

Apprenticeship Training Standard

# Hairstylist



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Apprenticeship Training Standard

# Hairstylist

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This document is the property of the apprentice named inside and represents the official record of his/her training.



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# HAIRSTYLIST

## COMPETENCY ANALYSIS PROFILE HAIRSTYLIST

*(All unshaded skill sets must be demonstrated/completed)*

### SKILL SETS

### SKILLS

<b>WORK PLACE HEALTH AND SAFETY PROCEDURES</b>  <b>5341.0</b>	Practice good housekeeping in the workplace  <b>5341.01</b>	Remove hazardous material  <b>5341.02</b>	Wear, adjust, maintain and replace personal protective clothing and equipment  <b>5341.03</b>	Drape client  <b>5341.04</b>	
<b>PERFORM SANITIZATION PROCEDURES</b>  <b>5342.0</b>	Handle, store and dispose of hazardous and caustic materials  <b>5342.01</b>	Remove waste  <b>5342.02</b>	Identify and respond to health risks  <b>5342.03</b>	Sanitize tools, implements, equipment and materials  <b>5342.04</b>	Decontaminate tools, implements, equipment and materials  <b>5342.05</b>
<b>PERFORM ROUTINE SALON FUNCTIONS</b>  <b>5343.0</b>	Present a professional image  <b>5343.01</b>	Receive client  <b>5343.02</b>	Communicate with client  <b>5343.03</b>	Consult with client  <b>5343.04</b>	Resolve client problems  <b>5343.05</b>
	Market salon products  <b>5343.06</b>	Complete financial transactions  <b>5343.07</b>	Complete service  <b>5343.08</b>		
<b>PERFORM ROUTINE SALON SKILLS</b>  <b>5344.0</b>	Identify disorders and abrasions  <b>5344.01</b>	Analyze scalp for a non-chemical or chemical service  <b>5344.02</b>	Analyze hair for a non-chemical service  <b>5344.03</b>	Perform a hair porosity test  <b>5344.04</b>	Perform an elasticity test  <b>5344.05</b>

## HAIRSTYLIST

### SKILL SETS

### SKILLS

<b>TREAT SCALP AND HAIR</b>	Shampoo hair	Condition hair	Treat scalp	Treat hair	
<b>5345.0</b>	<b>5345.01</b>	<b>5345.02</b>	<b>5345.03</b>	<b>5345.04</b>	
<b>CUT HAIR</b>	Maintain manual and electrical cutting tools	Cut hair without graduation	Cut hair with graduation	Cut hair using clippers or trimmers	Customize hair
<b>5346.0</b>	<b>5346.01</b>	<b>5346.02</b>	<b>5346.03</b>	<b>5346.04</b>	<b>5346.05</b>
	Cut facial and nape hair				
	<b>5346.06</b>				
<b>STYLE HAIR</b>	Maintain manual and electrical tools and filters	Prepare for styling or setting client's hair	Style wet hair	Style wet or dry hair	Thermal style dry hair
<b>5347.0</b>	<b>5347.01</b>	<b>5347.02</b>	<b>5347.03</b>	<b>5347.04</b>	<b>5347.05</b>
	Style hair using free style techniques	Style hair using specialized techniques			
	<b>5347.06</b>	<b>5347.07</b>			
<b>PERFORM A CHEMICAL WAVE</b>	Maintain wave tool components	Prepare for a chemical waving service	Perform a chemical waving service	Remove solution and neutralize	
<b>5348.0</b>	<b>5348.01</b>	<b>5348.02</b>	<b>5348.03</b>	<b>5348.04</b>	

## HAIRSTYLIST

### SKILL SETS

### SKILLS

<b>PERFORM CHEMICAL TEXTURE SERVICES</b>	Prepare hair for chemical relaxing	Straighten hair	Remove relaxer and neutralize	Prepare hair for a soft curl	Perform a soft curl
<b>5349.0</b>	<b>5349.01</b>	<b>5349.02</b>	<b>5349.03</b>	<b>5349.04</b>	<b>5349.05</b>
	Neutralize a soft curl	Finish a soft curl			
	<b>5349.06</b>	<b>5349.07</b>			

<b>PERFORM COLOUR SERVICES</b>	Maintain colouring tools	Perform a patch test	Perform a preliminary strand test	Prepare hair for colour application	Colour virgin hair lighter
<b>5350.0</b>	<b>5350.01</b>	<b>5350.02</b>	<b>5350.03</b>	<b>5350.04</b>	<b>5350.05</b>
	Colour virgin hair darker	Colour re-growth hair	Prepare hair for lightening and toning application	Colour hair using special effects	Bleach virgin hair
	<b>5350.06</b>	<b>5350.07</b>	<b>5350.08</b>	<b>5350.09</b>	<b>5350.10</b>
	Decolourize previously coloured hair	Bleach re-growth	Bleach hair using special effects	Tone pre- lightened hair	Perform color correction
	<b>5350.11</b>	<b>5350.12</b>	<b>5350.13</b>	<b>5350.14</b>	<b>5350.15</b>

<b>WORK WITH WIGS, HAIRPIECES AND EXTENSIONS</b>	Assess client requirements for hair addition	Fit hair addition	Style hair addition	Maintain hair addition	Remove hair extensions without damaging natural hair and scalp
<b>5351.0</b>	<b>5351.01</b>	<b>5351.02</b>	<b>5351.03</b>	<b>5351.04</b>	<b>5351.05</b>

### **PREFACE**

The Workplace Apprenticeship Training Standard for Hairstylist was developed by the Ministry of Training Colleges and Universities (M.T.C.U.) in partnership with the Industry Committee and in consultation with representatives from the industry.

This training document has been created on the basis of Ontario industry requirements and the National Occupational Analysis. The performance objectives outlined in this document are the blueprint used for training and are a prerequisite for completion and certification. This document can be used as a resource in preparation for the certification examination and as guide to industry competencies.

The standard has been designed to support consistency and accountability within the on-the-job training process; ensuring apprentices across Ontario are developing the skills necessary for success in the trade. This training standard has been developed specifically for documenting the apprentice's acquisition of skills in the trade.

Each of the required performance objectives is to be performed with accuracy and consistency multiple times prior to being signed off, this indicating an apprentice's achievement of competence. This will ensure confidence and ability, while maintaining a safe and healthy working environment for clients and co-workers.

