

ONTARIO COLLEGE OF TRADES

ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship
Training Standard
Log Book

Hairstylist

332A

What Is This About?

The Apprenticeship Training Standard Log Book identifies all the skills associated with your trade in Ontario. It is written in statements that describe how you, the apprentice, must perform each skill in order to be considered competent in that skill.

Training As An Apprentice

- ✔ Notify Ministry of Training, Colleges and Universities (MTCU) staff **immediately** of any changes to contact information or training agreement, especially if you change sponsors.
- ✔ Review the Log Book regularly with your trainer and sponsor to track your progress.
- ✔ Keep an accurate record of the hours you work.
- ✔ Attend classroom training when it is offered.
- ✔ Apply for the financial incentives for which you are eligible.
- ✔ Pay your annual membership fee to the Ontario College of Trades and keep your membership in good standing.



Completing Your Log Book

There are two types of signatures required in your Log Book:

Skill Confirmation

You and your trainer sign off each required skill to confirm that you have demonstrated competency in that skill.

Skill Set Confirmation

After you and your trainer have signed off all the required skills in a skill set, **your sponsor** signs the signature box at the end of each skill set to confirm your competency in the skill set.

Shaded boxes in your Log Book mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.

Changing Sponsors

- ✔ Contact MTCU immediately if you change sponsors as you will need to sign a new Registered Training Agreement.
- ✔ Record your original Sponsor's information in Sponsor Record #1 (the sponsor who has signed your initial Registered Training Agreement).



This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Apprentice Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Trade: _____

Ministry of Training, Colleges and Universities Registered Training Agreement #:

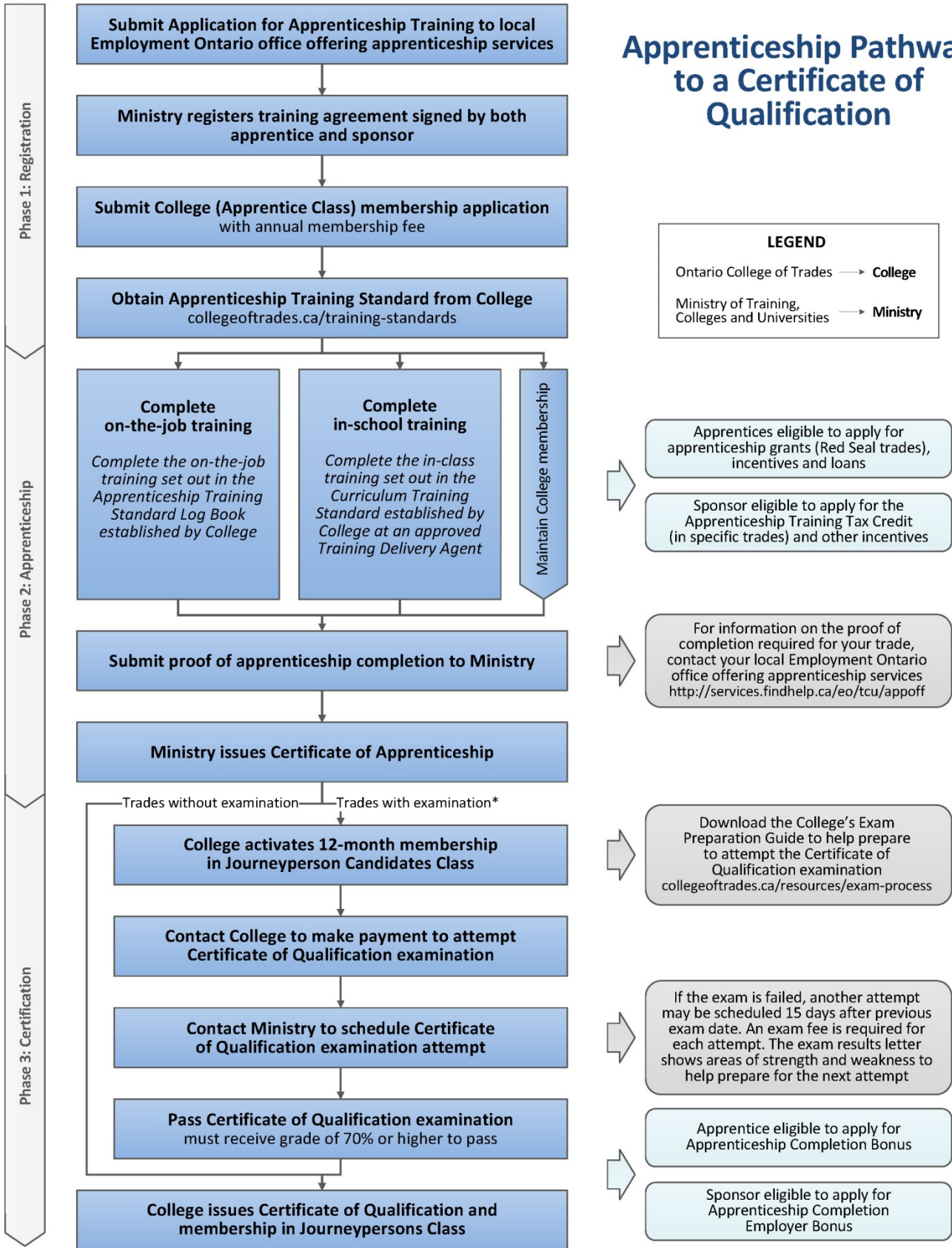
OCOT Membership #:

