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## Chapter BC 6

## APPRENTICESHIP PROCEDURES AND STANDARDS

BC 6.01 Applications and permits	BC 6.04 Practical training for apprentices
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**BC 6.01 Applications and permits.** (1) The manager to whom an apprentice is to be indentured shall contact the barbering and cosmetology examining board and the department of industry, labor and human relations for application and indenture forms.

(2) The manager shall send to the barbering and cosmetology examining board:

- (a) Completed application for permit.
- (b) Completed apprenticeship agreement.
- (c) Proof of applicant's education as required by s. 454.06 (1) (c), Stats.
- (d) The fee specified by s. 440.05 (6), Stats.

(3) The manager shall send the completed indenture forms to the department of industry, labor and human relations.

(4) An apprentice shall not engage in any barbering and cosmetology work or attend school until a permit has been issued by the board. A permit will not be issued until the indenture is completed with the department of industry, labor and human relations.

(5) Each apprentice shall be indentured to a manager of record. Any training manager who will assist in training an apprentice shall be listed on the application for the permit.

(6) The manager of record shall provide the apprentice with the equipment necessary to learn all phases of practical barbering and cosmetology as listed in s. BC 6.04 and keep records of all apprentice practical work hours.

(7) An apprentice transferring from one establishment to another within the state shall contact the board for transfer procedures. An apprentice shall not transfer without prior approval of the board.

History: Cr. Register, July, 1989, No. 403, eff. 8-1-89.

**BC 6.02 Theory and practical instruction.** Apprentices shall complete a course of theory instruction of not less than 288 hours at a school of barbering and cosmetology. Theory instruction shall be completed within the first 22 months from the date the permit is issued. After the first 22 months of the apprenticeship the apprentice may not continue working in an establishment until all theory instruction has been completed. The manager of record shall pay the apprentice for the hours of school attendance.

History: Cr. Register, July, 1989, No. 403, eff. 8-1-89.

**BC 6.03 Theory syllabus for apprentices.** Schools which provide theory instruction for apprentices shall develop a curriculum based on the syllabus in Figure 6.03 (1):

**FIGURE 6.03 (1)**

SUBJECTS	THEORY HOURS
I. Hygiene, grooming and personal development.	10
II. Bacteriology, sterilization and sanitation.	20
III. Tools, equipment and implements (identification and usage).	18
IV. Haircutting, hair tapering (clippercuts), razor cutting, hairstyling, curling, thermal waving, finger-waving, roller setting, pin-curl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts.	56
V. Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching and chemistry.	78
VI. Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy, tanning, and introduction to electrology.	30
VII. Manicuring.	10
VIII. Anatomy and physiology of the hair, skin and nails and disorders of the hair, skin, scalp and nails.	50
IX. Laws, rules, professional ethics and history of barbering and cosmetology.	16
<b>TOTAL HOURS:</b>	<b>288</b>

History: Cr. Register, July, 1989, No. 403, eff. 8-1-89.

**BC 6.04 Practical training for apprentices.** (1) The manager of record to whom an apprentice is indentured shall supervise the training and work of the apprentice.

(2) No apprentice may provide services to a patron when the manager of record or training manager is not present in the establishment.

(3) Each apprentice must receive at least 3,712 hours of training and experience in the practical services of barbering and cosmetology to qualify for the examination as a practitioner. Training and experience shall include the subjects and practical hours of training shown below in Figure 6.04 (3):

**FIGURE 6.04 (3)**

SUBJECTS	PRACTICAL HOURS
I. Bacteriology, sterilization and sanitation in the establishment.	70

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II. Haircutting, hair tapering (clipper-cuts), razor cutting, hairstyling, curling, thermal waving, finger-waving, roller setting, pin curl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts.	1,300
III. Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching and chemistry.	1,000
IV. Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy, tanning, and introduction to electrology.	80
V. Manicuring.	30
VI. General patron service and individual apprentice needs	1,232
<b>TOTAL PRACTICAL HOURS</b>	<b>3,712</b>

History: Cr. Register, July, 1989, No. 403, eff. 8-1-89.

**BC 6.05 Transfer credit.** (1) Apprentices transferring to a school program shall be granted credit for hours attained at a ratio of one apprentice theory hour to one student theory hour and 4 apprentice practical hours to one student practical hour.

(2) Students transferring to an apprenticeship shall be granted credit for hours attained at a ratio of one student theory hour to one apprentice theory hour and one student practical hour to one apprentice practical hour.

History: Cr. Register, July, 1989, No. 403, eff. 8-1-89.