The standard is the only official record of an apprentice's training and its care and maintenance are the joint responsibility of the apprentice and the sponsor/employer. The training standard should be kept current, reflecting the on-going progress and development of the apprentice's skills. Throughout the on-the-job training process the standard should act as a guide, outlining the skills that are to be introduced, practiced and acquired.

An apprentice is accountable for practicing and acquiring all the performance objectives; and the sponsor/employer is accountable for ensuring the apprentice has access to the time, equipment, and supervision necessary to achieve competence in all the skill, unless a skill is shaded (optional).

**DEFINITIONS**

**ACA**

Apprenticeship and Certification Act, 1998

**Certificate of Apprenticeship (CofA)**

Certification issued to individuals who have demonstrated that they have completed an apprenticeship in Ontario.

**Certificate of Qualification (CofQ)**

Certification issued to C of Q applicants who have achieved a passing grade on the certification exam for their trade.

**Competency Analysis Profile**

A document that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated.

**Competence**

The ability of an individual to perform a skill repeatedly and without assistance in the workplace to the standard set out in the Training Standard or Schedule of Training.

**General Performance Objective (On-the-job Skill Set)**

Describes set of skills which include all performance objectives under that skill set.

**Industry Committee (IC) - under the ACA and Provincial Advisory Committee (PAC) under the TQAA**

Under the ACA and TQAA, the Minister may appoint a provincial committee in any trade or group of trades to advise the Minister in matters relating to the establishment and operation of apprenticeship training programs and trades qualifications.

**Journeyman or Equivalent**

A person who has acquired the knowledge and skills in a trade, occupation or craft as attested to by a provincial or territorial authority.

**Mandatory**

Status assigned to unshaded individual skills, skill sets or general performance objective which must be signed off for the apprentice to complete their program.

**Optional**

Status assigned to shaded individual skills, skills sets or general performance objective for which sign-off is not required for the apprentice to complete the program.

**Sign-off**

Signature of the sponsor/employer of record or an individual, to whom that sponsor or employer has delegated signing authority, indicating an apprentice's achievement of competence.

**Skill**

Individual skill described in the Training Standard (note: does not mean the larger skill groups referred to in the Training Standard as Skill Sets, Training Units, or General Performance Objective, but the individual skills that make up those groups).

**Skill Sets**

Group of individual skills found in the Training Standard (may also be called Training Unit or General Performance Objective)

**Skill Set Completion Form**

Lists all skill sets and includes space for sign-off by sponsor/employer of record.

**Sponsor/Employer**

Means a person that has entered into a registered training agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade, other occupation or skill set as part of an apprenticeship program approved by the Director.

**Sponsor/Employer of Record**

Refers to the sponsor or employer documented as the signatory to the current training agreement or contract. In order for a sponsor/employer to be considered for the training of apprentices, they must identify that the workplace has qualified journeypersons or equivalent on site and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by Provincial Advisory Committees (PACs) or Industry Committees (ICs) to be required for the trade.

**Supervisor**

An individual who oversees the execution of a task, oversees the actions or work of others.

**Trainer**

A qualified trainer in a compulsory trade is a journeyperson with a Certificate of Qualification or in a voluntary trade is an individual who is considered equivalent to a journeyperson with a Certificate of Qualification.

**TQAA**

Trades Qualification and Apprenticeship Act.

**Training Standard**

A document that has been written in concise statements, which describe how well an apprentice must perform each skill in order to become competent. In using the document, trainers will be able to ensure that the apprentice is developing skills detailed for the occupation.

**IMPORTANT DIRECTIONS**

**Apprentice**

1. All complete skills or skill sets must be signed and dated by both the apprentice and sponsor/employer when either all terms of the contract have been completed or the apprentice leaves the employ of the employer.
2. It is the responsibility of the apprentice to inform the apprenticeship staff at the local Ministry of Training, Colleges and Universities office regarding the following changes:
  - change of sponsor/employer address;
  - change of apprentice name or address;
  - transfer to a new sponsor/employer.
3. The Skill Set Completion Form must be completed and signed by the current sponsor/employer and presented to the local Employment Ontario Apprenticeship Office at the fulfillment of all terms of a Contract of Apprenticeship/Training Agreement.
4. The apprentice completion form with the Completed and Authorized Training Standard must be presented to the local Employment Ontario Apprenticeship Office.

**Sponsors/Employers and Supervisors/Trainers**

The Training Standard identifies skills required for this trade/occupation and its related training program.

This Training Standard has been written in concise statements, which describe how an apprentice must perform each skill in order to become competent. Competence means being able to perform the task to the required standard.

In using this Training Standard, supervisors/trainers will be able to ensure that the apprentice is developing the skills detailed for the trade/occupation.

Supervisors/Trainers and apprentices are required to sign off and date the skills following each successful acquisition.

Sponsors/Employers participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

**NOTICE/DECLARATION FOR COLLECTION OF PERSONAL INFORMATION**

1. This information is collected under the authority of the *Apprenticeship and Certification Act, 1998*.
2. The information is collected for the purpose of administering this apprenticeship training program within the Province of Ontario.
3. Questions regarding collection and use of this information may be directed to:

Director of Apprenticeship  
Ministry of Training, Colleges and Universities  
23<sup>rd</sup> floor Mowat Block  
900 Bay Street  
Toronto, ON M7A 1L2  
(416) 326-5656 or 1-800-387-5656

**ROLES & RESPONSIBILITIES OF APPRENTICE, SPONSOR/EMPLOYER  
AND SUPERVISOR/TRAINER**

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**Apprentice “Apprenticeship is Learning On-the-job”**

- Practice safe work habits.
- Use your apprenticeship training standard as a journal to keep track of which skills you have achieved.
- Talk over your training plan with your Training Consultant, Employer, Union, or Sponsor.
- Know what tools are required for your trade and how to use them.
- Ask questions and keep asking.
- Talk to your employer about your training needs.
- Demonstrate enthusiasm and good work habits.
- Ensure that you and your supervisor/trainer sign off skill/skill sets upon demonstration of competency.