This document is the property of the Apprentice named herein and represents the official record of their training.

If you have questions about the use of this Training Standard Log Book or about your Apprenticeship program, contact your Apprenticeship office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.

You must become a member of the College of Trades Apprentices Class and maintain your membership in good standing while you complete your training. For more information on membership, please visit the College of Trades website at: collegeoftrades.ca

Apprenticeship Pathway to a Certificate of Qualification



* For a list of trades subject to a certification examination, visit: collegeoftrades.ca/resources/exam-process

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Ministry of Training, Colleges and Universities Apprentice's Appendices

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Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: collegeoftrades.ca.

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TERMS AND CONDITIONS AS PER REGISTERED TRAINING AGREEMENT

The Apprentice agrees:

- to inform the Ministry of Training, Colleges and Universities of any change to their contact information or change in sponsor within 7 days;
- to follow the Sponsor's and Trainer's lawful instructions and make every effort to acquire the skills identified in the Apprentice Training Standard Log Book (Log Book) for the Trade which is part of the apprenticeship program established by the Ontario College of Trades for the trade;
- to obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Log Book for the trade have been met.

The Sponsor agrees:

- to ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by the College of Trades for this trade;
- to ensure that the Trainer(s) verifies, in writing, when each skill identified in the Log Book for the trade has been successfully completed by the Apprentice;
- to review the progress of training with the Apprentice, and with the Trainer(s) where the Sponsor and the Trainer are not the same party.

RESOURCE	LINK
Red Seal Program	red-seal.ca
Ministry of Training, Colleges and Universities	tcu.gov.on.ca
Employment Ontario	tcu.gov.on.ca/eng/employmentontario.ca
Service Canada	servicecanada.gc.ca
Ontario College of Trades and Apprenticeship Act, 2009	<i>Ontario College of Trades and Apprenticeship Act, 2009</i>
Ontario Ministry of Labour – Health and Safety Partners	labour.gov.on.ca
College of Trades Appointments Council	cot-appointments.ca
Ontario Skills Passport (Essential Skills)	skills.edu.gov.on.ca
Exam Preparation Guide	collegeoftrades.ca

INTRODUCTION TO THE LOG BOOK

On April 8th, 2013, the Ontario College of Trades (College) became responsible for the development and maintenance of Log Books in the Province of Ontario.

Please refer to the College of Trades website for the most accurate and up-to-date information: collegeoftrades.ca

This Log Book is intended to be used by the Apprentice and Sponsor as an official record of training. The completion of this document is necessary to complete your apprenticeship and receive your Certificate of Apprenticeship.

The Log Book identifies skills required for this trade and its related training program. It has been written in statements which describe how you, the Apprentice, must perform each skill in order to become competent in your trade.

