

Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



REQUEST FOR APPROVAL OF PROPOSED STANDARDS

Rec 11/23/2021
By S. Patterson

L&I apprenticeship
coordinator

TO: Washington State Apprenticeship & Training Council

Teri Gardner 11-30-2021

FROM Chehalis Barber and Company Apprenticeship

NAME OF PROGRAM STANDARDS

Check appropriate box:

Committee

Plant

OJT

OCCUPATION(S):	HOURS:	SOC #:
Barber	2000	39.5011.00
Cosmetologist	3000	39-5012.00

Authorized Signatures:

Chair:	Approved by: Washington State Apprenticeship & Training Council
Secretary	Secretary of Council
Date: 11/23/2021	Date:

Teri Gardner 11-30-2021



**APPRENTICESHIP PROGRAM STANDARDS
adopted by**

CHEHALIS BARBER AND COMPANY APPRENTICESHIP

(sponsor name)

Occupational Objective(s):

**BARBER
COSMETOLOGIST**

SOC#

**39.5011.00
39.5012.00**

Term [WAC 296-05-015]

**2000 HOURS
3000 HOURS**



APPROVED BY

**Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention and Labor Standards
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530**

APPROVAL:

Provisional Registration

Standards Last Amended

Permanent Registration

By: _____
Chair of Council

By: _____
Secretary of Council

CHEHALIS BARBER AND COMPANY APPRENTICESHIP

INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

Sections of these standards identified as bold "**insert text**" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of these standards are boilerplate and may only be modified by the WSATC. See WAC 296-05-003 for the definitions necessary for use with these standards.

Sponsor Introductory Statement (Required):

CHEHALIS BARBER AND COMPANY APPRENTICESHIP

We, the Chehalis Barber and Company, are dedicated to personal excellence. The most important criterion for measuring our success will be the achievement of our students and graduates.

Our program will be recognized in the community as a provider of quality instruction based upon respect, achievement, and integrity.

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009.

The area covered by these standards shall be 371 NW Pacific Ave., Chehalis, WA 98532

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [WAC 296-05-015(17)].

- Age: **Applicants must be at least eighteen (18) years of age.**
- Education: **Applicants must be a high school graduate or equivalent and provide proof of educational attainment through such means as diploma, transcripts, or official GED or High School Equivalency test results.**
- Physical: **Must be able to perform the physical requirements of the occupation without endangering the safety and health of others, with or without reasonable accommodation.**
- Testing: **NONE**
- Other: **NONE**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedure (chapter 296-05 WAC and 29 CFR Part 30).

CHEHALIS BARBER AND COMPANY APPRENTICESHIP

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

Exempt per WAC 296-05-405(1)(a)

B. Equal Employment Opportunity Plan:

Exempt per WAC 296-05-405(1)(a)

C. Discrimination Complaints:

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint with the supervisor of apprenticeship (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-015].

A. The term of apprenticeship for Barber shall be 2000 hours of reasonably continuous employment.

B. The term of apprenticeship for Cosmetologist shall be 3000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

CHEHALIS BARBER AND COMPANY APPRENTICESHIP

The initial probationary period is [WAC 296-05-015(22)]:

- A. The period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. The period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.

The probationary period for Barber shall be 400 hours as an apprentice.

The probationary period for Cosmetologist shall be 600 hours as an apprentice.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

The ratio of apprentices to journey person shall not exceed one (1) apprentice for each one (1) journey person on the job site.

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VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington’s minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

C. Wage Progression Schedules

1. Barber

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	000-667	85%
2	668-1333	90%
3	1334-2000	95%

2. Cosmetologist

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000-1000	85%
2	1001-2000	90%
3	2001-3000	95%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

A. <u>Barber</u>	<u>Approximate Hours</u>
1. Skin/Scalp Analysis	200
2. Salon/Barber Business	200
3. First Aid	100
4. Safety & Sanitation	100
5. Facial Hair Grooming	150
6. Cutting Services	300
7. Artificial Hair/Braiding Services	100
8. Shampoo Services	150
9. Skin Services	200
10. The Art of Shaving	250
11. The Art of Fading	250
Total Hours:	2000

B. <u>Cosmetologist</u>	<u>Approximate Hours</u>
1. Skin/Scalp Analysis	200
2. Nail Analysis	200
3. Salon Business	200

CHEHALIS BARBER AND COMPANY APPRENTICESHIP

4. First Aid	150
5. Safety & Sanitation	150
6. Skin Services	200
7. Nail Services	200
8. Waxing	200
9. Cutting Services	300
10. Artificial Hair/Braiding	200
11. Styling Services	200
12. Shampoo Services	200
13. Chemical Texture Services	300
14. Color Services	300
Total Hours:	3000

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in RSI shall not be considered as hours of work and the apprentice is not required to be paid.