**Sponsor/Employer “Training is an Investment”**

- Demonstrate safe work habits.
- Attest to successful achievement by signing the skill/skills sets.
- Provide opportunities and time for the apprentice to learn the trade.
- Offer practical trade training experiences that cover all of the skill sets.
- Foster work ethics that support training while minimizing productivity losses.
- Set out clear expectations, then recognize or reward performance excellence.
- Involve both the apprentice and supervisor/trainer in developing the training plan.
- Use the Training Standard as a monitoring tool and part of regular performance evaluations.
- Select supervisors/trainers with good communication skills and who work well with others.
- Encourage supervisors/trainers to take upgrading courses - (e.g. Train the Trainer, Mentor Coach, etc).
- Complete the Skill Set Completion Form once the apprentice has demonstrated competency in the training.
- Ensure that the apprentice always works under the direction of or has access to a qualified supervisor/trainer.
- Vary the apprentice’s exposure to all the skills set out in the training standard.

### **Supervisor/Trainer**

- Demonstrate safe work habits.
- Treat apprentices fairly and with respect.
- Use the Training Standard as a guide to evaluating competence in each skill area. In using the Training Standard, supervisors/trainers will be able to ensure that the apprentice is developing skills detailed for the trade/occupation.
- Review the Training Standard with the apprentice and develop a training plan.
- Respond fully to all questions.
- Be patient. Explain what is to be done then, show how it is done, and then let the apprentice demonstrate the task.
- Provide continuous feedback.
- Sign off individual skills/skill sets once the apprentice demonstrates competence in the skill.

### **Suggestions for Assessing the Progress of the Apprentice in the Workplace**

- Use informal daily observation.
- Provide constructive feedback to build confidence.
- Allow the supervisor/trainer time to teach and demonstrate the skills.
- Take prompt action wherever problems occur.
- Conduct regular performance reviews involving the apprentice, supervisor/trainer and sponsor/employer.
- Use the Training Standard as the reference for establishing the competency of the apprentice.

**SKILL SET COMPLETION FORM**

<b>SKILL SET</b>	<b>TITLE</b>	<b>SIGNING AUTHORITY</b>
<b>U5341.0</b>	<b>WORK PLACE HEALTH AND SAFETY PROCEDURES</b>	
<b>U5342.0</b>	<b>PERFORM SANITIZATION PROCEDURES</b>	
<b>U5343.0</b>	<b>PERFORM ROUTINE SALON FUNCTIONS</b>	
<b>U5344.0</b>	<b>PERFORM ROUTINE SALON SKILLS</b>	
<b>U5345.0</b>	<b>TREAT SCALP AND HAIR</b>	
<b>U5346.0</b>	<b>CUT HAIR</b>	
<b>U5347.0</b>	<b>STYLE HAIR</b>	
<b>U5348.0</b>	<b>PERFORM A CHEMICAL WAVE</b>	
<b>U5349.0</b>	<b>PERFORM CHEMICAL TEXTURE SERVICES</b>	
<b>U5350.0</b>	<b>PERFORM COLOUR SERVICES</b>	
<b>U5351.0</b>	<b>WORK WITH WIGS, HAIRPIECES AND EXTENSIONS</b>	

**NOTE ON SHADED PERFORMANCE OBJECTIVES AND SKILLS:**

- Shaded performance objectives and skill sets are optional. The shaded skills do not have to be demonstrated or signed-off for completion of the on-the-job component of the apprenticeship
- The in-school curriculum learning outcomes will cover all of the skill sets, both shaded and unshaded.
- The Certificate of Qualification examination will test the whole of the trade and may test both shaded and unshaded performance skill sets.

**U5341.0 WORK PLACE HEALTH AND SAFETY PROCEDURES**

**GENERAL PERFORMANCE OBJECTIVE**

Comply with work place health and safety procedures by practicing good housekeeping in the workplace; removing hazardous material, wearing, adjusting, maintaining and replacing personal protective clothing and equipment; and draping client.

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**PERFORMANCE OBJECTIVES**

**SKILLS**

**U5341.01 Practice good housekeeping in the workplace** by keeping work station clean and clear of obstructions and hazards; storing tools, cords and equipment safely; cleaning up liquids and hair on floor, so that the potential for accident and injury is minimized according to employer standards and health and safety requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**U5341.02 Remove hazardous material** by determining disposal options and disposing of item, according to employer standards, health and safety requirements and manufacturer's specifications.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**U5341.03 Wear, adjust, maintain and replace personal protective clothing and equipment**, including gloves, masks, and smocks, as determined by health risk or job function, to ensure personal protection, and prevent spread of communicable disease(s), according to health and safety requirements and employer standards.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**U5341.0 WORK PLACE HEALTH AND SAFETY PROCEDURES ...cont'd**

**U5341.04** **Drape client** by selecting wet or dry cape for service, determining barrier required between skin and cape, and securing cape around client's neck to ensure client comfort and safety, according to health and safety requirements and employer standards.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

\_\_\_\_\_  
**Sponsor/Employer Name**

\_\_\_\_\_  
**Sponsor/Employer Signature**

**5342.0 PERFORM SANITIZATION PROCEDURES**

**GENERAL PERFORMANCE OBJECTIVE**

Perform sanitization procedures by handling, storing and disposing of hazardous and caustic materials; removing waste, identifying and responding to health risks; sanitizing and decontaminating tools, implements, equipment and materials.

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**PERFORMANCE OBJECTIVES**

**SKILLS**

**5342.01 Handle, store and dispose of hazardous and caustic materials**, such as razors, blades, developers, and cleaning products, by accessing and interpreting manufacturer's Material Safety Data Sheets, to protect individuals from injury and the environment from contamination, according to environmental and health and safety requirements and employer standards.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5342.02 Remove waste** by identifying recyclable and non-recyclable items, sorting items, determining disposal options, and disposing of item, according to employer standards, health and safety requirements and manufacturer's specifications.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5342.03 Identify and respond to health risks** including abrasions, cuts, bleeding, and communicable diseases, to protect individuals, according to health and safety requirements and employer standards.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5342.0 PERFORM SANITIZATION PROCEDURES...cont'd**

**5342.04 Sanitize tools, implements, equipment and materials** by using wet, chemical or ultra violet method, to minimize the spread of disease, according to manufacturer's specifications, health and safety requirements and employer standards.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5342.05 Decontaminate tools, implements, equipment and materials** by using a chemical method, to minimize the spread of disease, according to manufacturer's specifications, health and safety requirements and employer standards.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

\_\_\_\_\_  
**Sponsor/Employer Name**

\_\_\_\_\_  
**Sponsor/Employer Signature**

**5343.0 PERFORM ROUTINE SALON FUNCTIONS**

**GENERAL PERFORMANCE OBJECTIVE**

Perform routine salon functions by presenting a professional image; receiving, communicating, and consulting with client; resolving client problems; draping client; marketing salon products; completing financial transactions and completing service.