The Trainer and Apprentice are required to sign off and date each skill after the Apprentice has proven competence in these skills. However, if a skill is shaded, it is optional and does not need to be signed off.

This on-the-job Log Book is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario. It is designed to record an Apprentice's acquired skills and time worked for the trade to which they are registered. This Log Book is developed by the Ontario College of Trades and used by the Ministry of Training, Colleges and Universities.

This Apprenticeship Log Book for Hairstylist 332A was developed in consultation with representatives from industry and may include members from a related Trade Board/Working Committees.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application.

ROLES AND RESPONSIBILITIES

Ontario College of Trades

Under the [Ontario College of Trades and Apprenticeship Act, 2009 \(OCTAA\)](#), the College of Trades is responsible for:

- Establishing and maintaining qualifications for membership;
- Issuing Certificates of Qualification and Statements of Membership;
- Maintaining a [Public Register](#) of members;
- Receiving and investigating complaints, and determining disciplinary action;
- Establishing Apprenticeship Programs, Training Standards and Scopes of Practice for each trade;
- Conducting Trade Equivalency Assessments;
- Determining Journeyperson-to-Apprentice ratios;
- Addressing compliance with legislation (OCTAA) and regulations; and,
- Promoting the skilled trades and conducting research.

For any matters related to your membership in the Apprentices class, you must contact the College of Trades directly at: (647) 847-3000 or toll free at: 1(855) 299-0028.

Ministry of Training, Colleges and Universities

Is responsible for:

- Registering Training Agreements;
- Approving which persons may provide apprenticeship training;
- Approving Training Delivery Agents;
- Issuing Certificates of Apprenticeship;
- Administering Certificate of Qualification examinations;
- Promoting skilled trades and apprenticeship;
- Conducting policy development, evaluation and research; and,
- Passing regulations.

For any matter related to your Registered Training Agreement or completing your apprenticeship, you must contact your Local Apprenticeship Office at the Ministry of Training, Colleges and Universities.

Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a Registered Training Agreement with a Sponsor to receive training in a trade as part of an apprenticeship program established by the College of Trades.

As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

Steps:

1. You must become a member of the College of Trades Apprentices Class and maintain your membership in good standing while you complete your training. For more information on membership, please visit the College of Trades website at: collegeoftrades.ca
2. As an Apprentice, you are responsible for completing skills or skill sets in this Log Book and ensuring that they are dated and signed by both you and your Trainer.
3. You must also ensure your Skill Set Completion Form is completed and signed by your current Sponsor once you have demonstrated competence in all the mandatory skills in this Log Book. Once this is done, we recommend you submit the Log Book to your local Ministry of Training, Colleges and Universities office.
4. You are responsible for informing the staff at your local Ministry of Training, Colleges and Universities office regarding changes to the following:
 - Your Sponsor's address;
 - Your name and address; and/or,
 - Your Sponsor, including starting employment with a new Sponsor.
5. You must present the Apprentice Completion Form (Please refer to Appendix B), once all unshaded skills and skill sets have been completed within this document, along with your authorized Log Book to your local Ministry of Training, Colleges and Universities office.

Roles and Responsibilities of Sponsors and Trainers

Log Books identify the on-the-job skills required for a trade and its related training program.

This Log Book has been written in concise statements which describe how well an Apprentice must perform each skill in order to become competent. Competence means being able to perform to the required standard.

By using this Log Book, Trainers will be able to ensure that the Apprentice is developing skills detailed for the trade.

Trainers and Apprentices are required to sign off and date the skills following each successful acquisition.

The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The Trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

Sponsors 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.

SAFETY

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance for apprenticeship programs in Ontario. These responsibilities are shared and require the joint efforts of government, sponsors, employers, employees and the public. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident or injury.

It is generally recognized that a safe attitude contributes to an accident free environment. Everyone will benefit as a result of a healthy attitude towards prevention of accidents.

A worker is possibly exposed to more hazards than any other person in the work force and, therefore, should be familiar with and apply Occupational Health and Safety Act and Regulations dealing with personal safety and the personal safety rules applying to each task.

