

## Chapter BC 6

### APPRENTICESHIP PROCEDURES AND STANDARDS

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**BC 6.01 Applications and permits. (1)** The owner of an establishment seeking to train an apprentice shall contact the department of workforce development or the department for an application.

**(2)** An initial apprenticeship permit shall be issued for a period of 3 years. The permit shall be renewable for one additional one year period upon all of the following:

(a) The payment of the renewal fee specified in s. 440.08 (2) (b), Stats.

(b) Certification to the board from the department of workforce development of acceptable progress by the apprentice in theory instruction and practical training.

**(4)** An apprentice shall not engage in any barbering and cosmetology work or attend school until a permit has been issued.

**(5)** Each apprentice shall enter an apprenticeship contract with an establishment owner or his or her designated agent who shall employ and make arrangements for training of the apprentice in accordance with ch. 454, Stats., and the rules of the board.

**(6)** The owner or his or her designated agent 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 seeking to transfer his or her apprenticeship contract to another establishment owner shall contact the department of workforce development or the department for transfer procedures. An apprentice shall not transfer without prior approval of the board.

**(8)** Cancellation of an apprenticeship contract by the department of workforce development shall result in an automatic suspension of an apprenticeship permit.

**(9)** An apprentice who has failed to complete an apprenticeship within 4 years from the date of issuance of his or her initial permit may apply for reentry into the apprenticeship program. Upon its review of the applicant's apprenticeship records, the board may deny the application or issue another apprenticeship permit under specified terms and conditions. The board may allow an apprentice credit for theory and practical training actually obtained under a previous permit.

**History:** Cr. Register, July, 1989, No. 403, eff. 8-1-89; am. (5) and (6), Register, May, 1993, No. 449, eff. 6-1-93; am. (1), (4), (5), (6) and (7), r. and recr. (2), r. (3) and cr. (8) and (9), Register, May, 1999, No. 521, eff. 6-1-99.

**BC 6.02 Theory and practical instruction.** Following issuance of an apprenticeship permit, an apprentice shall enroll in the first available course of theory instruction at a school of barbering and cosmetology and shall maintain acceptable attendance and progress in instruction and practical training. The manager shall pay the apprentice for the hours of school attendance and practical training.

**History:** Cr. Register, July, 1989, No. 403, eff. 8-1-89; am. Register, May, 1993, No. 449, eff. 6-1-93; am. Register, May, 1999, No. 521, eff. 6-1-99.

**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, basic principles of electricity, and introduction to electrology.	30
VII.	Manicuring, including artificial nails.	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; am. Figure 6.03 (1), VII, Register, November, 1994, No. 467, eff. 12-1-94; am. (1), Register, May, 1999, no. 521, eff. 6-1-99.

**BC 6.04 Practical training for apprentices. (1)** The establishment owner to whom an apprentice is indentured shall employ a licensed manager to be responsible to supervise the training of the apprentice. Apprentices shall not work without the supervision of a licensed manager.

**(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
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, basic principles of electricity, and introduction to electrolysis.	80
V.	Manicuring, including artificial nails.	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; am. (1), r. (2), Register, May, 1993, No. 449, eff. 6-1-93; am. Figure 6.04 (3), V, Register, November, 1994, No. 467, eff. 12-1-94; am. (1) and (3), Register, May, 1999, No. 521, eff. 6-1-99.

**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 program shall be granted credit for hours attained at a ratio of one apprentice theory hour to one student theory hour and one apprentice practical hour to one student practical hour.

**(3)** The department may grant transferees to an apprenticeship program credit for calendar time spent in prior training.

**History:** Cr. Register, July, 1989, No. 403, eff. 8-1-89; am. (2) and cr. (3), Register, May, 1999, No. 521, eff. 6-1-99.