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**PERFORMANCE OBJECTIVES**

**SKILLS**

**5343.01 Present a professional image** by wearing approved clothing and footwear and following a hygiene regimen so that personal appearance and hygiene are not offensive to clients or co-workers, according to employer standards.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5343.02 Receive client** by greeting salon visitors, answering telephone promptly, speaking clearly and courteously, booking appointments, according to employer standards.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5343.03 Communicate with client** by speaking clearly and concisely, listening attentively, and by recapping details of the conversation, to ensure there is a shared understanding of the service to be performed, according to employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5343.0 PERFORM ROUTINE SALON FUNCTIONS ...cont'd**

**5343.04 Consult with client** by using chart and resources to identify skin tone, facial shape, hair type, discussing lifestyle in relation to hair needs, establishing time, cost and maintenance, to ensure optimum outcome, according to client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5343.05 Resolve client problems** by recognizing an escalating situation, remaining calm, focusing on the problem and offering options to client, including alternative services and taking a report for referral to management, according to employer standards.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5343.06 Market salon products** by assessing product inventory, ordering and displaying products, promoting products to clients, describing and recommending a range of professional hair care products for home use and using sales closing techniques, to achieve optimum sales, according to client requirements, employer standards and manufacturer's specifications.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5343.07 Complete financial transactions** by receiving payment from customers, reconciling all transactions for services completed, and recording transactions for daily deposits, according to employer standards.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5343.0 PERFORM ROUTINE SALON FUNCTIONS ...cont'd**

**5343.08 Complete service** by pre-booking next appointment, completing transaction, and updating records, according to employer standards.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

\_\_\_\_\_  
**Sponsor/Employer Name**

\_\_\_\_\_  
**Sponsor/Employer Signature**

**5344.0 PERFORM ROUTINE SALON SKILLS**

**GENERAL PERFORMANCE OBJECTIVE**

Perform routine salon skills by identifying disorders and abrasions; analyzing scalp for a non-chemical or chemical service; analyzing hair for a non-chemical service; performing a hair porosity test and elasticity test.

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**PERFORMANCE OBJECTIVES**

**SKILLS**

**5344.01 Identify disorders and abrasions** by visually inspecting the scalp to determine if desired service can be performed, according health and safety requirements, and employer standards.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5344.02 Analyze scalp for a non-chemical or chemical service** by parting hair with hands or comb, visually identifying disorders such as flaking, cuts, or lice to ensure safety, according health and safety requirements, and employer standards.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5344.03 Analyze hair for a non-chemical service** by parting with comb and hands to identify growth patterns, texture, density and disorders, visually and manually inspecting hair characteristics and condition; selecting products, tools and procedures, according to client requirements, health and safety requirements, and employer standards.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5344.04 Perform a hair porosity test** to analyze hair for a chemical service by sliding fingers against the grain of the cuticle layer; selecting products, tools and procedures, according to client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**PERFORM ROUTINE SALON SKILLS ...cont'd**

**5344.05**      **Perform an elasticity test** to analyze hair for a chemical service by stretching a single strand of hair to identify its strength; selecting products, tools and procedures, according to client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

\_\_\_\_\_  
**Sponsor/Employer Name**

\_\_\_\_\_  
**Sponsor/Employer Signature**

**5345.0 TREAT SCALP AND HAIR**

**GENERAL PERFORMANCE OBJECTIVE**

Treat scalp and hair by shampooing and conditioning client and treating scalp and/or hair with selected product.

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**PERFORMANCE OBJECTIVES**

**SKILLS**

**5345.01 Shampoo hair** at basin by seating draped client, reclining client, placing hand under back of head to support client's neck, saturating hair with warm water, selecting shampoo, applying to hands and massaging into client's hair, rinsing with warm water to remove shampoo, and removing excess water with hands or towel, to cleanse hair, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5345.02 Condition hair** at basin by seating draped client, reclining client, placing hand under back of head to support client's neck, saturating hair with warm water, selecting conditioner, applying to hands and massaging into client's hair, rinsing with warm water to remove conditioner, and removing excess water with hands or towel, to condition hair, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5345.03 Treat scalp** using product based on analysis by applying treatment product, manipulating and massaging scalp by hand or by equipment, rinsing and removing product using water and hands, to achieve optimum health and condition of scalp, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5345.0 TREAT SCALP AND HAIR...cont'd**

**5345.04** **Treat hair** using product based on analysis by applying treatment product, manipulating hair, rinsing and removing product using water and hands, to achieve optimum health and condition of hair, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**Sponsor/Employer Name**

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**Sponsor/Employer Signature**

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**5346.0 CUT HAIR**

**GENERAL PERFORMANCE OBJECTIVE**

Cut hair by: maintaining manual and electrical cutting tools; cutting hair with and without graduation; cutting hair using clippers or trimmers; customizing hair and cutting facial and nape hair.

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**PERFORMANCE OBJECTIVES**

**SKILLS**

**5346.01 Maintain manual and electrical cutting tools** by removing debris, sanitizing, cleaning and oiling blades to ensure tool is in good working order, according to manufacturer's specifications.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5346.02 Cut hair without graduation** using cutting tools establishing the natural fall by sectioning and sub-sectioning client's hair with comb and clips, establishing a stationary guide, cutting remaining sub-sections with equal tension at guideline, maintaining moisture, combing hair from scalp to ends ensuring control and evenness, completing desired shape and style, according to health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5346.03 Cut hair with graduation** using cutting tools establishing the natural fall by sectioning and sub-sectioning client's hair with comb and clips, cutting perimeter to desired length, creating a traveling guideline, cutting remaining sub-sections equally with elevation to create graduation, combing hair from scalp to ends with even tension and moisture, cross-checking to complete desired shape and style, according to health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer



**5347.0      STYLE HAIR**

**GENERAL PERFORMANCE OBJECTIVE**

Style wet or dry hair by maintaining manual and electrical tools and filters; preparing for styling or setting client's hair; using selected drying equipment and styling tools, rollers, curling irons and flatirons, free style techniques, and specialized techniques to create desired hair shape and style.