Legal and Administrative Aspects of Safety:

Accident prevention and the provisions of safe working conditions are the responsibilities of an employer and employee.

Employer's Responsibilities - The employer is responsible for:

- Providing and maintaining safety equipment and protective devices;
- Ensuring proper safe work clothing and personal protective equipment (PPE) is worn;
- Enforcing safe working procedures;
- Providing safeguards for machinery, equipment and tools;
- Observing all accident prevention regulations; and,
- Training employees in the safe use and operation of equipment.

Employee's Responsibilities - The employee is responsible for:

- Working in accordance with the safety regulations pertaining to the job environment;
- Working in such a way as not to endanger themselves or fellow employees and the public.

Workplace Health and Safety's Responsibilities:

- Workplace Health and Safety (Ontario's Ministry of Labour) will conduct periodic inspections of the workplace to ensure that safety regulations for industry are being observed.

APPRENTICESHIP PROGRAM SUMMARY

Scope of Practice

The Scope of Practice for the trade of Hairstylist Ontario Regulation 278/11, s. 18. under OCTAA and reads as follows:

Hairstylist

The scope of practice for the trade of hairstylist includes performing, for remuneration, any of the hairstyling services of cutting, designing, permanent waving, relaxing and straightening and colouring. O. Reg. 278/11, s. 18.

While the Log Book draws on the scope of practice regulation (Section 18 of Ontario Regulation 278/11 under OCTAA). The Training Standard Log Book does not purport to add to or modify the scope of practice as provided in regulation.

Program Guidelines

On-the-Job Training Duration

Industry has identified as the duration necessary for any Apprentice to become competent in the skills required:

- For regular apprentices – 3020 hours and
- For graduates of private career college or community college 1500 hour programs – 2000 hours benchmark

There may be circumstances in which the duration varies from this guideline.

Classroom Training Duration

Industry has identified the duration necessary for an apprentice to complete the in-school curriculum for this program:

- Regular apprentices – 480 hours
- Participants in private career college or community college program – 1500 hours

Journey person to Apprentice Ratio

While some of the trades regulated under OCTAA are subject to Journey person to Apprentice ratios (ratios) set out in regulation, this trade is not one of them. Instead, industry has recommended a Journey person to Apprentice ratio guideline of one Journey person (or individuals who are deemed equivalent to a journey person status) to two Apprentices as the ratio necessary for an Apprentice to be properly trained on the job in this program.

Ratio information is current at time of printing. Please check the Ontario College of Trades website for current information on ratios, please visit

<http://www.collegeoftrades.ca/public/journey-person-to-apprentice-ratios>

Compulsory and Voluntary Classification

Regulations under OCTAA set out the regulated trades in Ontario and the classification of each trade as either “compulsory” or “voluntary.” The trade of Hairstylist is COMPULSORY.

Eligibility for Apprenticeship Program Completion

The Apprentice must:

- Achieve competency in all mandatory (unshaded) skills as identified in the Log Book
- Complete the in-school training as outlined in the industry and Ministry of Training, Colleges and Universities approved Curriculum Standard

It is the responsibility of an Apprentice to maintain a training record in the form of an Ontario College of Trades Apprenticeship Training Standard Log Book. The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved.

ESSENTIAL SKILLS SUMMARY

Essential skills are needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. Through extensive research, the Government of Canada and other national and international agencies have identified and validated nine essential skills. These skills are used in nearly every occupation and throughout daily life in different ways.

A series of tools endorsed by the Canadian Council of Directors of Apprenticeship (CCDA) have been developed to support apprentices in their training and to be better prepared for a career in the trades. The tools can be used independently or with the assistance of a tradesperson, trainer, employer, teacher or mentor to:

- Understand how essential skills are used in the trades;
- Learn about individual essential skills strengths and areas for improvement, and,
- Improve essential skills and increase success in an apprenticeship program.

A link to the complete essential skills profile for Red Seal trades can be found at red-seal.ca.