RSI must be provided in safe and healthy conditions as required by the Washington Industrial Safety and Health Act and applicable federal and state regulations.

Hours spent in RSI are reported to L&I each quarter. Reports must show which hours are unpaid and supervised by a competent instructor versus all other hours (paid and/or unsupervised) for industrial insurance purposes.

For purposes of coverage under the Industrial Insurance Act, the WSATC is an employer and the apprentice is an employee when an unpaid, supervised apprentice is injured while under the direction of a competent instructor and participating in RSI activities.

If apprentices do not attend required RSI, they may be subject to disciplinary action by the sponsor.

CHEHALIS BARBER AND COMPANY APPRENTICESHIP

A. The methods of related/supplemental training must be indicated below (check those that apply):

Supervised field trips

Sponsor approved training seminars **Trade Shows and Professional Association Seminars, Cosmoprof. REDKIN, TIGI, Matrix, BARBEREXPOS, CONNETICUTBARBEREXPO.**

Sponsor approved online or distance learning courses: **barberonline.org/tutorials-free, youtube.com/wahlpro, suavecito.com/collections/grow-it, youtube.com braiding techniques, etc.**

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Milady Standards of Cosmetology Textbook, and American Board Certified Haircolorist Manual.**

B. **144** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

Twelve-month period from date of registration.*

Defined twelve-month school year: (insert month) through (insert month).

Two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

C. Additional Information:

1. All textbooks and materials for lab RSI will be provided by sponsor.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

The sponsor may include in this section a summary and explanation of administrative actions performed at the request or on the behalf of the apprentice. Such actions may include but are not limited to:

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor.

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The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.

2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).
3. Sponsor Procedures:
 - a. **A performance review will be conducted for all apprentices before step advancement. Reviews will be completed by a program designated administrator. Apprentices will be reviewed based on the following criteria:**
 - 1) **Safety**
 - 2) **Proficiency and accuracy of work for the expected level of apprenticeship**
 - 3) **Minimum 76% average grade for classes and labs**
 - b. **It is the responsibility of the apprentice to have reliable transportation to attend on the job training (OJT), related supplemental instruction (RSI) and scheduled labs.**

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:

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- a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:
- a. **Failure to maintain employment with Chehalis Barber and Company may result in cancellation of the apprenticeship agreement.**
 - b. **Apprenticeship Agreements may be canceled at any time during the term of apprenticeship as follows: The Apprenticeship Agreement may be canceled at the request of the apprentice or may be suspended for a specified period of time or canceled by the Chehalis Barber and Company Apprenticeship, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action. Written notice shall be provided to the apprentice of any such action taken.**
 - c. **Chehalis Barber and Company is committed to providing an environment in which discrimination or harassment is not permitted. Harassment or discrimination based on race, sex (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, disability, genetic information, or as otherwise specified by law is strictly prohibited. Apprentices who engage in such conduct will be subject to disciplinary action up to and including cancellation. Apprentices who believe that they have been harassed should immediately notify a program designated administrator of the Chehalis Barber and Company Apprenticeship program. Such complaints will be treated confidentially except to the extent necessary to investigate and resolve the complaint.**
 - d. **Apprentices are held accountable to conduct themselves in a professional and responsible manner. Unacceptable behaviors such as, but not limited to, dishonesty, fighting, threats, theft, falsification of documents, harassment, and the willful destruction of property will result in disciplinary action up to and including cancellation.**

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C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be

CHEHALIS BARBER AND COMPANY APPRENTICESHIP

in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.

5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

The following is an overview of the requirements associated with administering an apprenticeship program. These provisions are to be used with the corresponding RCW and/or WAC. The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. The sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

B. Program Operations

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-100 will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant.

Or;

Sponsors shall submit required forms/reports through the Apprentice Registration and Tracking System (ARTS), accessed through Secure Access Washington (SAW).