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**PERFORMANCE OBJECTIVES**

**SKILLS**

**5347.01      Maintain manual and electrical tools and filters** by removing debris and build-up, sanitizing, and cleaning to ensure tool is in good working order, according to manufacturer's specifications.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5347.02      Prepare for styling or setting client's hair** by using pre-drying techniques, adding styling products, working product through the hair with hands, and combing from scalp to ends ensuring even distribution, to give hair hold, manageability and shine, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5347.03      Style wet hair** using drying equipment and styling tools by sectioning and sub-sectioning hair, holding blow-dryer or placing hood-dryer at safe distance from hair and scalp, directing blow-dryer nozzle in coordination with tools, determining air-flow temperature, speed and direction for safety, comfort and desired dryness, to achieve desired shape and shine, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5347.0**      **STYLE HAIR...cont'd**

**5347.04**      **Style wet or dry hair** by selecting type and size of roller according to specific hair type and style, sectioning and sub-sectioning hair, directionally placing rollers, clips or pins into sectioned hair to create desired curl pattern, drying hair under heat source, verifying hair is completely dry, allowing rollers to set or cool, removing rollers, clips or pins, combing or brushing into direction of style, applying finishing products to achieve desired shape, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5347.05**      **Thermal style dry hair** using electrical tools including curling irons and flat irons by sectioning and sub-sectioning hair, determining the heat setting according to hair texture and condition, protecting scalp with comb, using pressure and tension to avoid marks on the hair, curling or waving hair through or on tool to create smooth ends, curl pattern and shape allowing hair to cool without disturbing base, applying finishing products, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5347.06**      **Style hair using free style techniques** including manipulating hair with fingers, air drying, random twisting and securing of damp hair. by selecting and applying products specific for technique, manipulating hair with hands and/or tools, to achieve desired shape, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5347.0**      **STYLE HAIR...cont'd**

**5347.07**      **Style hair using specialized techniques** including braiding, brushing, molding, shaping, back-combing and attaching hair additions by using tools specific for technique, sectioning and sub-sectioning hair, creating foundation, support, balance and focal points, inserting pins discreetly and securely, applying finishing products, to achieve desired shape, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_   
Date Completed

\_\_\_\_\_   
Apprentice

\_\_\_\_\_   
Supervisor/Trainer

\_\_\_\_\_   
**Sponsor/Employer Name**

\_\_\_\_\_   
**Sponsor/Employer Signature**

**5348.0 PERFORM A CHEMICAL WAVE**

**GENERAL PERFORMANCE OBJECTIVE**

Perform a chemical wave by maintaining wave tool components; preparing and performing a chemical wave; removing solution and neutralizing.

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**PERFORMANCE OBJECTIVES**

**SKILLS**

**5348.01 Maintain wave tool components** such as elastics, rods, and benders by removing debris and solutions, sanitizing, and cleaning as required to ensure tool is in good working order, according to manufacturer's specifications.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5348.02 Prepare for a chemical waving service** by cleansing hair, selecting waving solution and tools according to hair analysis, selecting protective cream and cotton strip to protect client, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5348.03 Perform a chemical waving service** by sectioning and sub-sectioning hair for a specific pattern, combing hair smooth, placing end paper on evenly distributed hair, winding hair on tool with consistent tension and moisture, securing tool in place in relation to scalp, hair and adjacent tools, applying protective cream and cotton strip, saturating all waving tools evenly with waving solution, replacing cotton strip whenever saturated, timing the waving process, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5348.0 PERFORM A CHEMICAL WAVE...cont'd**

**5348.04 Remove solution and neutralize** by setting water temperature and pressure, removing cotton strip around hairline and towel, rinsing solution from hair, towel-blotting hair on each waving tool to remove excess moisture, replacing cotton strip around hairline and towel around neck, saturating all waving tools evenly with neutralizer, timing process, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

\_\_\_\_\_  
**Sponsor/Employer Name**

\_\_\_\_\_  
**Sponsor/Employer Signature**

**5349.0 PERFORM CHEMICAL TEXTURE SERVICES**

**GENERAL PERFORMANCE OBJECTIVE**

Perform chemical texture services by: preparing hair for chemical relaxing; straightening hair; removing relaxer and neutralizing; preparing; performing; neutralizing and finishing a soft curl.

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**PERFORMANCE OBJECTIVES**

**SKILLS**

**5349.01 Prepare hair for chemical relaxing** by selecting relaxing products and tools based on hair analysis, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5349.02 Straighten hair** by applying protective cream to ensure client safety, applying relaxer ensuring even distribution, smoothing relaxer through hair with adequate tension, timing process to individual hair analysis, performing hair tests such as strand test in various areas to determine stage of process, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5349.03 Remove relaxer and neutralize** by rinsing to remove all traces of chemical relaxer, towel-blotting hair to remove excess moisture, applying neutralizer to processed hair, establishing neutralizing time, rinsing hair to remove neutralizing product, verifying hair condition, applying conditioning product as required, according to individual hair analysis, manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5349.0 PERFORM CHEMICAL TEXTURE SERVICES...cont'd**

**5349.04 Prepare hair for a soft curl** by shampooing hair using deep cleansing shampoo applying base cream according to manufacturer's recommendations, and selecting soft curl cream, lotion and perm rods, according to specific hair type, manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5349.05 Perform a soft curl**, after applying a relaxer specific to the soft curl process, for the hair type by applying booster product, wrapping hair using end papers, maintaining tension and moisture level, applying protective cream and cotton around hairline, timing process and performing test curl to determine finished curl for the rod size, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5349.06 Neutralize a soft curl** by rinsing solution, removing excess water from hair, replacing cotton strip around hairline, applying neutralizer to saturate all rods evenly, and timing process, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5349.07 Finish a soft curl** by removing rods, rinsing neutralizer, applying conditioning product and towel-drying, so that the hair is moisturized and conditioned, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

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**Sponsor/Employer Name**

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**Sponsor/Employer Signature**

**5350.0 PERFORM COLOUR SERVICES**

**GENERAL PERFORMANCE OBJECTIVE**

Perform colour services by: maintaining colouring tools; performing a patch test and a preliminary strand test; preparing hair for colour application; colouring virgin hair lighter and darker; colouring re-growth hair; preparing hair for lightening and toning application; colouring hair using special effects; bleaching virgin hair; decolourizing previously coloured hair; bleaching re-growth; bleaching hair using special effects; toning pre-lightened hair; and performing color correction.