TRAINING THE APPRENTICE

Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work habits;
- Use your Apprenticeship Log Book as a journal to keep track of the skills you have achieved;
- Listen to the suggestions of your Trainer;
- Discuss your training needs with your Sponsor;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and,
- Upon demonstration of competency, ensure that you and your Trainer sign off the individual skills. Once a 'set of skills' have been signed off, ensure your Sponsor signs off this area as well.

Sponsor

Sponsors are responsible for ensuring all terms are met as per the Registered Training Agreement. They are named on the Registered Training Agreement as the entity responsible for ensuring Apprentices receive the training required as part of an apprenticeship program. As a signatory to this agreement, they are designated as the 'Signing Authority' for the Apprentice's Skill Set Completion Form, and are required to attest to successful achievement by signing the appropriate box at the completion of each skill set.

Tips for Sponsors

- Select Trainers with good communication skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g. Train the Trainer, Mentor, Coach, etc.);
- Encourage safe work habits;
- Provide time for the Trainer to demonstrate skills to the apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Set out clear expectations, and recognize good performance;
- Involve both the Apprentice and Trainer in developing the training plan and observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Log Book as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills.

Trainer

A Trainer is an individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. In compulsory trades, a Trainer must hold a valid Certificate of Qualification and be a member of the College of Trades Journeypersons Class. In voluntary trades, a Trainer is an individual who holds one of the following:

- A valid Certificate of Qualification and is a member of the College of Trades Journeypersons Class; or,
- Holds a Statement of Membership in the College of Trades Tradespersons Class; or,
- Holds a Certificate of Qualification previously issued by Ministry of Training, Colleges and Universities; or,
- Holds a Certificate of Apprenticeship in the trade; or,
- Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training components of the trade's apprenticeship program; or,
- Has workplace experience equivalent to the apprenticeship program (eligible to apply to College membership in the Journeypersons or Tradespersons Classes) or has the skills outlined in the Log Book.

A classroom instructor is not permitted to sign-off the skills contained within this Log Book.

Tips for Trainers

Trainers are responsible for ensuring the Apprentice is developing the skills outlined in this document. Here is a list of tips and tools to help Trainers in their supervision of Apprentices:

- Demonstrate model safe work habits;
- Provide opportunities and time for the Apprentice to learn the trade;
- Treat Apprentices fairly and with respect;
- Review the Log Book with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Ensure that the Apprentice receives on-the-job trade training experience as outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency, and,
- Use the Log Book as a guide to evaluate competence in each skill area. By using the Log Book, Trainers will be able to ensure that the Apprentice is developing skills outlined in this document.

NOTICE OF COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this Log Book to the Ministry of Training, Colleges and Universities. You will be required to submit the signed Apprenticeship Completion form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry of Training, Colleges and Universities will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Ministry of Training, Colleges and Universities will disclose information about your program completion and your Certificate of Apprenticeship to the Ontario College of Trades, as it is necessary for the College of Trades to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry under the authority of the *Ontario College of Trades and Apprenticeship Act, 2009*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Training, Colleges and Universities
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
TTY: 1-866-533-6339 or 416-325-4084.

**COMPETENCY ANALYSIS PROFILE
HAIRSTYLIST**

(All unshaded skill sets must be demonstrated/completed)

SKILL SETS

SKILLS

WORK PLACE HEALTH AND SAFETY PROCEDURES	Practice good housekeeping in the workplace	Remove hazardous material	Wear, adjust, maintain and replace personal protective clothing and equipment	Drape client	
U5341.0	5341.01	5341.02	5341.03	5341.04	

PERFORM SANITIZATION PROCEDURES	Handle, store and dispose of hazardous and caustic materials	Remove waste	Identify and respond to health risks	Sanitize tools, implements, equipment and materials	Decontaminate tools, implements, equipment and materials
U5342.0	5342.01	5342.02	5342.03	5342.04	5342.05

PERFORM ROUTINE SALON FUNCTIONS	Present a professional image	Receive client	Communicate with client	Consult with client	Resolve client problems
U5343.0	5343.01	5343.02	5343.03	5343.04	5343.05
	Market salon products	Complete financial transactions	Complete service		
	5343.06	5343.07	5343.08		

