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Chapter B 5

APPRENTICE PROCEDURES AND STANDARDS

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**B 5.01 Apprentice requirements.** (1) To receive an apprentice permit, an applicant must:

- (a) Submit an application to the board including a copy of the applicant's birth certificate, a copy of the applicant's high school transcript or diploma; and
- (b) A permit fee; and
- (c) Meet the requirements of s. 158.09, Stats., including those specified in ch. 106 Stats.

(d) To transfer a permit to another location the apprentice must:

- 1. Receive approval from the barber board
- 2. Receive approval from the apprentice division
- 3. Submit a fee in accordance with s. 440.05 (7)

**History:** Cr. Register, January, 1980, No. 289, eff. 2-1-80.

**B 5.02 Prior related training and experience credit.** (1) The request for prior related training and experience which may be granted by the board, as provided in s. 158.09 (5m), Stats., will be determined by the standards including but not limited to the:

- (a) Amount of time and type of work experience;
- (b) Amount of time and type of theory training;
- (c) Time lapsed since experience and training were received;
- (d) Updating of experience and training; and
- (e) Amount of experience and training retained.

(2) A resume of past training and experience shall be submitted to the board by the apprentice applicant. Training and experience shall be documented, signed and dated by parties directly involved with the training and experience presented.

(3) The board or the applicant may request an evaluation of the training and experience from the applicant's related training instructor. The instructor's evaluation may be requested prior to the granting of credit or reconsideration of the credit granted.

(4) A Wisconsin cosmetologist transferring to the barber program who has completed all requirements for the operator's examination, is given 2/3 credit of hours in full-time barber school and must then complete at least 1/3 of the hours in such subjects and services as taper hair

cutting, shaving, product knowledge, barber apprenticeship law and other areas as determined by the instructors.

(5) The subjects and services recommended to be covered when transferring to barbering from cosmetology and for the person who has qualified for the operator's examination are as listed below. The ability of each person with prior training and experience will differ greatly. The hours listed are recommended to be an average guideline, as competency is being stressed over hours and quotas in evaluating practical skills and corresponding subject material.

TO: BARBERING

<u>Subject</u>	<u>Hours</u>
Haircutting (mainly taper)	287
Shaving	28
Product knowledge	12
Product use	12
Apprentice law	21
Facials	35
Public and human relations	41
Barber law and history	12
Instructors option	32
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Total	480

(6) A cosmetologist who has met all the requirements for the operators examination receives seven months of credit when transferring to the full-time barber apprenticeship program.

(7) A licensed cosmetology operator, manager or instructor is given in addition to the previous credit,  $\frac{2}{3}$  of all work experience as credit toward completion of the barber apprenticeship requirement.

(8) The maximum credit that can be transferred under current law is 2 years. A licensed cosmetology operator or manager with 27 months of work experience as an operator or manager could then receive the maximum credit allowed by law, which is 2 years.

(9) The credit granted to an out-of-state applicant is considered after his or her training and experience has been evaluated against an in-state barber or cosmetologist.

**History:** Cr. Register, January, 1980, No. 289, eff. 2-1-80.

**B 5.03 Instructor of related training classes.** (1) The apprentice related training instructor shall comply with B 4.04 and B 4.05 codes for instructors.

(2) The instructors shall keep a record of attendance, subjects completed and grades of all apprentice students. The hours of the apprentices attending related training classes shall be submitted to the board office 6 weeks in advance of each scheduled journeyman examination.

(3) The instructor shall notify the board when the apprentice student has satisfactorily completed all subjects and services required and certify the apprentice for the journeyman examination.

(4) The instructor shall inform apprentice employers concerning unsatisfactory attendance, grades and classroom participation. The employer shall be responsible for taking any action deemed necessary to resolve the unsatisfactory condition.

**History:** Cr. Register, January, 1980, No. 289, eff. 2-1-80.

**B 5.04 Apprentice evaluation.** (1) An indentured apprentice who has not graduated from barber school and who has not passed the final school examination as defined in B 4.07 or who has received prior related training and experience credit of less than 12 months shall:

(a) Take an examination as defined in B 4.07. Upon satisfactory completion, the apprentice will be permitted to begin the subjects and services as defined in B 5.05.

(2) The apprentice evaluation shall be given by the instructor with the cooperation, advice and approval of the barbers examining board. The examining board shall approve and may participate in the examination for the purpose of insuring uniform minimum standards for apprentices entering the second year of apprenticeship.

(3) The instructor shall determine the final grade in the written and practical examination of each indentured apprentice, providing the evaluation examination has been approved by the board.

**History:** Cr. Register, January, 1980, No. 289, eff. 2-1-80.

**B 5.05 Syllabus.** (1) Following are the subjects to be covered in the 2nd and 3rd year of the apprenticeship. The subjects must be satisfactorily completed. The subject hours listed are a recommended guideline. An instructor may deviate from the recommended hours with the consent of the board.

<u>Subject</u>	<u>Hours</u>
Barber law and sanitation	27
Business law and management	36
Diseases (hair and skin)	18
Review histology of hair, skin and genetics	9
Hair chemistry	36
Advanced styling	54
Special hair work	27
Sales techniques	18
Advanced lab	36
State board review	18
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Total	288

(2) During the apprenticeship program all apprentices must satisfactorily complete 36 hours of recordkeeping in a board approved course.

**History:** Cr. Register, January, 1980, No. 289, eff. 2-1-80.

**B 5.06 Certification and review.** (1) Upon completion of the syllabus requirements and after having been certified by the related training instructor, the apprentice shall:

(a) Review for the written journeyman examination;

(b) Review for the practical master examination.

(2) Indentured apprentices who have completed all apprentice requirements, and who have reviewed for the journeyman and master examinations need not attend further apprentice classes.

**History:** Cr. Register, January, 1980, No. 289, eff. 2-1-80.