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**PERFORMANCE OBJECTIVES**

**SKILLS**

**5350.01** **Maintain colouring tools** such as bowls, colour brushes, and bottles by removing debris and solutions, rinsing, sanitizing, and cleaning as required to ensure tool is in good working order, according to manufacturer's specifications.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5350.02** **Perform a patch test** by selecting test area from behind the ear or the inside of the elbow, cleansing a small area with mild soap, drying area, mixing a small amount of colour formula, applying to test area using sterile cotton swab, leaving undisturbed for 24-48 hours, examining the test area for redness or irritation, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5350.0 PERFORM COLOUR SERVICES...cont'd**

**5350.03 Perform a preliminary strand test** by consulting client, performing hair and scalp analysis, draping client to protect skin and clothing, parting a ½ in. square strand of hair in the lower crown area, applying colour formula to strand, checking development at regular intervals, shampooing strand, adjusting formula timing or application method, recording results on client's information card, proceeding with colour service, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5350.04 Prepare hair for colour application** by identifying natural level, underlying and predominant pigment, percentage of grey from client record or a colour chart, determining start point based on percentage of grey, consulting with client, cleansing, applying protective cream, sectioning hair, selecting colour formula and product, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5350.05 Colour virgin hair lighter** by mixing colour formula, applying colour formula half inch from scalp through the mid-shaft, avoiding porous ends, ensuring colour saturation, establishing and monitoring time, applying colour formula to hair at scalp and ends, completing processing time to ensure evenness of colour, removing product to stop processing action, shampooing, applying conditioning product, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5350.0 PERFORM COLOUR SERVICES...cont'd**

**5350.06 Colour virgin hair darker** by mixing colour formula, applying colour formula from scalp to ends ensuring even distribution, establishing and monitoring time, removing product to stop processing action, shampooing, applying conditioning product, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5350.07 Colour re-growth hair** by mixing colour formula, applying colour formula to re-growth area ensuring even distribution and preventing overlap of product, establishing and monitoring time, emulsifying by working product through shaft to ends to refresh colour, removing product to stop processing action, shampooing, applying conditioning product, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5350.08 Prepare hair for lightening and toning application** by reading client record or using a colour chart to determine natural and desired level of hair colour, selecting lightening and toning product, sectioning hair for even application, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5350.0      PERFORM COLOUR SERVICES...cont'd**

**5350.09      Colour hair using special effects** by mixing colour formula, selecting colouring technique such as freehand, slicing, weaving and blocking, applying product to ensure even distribution using tools such as comb, brush, and foils, establishing time for process based on strand test, monitoring results until desired levels reached, removing product to prevent bleeding of colours and to stop processing action, shampooing hair, conditioning hair, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5350.10      Bleach virgin hair** by mixing bleach formula, applying product half inch from scalp through the mid-shaft avoiding porous ends ensuring saturation, establishing time for de-colourizing process based on strand test, monitoring results until desired levels reached, applying product to hair at scalp and ends, completing processing time to ensure evenness of de-colourization, removing product to stop processing action, shampooing, applying conditioning product, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5350.11      Decolourize previously coloured hair** based on preliminary strand test and existing state of hair, by determining product formulas, processing time and application technique, mixing decolourizing formula, applying product to pre-determined area, visually monitoring process until desired level is reached, removing product to stop processing action, shampooing, applying conditioning product, and continuing application based on exposed underlying pigment, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5350.0 PERFORM COLOUR SERVICES...cont'd**

**5350.12 Bleach re-growth** by mixing formula, applying product to re-growth area ensuring even distribution and preventing overlap of product, establishing time for de-colourizing process based on strand test, monitoring results until desired levels reached, removing product to stop processing action, shampooing, applying conditioning product, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5350.13 Bleach hair using special effects** by mixing bleaching formula, selecting application technique such as freehand, slicing, weaving and blocking, applying product to ensure even distribution using tools such as comb, brush, and foils, establishing time for de-colourizing process based on strand test, monitoring results until desired levels reached,, removing product to stop processing action, shampooing hair, conditioning hair, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5350.14 Tone pre-lightened hair** by determining degree of predominant tone to be neutralized or enhanced, mixing colour formula, applying product to newly bleached hair, establishing time for tonal development based on strand test, monitoring results until desired tone and levels reached, removing product to stop processing action, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5350.0 PERFORM COLOUR SERVICES...cont'd**

**5350.15 Perform color correction** by determining formulas and processing time needed according to preliminary strand test and existing state of the hair, selecting sequence of product application, mixing colour formula, applying product, monitoring process visually to ensure development of colour and to detect adverse chemical reactions, performing strand test during processing to determine when product has reached desired result, removing product to stop processing action, continuing application based on predetermined sequence, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

\_\_\_\_\_  
**Sponsor/Employer Name**

\_\_\_\_\_  
**Sponsor/Employer Signature**

**5351.0 WORK WITH WIGS, HAIRPIECES AND EXTENSIONS**

**GENERAL PERFORMANCE OBJECTIVE**

Work with wigs, hairpiece or extensions by: assessing, fitting, styling, maintaining and removing the hair addition.