Paper forms as well as ARTS external access forms are available from the sponsor's assigned apprenticeship consultant or online at:

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp>.

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1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31

2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section’s manager may administratively approve requests for revisions in the following areas of the standards:
 - a. Program name
 - b. Sponsor’s introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator

3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

CHEHALIS BARBER AND COMPANY APPRENTICESHIP

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.

CHEHALIS BARBER AND COMPANY APPRENTICESHIP

7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

E. Committee governance (if applicable): (see WAC 296-05-009)

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. The sponsor must also provide the following information:
 - a. Quorum: **N/A**
 - b. Program type administered by the committee: **PLANT**
 - c. The employer representatives shall be:

N/A

CHEHALIS BARBER AND COMPANY APPRENTICESHIP

d. The employee representatives shall be:

N/A

F. Plant programs

For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

The designated administrator(s) for this program is/are as follows:

Annalee Adams
371 NW Pacific Ave.
Chehalis, WA 98532

Javiela Joblonski
371 NW Pacific Ave.
Chehalis, WA 98532

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these standards, and are subject to the main committee. All actions of the subcommittee(s) must be reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/ training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

NONE

Teri Gardner 11-30-2021

Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Journey Level Wage Rate

From which apprentices' wages rates are computed

TO: Washington State Apprenticeship & Training Council

From Chehalis Barber and Company Apprenticeship

(NAME OF STANDARDS)

Occupations	County(s)	Journey Level Wage Rate	Effective Date:
Barber	Lewis County	\$17.05	01/20/2022
Cosmetologist	Lewis County	\$17.05	01/20/2022

Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor Chehalis Barber and Company Apprenticeship		<i>Teri Gardner 11-30-2021</i>
Skilled Occupational Objective Cosmetologist		
Term/OJT Hours 3000	Total RSI Hours 265 Hours	
Training Provider Chehalis Barber and Company Apprenticeship		

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprenticeship and assures that:

1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliance with WISHA and applicable federal and state regulations.

Annalee Adams

Printed Name of Program Sponsor



Signature of Program Sponsor

By the signature placed below, the **training provider** assures that:

1. The RSI will be conducted by instructors who meet the qualifications of "competent instructor" as described in WAC 296-05-003.
 - a. Has demonstrated a satisfactory employment performance in his/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
2. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, such instruction is clearly defined.

Annalee Adams

Print Name Training Provider



Signature of Training Provider

Co-Owner

Title of Training Provider

Chehalis Barber and Company

Organization of Training Provider

If there are additional training providers, please provide information and signatures on the next page.

Additional Resources: [Apprenticeship Related Supplemental Instruction \(RSI\) Plan Review Glossary of Term \(F100-519-000\)](#) and [Apprenticeship Related Supplemental Instruction \(RSI\) Plan Review Criteria \(F100-521-000\)](#).

SBCTC Program Administrator has reviewed RSI plan and recommendations of the Trade Committee.

Click or tap here to enter text.

Print Name of SBCTC Program Administrator

Signature of SBCTC Program Administrator

Date

SBCTC recommends approval

SBCTC recommends return to sponsor

Additional Training Providers (if necessary)

Click or tap here to enter text.

Print Name Training Provider

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Organization of Training Provider

Program Sponsor: Chehalis Barber and Company Apprenticeship	Skilled Occupational Objective: Cosmetologist
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Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of element/course" field.

Describe minimum hours of study per year in terms of (check one):

- 12-month period from date of registration.
- Defined 12-month school year.
- 2,000 hours of on-the-job training.

Element/Course: Lesson Plan 1: Becoming a Cosmetology Apprentice	Planned Hours: 25
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Chehalis Barber and Company Apprenticeship	
Description of element/course: This course covers becoming an apprentice in Cosmetology; rules, expectations, and guidelines for completion of the program. How to ensure a safe and sanitary workspace. Safety precautions including proper use and storage of chemicals, implements, and tools. Basic knowledge of chemistry and electricity related to cosmetology. Understand learning styles, how to develop healthy study skills, life skills and communication. Workbook assignments and exams.	

