairdressers, Inc. will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION V - MAINTENANCE OF RECORDS

Creative Hairdressers, Inc. will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including but not limited to job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with these regulations, as may be required by the Department. The records pertaining to individual applicants, selected or rejected, shall be maintained in such manner as to permit the identification of minority and female (minority and non-minority) participants.

In addition to the above requirements, adequate records shall include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records shall be maintained for 5 years and made available upon request to the Department of Labor or other authorized representative.

SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The foregoing Selection Procedures are hereby officially adopted by Creative Hairdressers, Inc.

Signature of Authorized Representative

Legal Counsel
Title

Benton R. Fonner
Printed Name

Date