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**PERFORMANCE OBJECTIVES**

**SKILLS**

**5351.01 Assess client requirements for hair addition** such as wig, hairpiece or extensions by consulting with client, assessing amount of hair present, matching hair addition visually to existing hair to blend density and colour, matching hair addition visually to complement skin tone, choosing fastening method, according to hair addition and amount of natural hair present, according to client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5351.02 Fit hair addition** such as wig, hairpiece or extensions to head by measuring client's head for sizing of hair addition to ensure fit and comfort, apply fasteners to secure hair addition, adjusting hair addition for placement, according to manufacturer's specifications, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5351.03 Style hair addition** such as wig, hairpiece or extensions by using a colour chart to determine natural and desired level of hair colour, selecting application method and products, colouring hair addition on head form, cutting or thin hair addition to desired length, thickness and style, blending hair addition into natural hair using styling or cutting tools, creating finished look using styling tools for fibre type such as synthetic and natural, according to manufacturer's specifications, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**HAIRSTYLIST**

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**5351.0 WORK WITH WIGS, HAIRPIECES AND EXTENSIONS...cont'd**

**5351.04 Maintain hair addition** such as wig, hairpiece or extensions by cleaning and conditioning hair addition, by selecting and applying cleaning product materials, repositioning and tightening hair addition, according to manufacturer's specifications, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**5351.05 Remove hair extensions without damaging natural hair and scalp** by selecting removal product according to attachment method, removing product, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

\_\_\_\_\_  
**Sponsor/Employer Name**

\_\_\_\_\_  
**Sponsor/Employer Signature**

**APPRENTICE RECORD**

<b>APPRENTICE NAME (Print):</b>
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<b>SPONSOR/EMPLOYER INFORMATION</b>	
Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

<b>SUMMARY OF TRAINING</b>	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	

\_\_\_\_\_  
**Date Completed**

\_\_\_\_\_  
**Apprentice**

\_\_\_\_\_  
**Supervisor/Trainer**

**APPRENTICE RECORD**

<b>APPRENTICE NAME (Print):</b>
---------------------------------

<b>SPONSOR/EMPLOYER INFORMATION</b>	
Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

<b>SUMMARY OF TRAINING</b>	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	

\_\_\_\_\_  
**Date Completed**

\_\_\_\_\_  
**Apprentice**

\_\_\_\_\_  
**Supervisor/Trainer**

**APPRENTICE RECORD**

<b>APPRENTICE NAME (Print):</b>
---------------------------------

<b>SPONSOR/EMPLOYER INFORMATION</b>	
Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

<b>SUMMARY OF TRAINING</b>	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	

\_\_\_\_\_  
**Date Completed**

\_\_\_\_\_  
**Apprentice**

\_\_\_\_\_  
**Supervisor/Trainer**

**APPRENTICE COMPLETION FORM**

<b>APPRENTICE INFORMATION</b>	
Name (Print)	
Signature	
Client I.D. Number	

Skill Sets when completed should be signed by the Supervisor/Trainer and presented with this completion form to your local Employment Ontario Apprenticeship Office. Any supporting documentation should also be attached.

In-school Completed                      Yes ( )              No ( )              Not applicable ( )  
(Proof to be Provided)

Hours completed as                      Yes ( )              No ( )              Not applicable ( )  
Per Contract:

<b>SPONSOR/EMPLOYER INFORMATION</b>	
Name (Print)	
Address	
Telephone	
E-mail Address	
Signature of Signing Authority	

**GLOSSARY OF TERMS**

Activator	Chemical agent employed to start the action of chemical products on hair; an additive used to quicken the action or progress of a chemical. Another word for booster, accelerator, protenator, or catalyst.
Adhere	To remain in contact; to unite.
Alopecia	Scalp disorder causing hair loss
Antiseptic	Chemical agent that may kill, retard, or prevent the growth of bacteria.
Apprentice	One who learns a trade by working and studying under the direction of others who are already skilled in the trade.
Barrier Cream	See protective cream.
Base Cream	Oily cream used to protect the scalp during a hair straightening process.
Bleach	Chemical product used to remove pigment from the hair
Booster	Oxidizer added to hydrogen peroxide to increase its chemical action.
Braiding	Weaving, interlacing and twining of hair
Chemical Hair Relaxer	Also called straightener; a chemical agent that is used to straighten super curly hair.
Chemical Service	Service which alters the structure of hair; i.e., permanent, colour, straightener.
Chemical waving	Process to alter the structure of straight hair to curly
Client Record	Special form to keep a record of the services performed, formula prepared, supplies used, and any client requirements.
Colour Chart	Chart of colours produced by manufacturers of haircolouring products, to serve as a guide in selecting appropriate colours; the colour is shown as it would appear after application to white hair.
Colour Contouring	Process used to shade or highlight the contours of a hairstyle with hair colour; to use make-up to create shading or highlighting on the contours of the face.
Colour Mixture	Combination of two or more colours together, to obtain some in-between shade or tint, creating a custom colour.
Colour remover	Chemical product used to remove artificial colour from the hair.
Complete Coverage	Complete coverage refers to the desired degree to which gray, white or other colours of hair have been covered by the colouring process.

**GLOSSARY OF TERMS**

Conditioning	Task of applying a chemical product to hair in order to restore its strength and condition.
Consultation	Verbal or written communication with a client to determine desired result.
Contour of Hairstyle	Outline of the finished hairstyle.
CPR	Cardio Pulmonary Resuscitation describes the combined basic life support procedures of artificial circulation and respiration applied to sustain life in a person, who has stopped breathing and whose heart has stopped beating.
Curl Pattern	Pattern of hair resulting from permanent waving or pincurling.
Demarcation line	Point at which colour changes along the hair shaft.
Deposit	Describes a colour product in terms of its ability to add colour pigment to the hair.
Developer	Oxidizing agent, such as 20-volume hydrogen peroxide solution; when mixed with an oxidation dye, it supplies the necessary oxygen gas to develop colour molecules and create a change in hair colour.
Directional	Action to direct the hair forward or backward, to create a specific style.
Disinfecting	Destroying or killing bacteria and a broad spectrum of viruses (but does not kill bacteria spores).
Distribution	Process of dispersing hair over an area; or to arrange and distribute hair directionally, in relation to its base parting.
Dress Code	Employer's standards for business clothing and footwear required in the workplace.
Edging Technique	Process of cutting the sideburn and nape area.
Elasticity	Ability of the hair to stretch and then to spring back to its original state.
Elevation	Term employed in hair cutting and styling, to indicate the angle or degree hair is held from the head.
Employer Standards	Standards of work performance required by employer.
Emulsifying	Making into an emulsion, which is a substantially permanent mixture of two or more liquids that are normally non-soluble, and are held in suspension by emulsifiers, which are substances that help keep oils and liquids in suspension to prevent separation of ingredients.
Estimate	To determine an approximate amount.