Element/Course: Lesson Plan 2: Proper Safety and Sanitation	Planned Hours: 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Chehalis Barber and Company Apprenticeship	
Description of element/course: This course covers principles and practice of infection control. Proper sanitation and disinfection of tools, implements, equipment, and workspace. Workbook assignments and exams	

Element/Course: Lesson Plan 3: Hair Care and Haircutting	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Chehalis Barber and Company Apprenticeship	
Description of element/course: This course covers the properties of the hair and scalp. Understanding principles and history of hair design. Proper shampooing procedures. Knowledge and practice of basic haircuts. Principles of hairstyling: Blowouts, Smoothing, Curling, and Up-Dos. Learning different methods of braiding and extensions. Workbook assignments and exams.	

Element/Course: Lesson Plan 4: Hair Color and Chemical Texture Services	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Chehalis Barber and Company Apprenticeship	
Description of element/course: This course covers the chemistry and theory of hair color. How to apply all over color, highlights, permanent hair waves, chemical relaxers, and smoothing treatments. Workbook assignments and exams.	

Element/Course: Lesson Plan 5: Skin and Nail Care / Anatomy	Planned Hours: 45
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Chehalis Barber and Company Apprenticeship	
Description of element/course: This course covers the histology of skin. Proper hair removal, facial massage, and basic makeup. Nail disorders, manicures, and pedicures. Understanding the anatomy and physiology of the human body. Workbook assignments and exams.	

Element/Course: Lesson Plan 6: Business of Cosmetology	Planned Hours: 25
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Chehalis Barber and Company Apprenticeship	
Description of element/course: This course covers self-employment and operating a successful salon. Preparing for licensure and employment. On the job: moving from school to work, managing money, how to sell retail. Workbook assignments and exams.	

Element/Course: Lesson Plan 7: Prep for Written and Practical Exams	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Chehalis Barber and Company Apprenticeship	
Description of element/course: Written Test: Written test guide assignments to prepare for questions on the test that relates to client safety, disinfection and sanitation, first aid, hair and scalp disorders, anatomy, haircutting, hair color, chemical services and nail care. Workbook assignments and exams Practical Test: Instructor demonstrates on mannequins what is required on practical exam: All over length haircut, how to apply all over color and a retouch, and how to wrap a perm. The instructor will conduct multiple practice test runs to insure time efficiency, proper service protocols, and following all safety and sanitation regulations. List of all tools, supplies, and first aid needed to test. Practical Exam.	

Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor Chehalis Barber and Company Apprenticeship		<i>Teri Gardner 11-30-2021</i>
Skilled Occupational Objective Barber		
Term/OJT Hours 2000	Total RSI Hours 195 Hours	
Training Provider Chehalis Barber and Company Apprenticeship		

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Annalee Adams
Printed Name of Program Sponsor


Signature of Program Sponsor

By the signature placed below, the **training provider** assures that:

1. The RSI will be conducted by instructors who meet the qualifications of "competent instructor" as described in WAC 296-05-003.
 - a. Has demonstrated a satisfactory employment performance in his/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
2. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, such instruction is clearly defined.

Annalee Adams
Print Name Training Provider


Signature of Training Provider

Co-Owner
Title of Training Provider

Chehalis Barber and Company
Organization of Training Provider

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Additional Resources: [Apprenticeship Related Supplemental Instruction \(RSI\) Plan Review Glossary of Term \(F100-519-000\)](#) and [Apprenticeship Related Supplemental Instruction \(RSI\) Plan Review Criteria \(F100-521-000\)](#).

SBCTC Program Administrator has reviewed RSI plan and recommendations of the Trade Committee.

Click or tap here to enter text.

Print Name of SBCTC Program Administrator

Signature of SBCTC Program Administrator

Date

SBCTC recommends approval

SBCTC recommends return to sponsor

Additional Training Providers (if necessary)

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Program Sponsor: Chehalis Barber and Company Apprenticeship	Skilled Occupational Objective: Barber
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Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of element/course" field.

Describe minimum hours of study per year in terms of (check one):

- 12-month period from date of registration.
- Defined 12-month school year.
- 2,000 hours of on-the-job training.

Element/Course: Lesson Plan1: Safety, Personal and Professional Development	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Chehalis Barber and Company Apprenticeship	
Description of element/course: This course covers safe work practices and personal and public protection, including the prevention of spreading contagious and communicable diseases. Apprentices will interpret Material Safety Data Sheets (MSDS), identify key Workplace Hazardous Materials Information System (WHMIS) hazard symbols, learn to properly store chemicals, and describe the location or placement of a chemical storage area. Apprentices will also study ergonomic practices and procedures, as well as personal protective equipment and practices and how to use it. Accident prevention and first aid are covered. Apprentices will learn how to clean equipment and work facilities and describe the types and processes used in infection control. They will explore the differences between cleaning, disinfection and sterilization. This course will also cover regulations and ethics.	

