



**Apprenticeship**  
*building skills for success.*

## COSMETOLOGY and BARBERING APPRENTICESHIP

Apprenticeship is a two-part employer's training program. The employer provides on-the-job training (OJT) and the employee attends related instruction (theory) classes. OJT for Cosmetology and Barbering is 3,000 hours. You must first register with the Virginia Department of Labor and Industry (VADOLI) by having your employer call 703-392-0900 ext 102 or 131. There is no charge for VADOLI's service.

You must complete the apprenticeship related instruction before you can complete the apprenticeship program. You can attend classes with Fairfax County Public Schools (FCPS) Adult and Community Education program or study on your own. Classes are at [The Plum Center](#) at 6:30 pm. If you study on your own, or have taken classes elsewhere, you can complete the related instruction requirement by taking a test called Credit-By-Exam.

The related instruction is conducted in an open-entry/open-exit, individualized format. Attend class to receive help with specific topics. Class fees are good for one calendar year. Typically, half the evening is used for presentation of a topic with the second half devoted to one-on-one activities between teacher and student. When you attend the classroom course, you receive instruction via lecture, have your unit exams proctored, get guidance on what areas you need to focus on, participate in question/answer periods with the instructor, and have the opportunity to take the Credit-By-Exam each month during the school year for no additional charge.

When you complete your related instruction and OJT, call your VADOLI representative so they can document your apprenticeship completion. Documentation includes the Apprenticeship Related Instruction Coordinator's signature verifying your related instruction and your employer's signature verifying the completion of your OJT. VADOLI then generates your official Apprenticeship Completion Certificate. This certificate is your proof of eligibility to sit for the state boards. The state board includes a written and a practical exam. For information on state boards, visit:

[http://www.dpor.virginia.gov/dporweb/bnc\\_main.cfm#PageLinks](http://www.dpor.virginia.gov/dporweb/bnc_main.cfm#PageLinks)

Our program is competency based; therefore, you can take the Credit-By-Exam **instead** of taking and passing the full series of lecture classes and the accompanying 30 competency exams. Students must pass **either** the Credit-By-Exam or all 30 competency exams.

Credit-By-Exams are given once a month at [The Plum Center](#). For exam dates, call the Apprenticeship office at 703-658-2700. The Credit-By-Exam fee is currently \$100 each time you take the exam. Registration may be completed on a walk-in basis the evening of the exam or online at [www.fcps.edu/aceclasses](http://www.fcps.edu/aceclasses).





## Barbering Work Processes

|  | <b>Hours<br/>Required</b> |
|--|---------------------------|
| <b>Performance Completions</b>   |                           |
| A. Haircutting and Grooming  | 1,200                     |
| B. Orientation, Hygiene, Skin Disease, Muscle<br>and Bone Structure, and Shaving | 600                       |
| C. Chemical Relaxers, Perms, and Color   | 800                       |
| D. Business and Salon Management   | 400                       |
| <b>Total</b>   | <hr/> <b>3,000</b>        |

Make note of each different task you perform and record your work experiences in your log book. Enter the number of hours you spent performing a task in the column under the code letter for that task. There is a separate line to be used for each day of the month. Total each column and write these onto a new page at the beginning of each month. Call your VADOLI representative, 703-392-0900 ext. 102 or 131, if you have any questions.

Safety is the first priority in all Apprenticeship programs and, as the sponsors' primary responsibility, must be taught and practiced continuously in all on-the-job processes.



## Cosmetology Work Processes

|    | <b>Performance Completions</b>               | <b>Number Required</b> |
|----|--|------------------------|
| A. | Hair and Scalp Treatments                    | 10                     |
| B. | Shampooing and Hair Styling                  | 320                    |
| C. | Tinting                                      | 15                     |
| D. | Bleaching and Frosting                       | 10                     |
| E. | Temporary Rinses                             | 10                     |
| F. | Semi-Permanent Color                         | 10                     |
| G. | Cold Permanent Waving or Chemical Relaxing   | 25                     |
| H. | Hair shaping                                 | 50                     |
| I. | Wig Care, Styling, Placing on Model          | 5                      |
| J. | Finger Waving and Thermal Waving             | 30                     |
| K. | Manicuring and Pedicures                     | 15                     |
| L. | Facials                                      | 5                      |
| M. | Sculptured Nails, Nail Tips, Wraps           | <u>20</u>              |
|    | <b>Total number of procedure completions</b> | <b>525</b>             |

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