**GLOSSARY OF TERMS**

Exothermic	Characterized by or formed with the giving off of heat.
Filler	Preparation used to recondition and/or add colour to lightened, tinted, or damaged hair; a commercial product used to provide fill for porous spots in the hair during tinting, lightening, permanent waving, and chemical relaxing.
Finger Wave	Loose wave made by dampening and shaping the hair without heat, using only fingers and comb.
Graduation	Haircut in which sub-sections of hair are cut in layers longer from the inner layer to the outer layer; a haircut displaying up-angle cutting.
Guideline	Hair strand used for a general shaping or cutting pattern; hair cut to a specific length, to serve as a guide for determining the length of the rest of the sections.
Hair additions	May include a temporary hair piece, tiara, veil, flower, barrette or pin; it is meant to enhance the hairstyle not to disguise hair loss.
Hair analysis	Examination of the general conditions of the hair: type, texture, density, breakage, oiliness, dryness, elasticity, porosity, quantity, colour, and chemical and medical history.
Hair Cuticle	Outer, keratinized layer of the hair shaft that surrounds the polypeptide chains; made of transparent overlapping protective cells.
Hair Density	Number of hair strands in a given area; i.e. thin, medium and thick.
Hair texture	Thickness of the individual hair strands; i.e. coarse, medium and fine.
Hair type	Way to classify hair; i.e. straight, wavy, curly and super curly.
Heat Activated	Method of permanent waving using machines or chemicals to produce heat.
Highlighting	Colouring some of the hair strands lighter than the existing colour, to add the illusion of sheen; generally not strongly contrasting from the natural colour; applying a lighter cosmetic to a facial feature to improve its contours.
Highlighting or Lowlighting Cap	Plastic or rubber head covering with punctured holes.
Journey person	One who is certified in a trade and can train apprentices how to perform the skills of the trade, on the job.

**GLOSSARY OF TERMS**

Level	Analysis of the lightness or darkness of hair.
Lightening	Chemical process involving the lightening of natural pigment or artificial colour from the hair.
Manufacturer's Specifications	Manufacturer's directions in product literature.
Moisture Level	Amount of moisture in the skin or hair.
MSDS	Material Safety Data Sheet is the required manufacturer's documentation, according to Workplace Hazardous Material Information System legislation.
Natural Level	Term used to describe a specific colour that is natural to the client.
New Growth	Part of the hair shaft between the scalp and the area of the hair that has previously received chemical treatment.
OHSA	Occupational Health and Safety Act.
On-scalp bleach	Application using a liquid, cream, or gel form of lightener (bleach) that can be used directly on the scalp.
Overlapping	Applying a chemical solution, such as tint or lightener, beyond the limits of the new growth of hair.
Painted Method	Technique in hair colouring, in which the hair is darkened or lightened in thin strands with a brush.
Patch or Predisposition Test	Required test for determining allergy to a specific substance.
Pattern	Diagram showing where and in which direction hair rollers or pincurls are placed, in order to achieve the finished style; a head shape or design from which a hair piece is constructed.
Perimeter	Outer line of a hairstyle or haircut; the silhouette line.
Permanent Colour	Permanent tint; a hair colour mixed with developer that allows the colour to remain in the hair until the new hair grows.
pH	Symbol of hydronium-ion concentration in water; the relative degree of acidity or alkalinity; pH values are arranged on a scale from 1 to 14; above 7, represents alkalinity, below 7, represents acidity. A pH of 7 is neutral.
Porosity	Ability of the hair to absorb or reject moisture.
Preliminary strand test	Test to determine how hair will react to a formula and how long formula should be left on hair.
Pre-softening	Treating grey or resistant hair to allow for better penetration of colour.

**GLOSSARY OF TERMS**

Processing	Action of a chemical solution in permanent waving, hair straightening, or hair colouring.
Protective cream	Cream applied to the skin, to protect it against chemicals used during a perm, colour or straightening treatment.
Rapport	Establishment of a congenial or harmonious relationship.
Recapping	Review or summarize the facts stated.
Reconcile	Settle or submit the accounts of a business.
Resolution Skills	Problem solving skills.
Re-touch Application	Application of hair colour, lightener, or chemical hair relaxer to new growth hair.
Sanitize	Remove dirt to aid in preventing the growth of microbes; sanitizing does not kill germs or spores.
Section	Divide the hair by parting into separate areas for control.
Self-Activating Wave	Method of permanent waving using chemicals which create heat.
Semi-permanent Colour	Process of hair colouring that is formulated to last through four to six shampoos. It penetrates the hair shaft and stains the cuticle layer, slowly fading with each shampoo.
Slicing	Method of sectioning hair.
Soft Curl	To chemically change super curly hair into a different curl pattern.
Stationary Guide	Guideline to which all other hair is cut.
Structure	Inter-related composition or arrangement of a finished hair design.
Sub-section	Dividing a section into smaller parts; the part created by this division.
Superfluous Hair	Excessive hair; more than is wanted and needed.
Tactile Inspection	Inspecting by touching.
Temporary Colour	Non-permanent colour made from preformed dyes that may be removed by shampooing.
Tension	Stress caused by stretching or pulling.
Test Curl	Method to pre-determine how the client's hair will react to permanent waving solution and neutralizer; process of testing the hair to determine curl formation during the permanent wave.
Texturizing	Cut for effect within the hair length.

**GLOSSARY OF TERMS**

Thermal	Heat applied to hair.
Tint Back	Restore the hair to its original colour.
Towel-Blotting	Technique of gently pressing a towel over the hair to remove excess moisture or lotion.
Travelling Guide	Guideline that moves from the previous sub-section and establishes the cut.
Tone (noun)	Warmth or coolness of a colour.
Tone (verb)	Alter the warmth or coolness of a colour.
Ultraviolet Equipment	Cabinet used for storage of sanitized implements.
Verbal Cues	Spoken clues to indicate behaviour.
Virgin Application	First application of a chemical process to natural hair; i.e., bleaching, colouring, permanent waving or straightening.
Visual Inspection	Inspecting by looking or observing.
Volume	Amount (bulk or mass); the lift, elevation, and height created by the formation of curls or waves in the hair; measure of potential oxidation of varying strengths of hydrogen peroxide.
Weaving Method	Technique accomplished by weaving and colouring separate strands of hair, to achieve an accented effect.
WHMIS	Workplace Hazardous Materials Information System legislation.
Work Station	Area where the hairstylist performs related hairstyling functions.
Natural fall	Natural movement of hair determined by the growth pattern.