Element/Course: Lesson Plan 2: Client Services	Planned Hours: 15
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Chehalis Barber and Company Apprenticeship	
Description of element/course: This course covers Client Consultation, records, service and the appropriate client aftercare, including home use of products. Apprentices will study verbal and non-verbal communication, active listening skills, rapport, personality types and positive human relations.	

Element/Course: Lesson Plan 3: Facility and Equipment	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Chehalis Barber and Company Apprenticeship	
Description of element/course: Apprentices will demonstrate the use and care of equipment, hairstylist tools and electrical equipment used in a salon, as well as learn the correct industry terminology. Safety and maintenance measures are covered for all equipment and tools. Apprentices will demonstrate equipment and tool infection control and safety precautions.	

Element/Course: Lesson Plan 4: Properties of Hair and Scalp	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Chehalis Barber and Company Apprenticeship	
Description of element/course: This course covers the physical structure and chemical composition of hair. Apprentices will analyze hair, identify the phases and growth cycles of hair, describe mechanical, environmental, chemical and thermal hair damage, and be able to describe disorders of the hair and scalp.	

Element/Course: Lesson Plan 5: Draping, Shampooing, and Treatments	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Chehalis Barber and Company Apprenticeship	
Description of element/course: Apprentices will learn the proper procedures for draping clients, including the purpose of protective wear, types of capes, smocks and other protective wear, as well as preliminary procedures. They will describe the different types of shampoos and conditioners, including identifying the ingredients and correct product for each service. Apprentices will learn to recognize and treat hair conditions and apply the appropriate techniques. Apprentices will also describe the procedures involved in treating scalp conditions and demonstrate appropriate brushing and massaging techniques.	

Element/Course: Lesson Plan 6: Haircutting	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Chehalis Barber and Company Apprenticeship	
Description of element/course: This course covers all types of haircuts, different designs and textures of hair, as well as the fundamentals of haircutting. Apprentices will demonstrate the proper use of haircutting tools, correct ergonomics when cutting hair, cutting all types of hair using razor, shears, texturizing techniques, tapered cuts, and fades. They will describe current fashion trends, as well as demonstrate finishing techniques and personalizing haircuts.	

Element/Course: Lesson Plan 7: Hairstyling	Planned Hours: 15
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Chehalis Barber and Company Apprenticeship	
Description of element/course: Apprentices will be able to demonstrate how to design and create hairstyles from wet to dry while analyzing specific hair characteristics that influence design decisions. They will demonstrate a variety of hairstyling techniques and procedures, using fingers, specialty tools, thermal and blow-dryers, and demonstrate the correct procedures and use of styling products. Finishing techniques using advanced styling techniques and accessories are covered.	

Element/Course: Lesson Plan 8: Anatomy and Physiology	Planned Hours: 25
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Chehalis Barber and Company Apprenticeship	
Description of element/course: This course covers the different systems of primary concern to a hairstylist, including the skeletal, muscular, circulatory, and nervous systems. Apprentices will learn about the composition and functions of the main divisions of the skin and structures, as well as contagious and non-contagious skin disorders.	

Element/Course: Lesson Plan 9: Face Shaving, Mustache and Beard Design	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Chehalis Barber and Company Apprenticeship	
Description of element/course: This course covers face shaving and proper line-up, and shaping of mustaches and beards, including the equipment used and correct procedures to trim mustaches and beards. Apprentices will learn the safety procedures involved for trimming, shaving, and waxing mustaches and/or beards.	

Element/Course: Lesson Plan 10: Salon Business and Professional Development	Planned Hours: 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Chehalis Barber and Company Apprenticeship	
Description of element/course: This course covers salon staffing and management, including staff responsibilities to successfully manage a salon and incorporate safe work practices. Business math and record keeping are covered along with learning simple bookkeeping procedures. Also covered are aspects of salon ownership and salesmanship. Apprentices will explore the importance of techniques involved in the services, retail sales and client building. They will explore types of educational enhancements and trade publications available, as well as areas of specialization available to hairstylists. Apprentices will develop a professional development plan and engage in workplace coaching.	