PERFORM SERVICE FUNDAMENTALS	Identify disorders and abrasions	Analyze scalp for a non-chemical or chemical service	Analyze hair for a non-chemical service	Perform a hair porosity test	Perform an elasticity test
U5344.0	5344.01	5344.02	5344.03	5344.04	5344.05

SKILL SETS		SKILLS			
TREAT SCALP AND HAIR	Shampoo hair	Condition hair	Treat scalp	Treat hair	
U5345.0	5345.01	5345.02	5345.03	5345.04	
CUT HAIR	Maintain manual and electrical cutting tools	Cut hair without graduation	Cut hair with graduation	Cut hair using clippers or trimmers	Customize hair
U5346.0	5346.01	5346.02	5346.03	5346.04	5346.05
	Cut facial and nape hair				
	5346.06				
STYLE HAIR	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
U5347.0	5347.01	5347.02	5347.03	5347.04	5347.05
	Style hair using free style techniques	Style hair using specialized techniques			
	5347.06	5347.07			
PERFORM A CHEMICAL WAVE	Maintain wave tool components	Prepare for a chemical waving service	Perform a chemical waving service	Remove solution and neutralize	
U5348.0	5348.01	5348.02	5348.03	5348.04	

SKILL SETS

SKILLS

PERFORM CHEMICAL TEXTURE SERVICES	Prepare hair for chemical relaxing	Straighten hair	Remove relaxer and neutralize	Prepare hair for a soft curl	Perform a soft curl
U5349.0	5349.01	5349.02	5349.03	5349.04	5349.05
	Neutralize a soft curl	Finish a soft curl			
	5349.06	5349.07			

PERFORM COLOUR SERVICES	Maintain colouring tools	Perform a patch test	Perform a preliminary strand test	Prepare hair for colour application	Colour virgin hair lighter
U5350.0	5350.01	5350.02	5350.03	5350.04	5350.05
	Colour virgin hair darker	Colour re-growth hair	Prepare hair for lightening and toning application	Colour hair using special effects	Bleach virgin hair
	5350.06	5350.07	5350.08	5350.09	5350.10
	Decolourize previously coloured hair	Bleach re-growth	Bleach hair using special effects	Tone pre-lightened hair	Perform color correction
	5350.11	5350.12	5350.13	5350.14	5350.15

WORK WITH WIGS, HAIRPIECES AND EXTENSIONS	Assess client requirements for hair addition	Fit hair addition	Style hair addition	Maintain hair addition	Remove hair extensions without damaging natural hair and scalp
U5351.0	5351.01	5351.02	5351.03	5351.04	5351.05

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.

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

SPONSOR CONFIRMATION FOR U5341: WORK PLACE HEALTH AND SAFETY PROCEDURES		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor 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.

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

SPONSOR CONFIRMATION FOR U5342: PERFORM SANITIZATION PROCEDURES

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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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.

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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

SPONSOR CONFIRMATION FOR U5343: PERFORM ROUTINE SALON FUNCTIONS

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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5344.0 PERFORM SERVICE FUNDAMENTALS

GENERAL PERFORMANCE OBJECTIVE

Perform Service Fundamentals 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.

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

SPONSOR CONFIRMATION FOR U5344: PERFORM SERVICE FUNDAMENTALS		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor 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.

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

SPONSOR CONFIRMATION FOR U5345: TREAT SCALP AND HAIR

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor 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.

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

5346.04 Cut hair using clippers or trimmers by selecting clipper guards and blades, holding clipper and comb at desired angle to establish guideline, cutting guideline to desired length, cutting remaining sub-sections, moving clipper in the opposite direction of hair growth to control natural growth patterns, cross-checking to remove demarcation steps or unwanted lines completing desired shape, using an edging technique to remove unwanted nape, ear and eyebrow hair using clippers and trimmers, according to health and safety requirements, employer standards and client requirements.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

5346.05 Customize hair using cutting tools and selected techniques by removing excess weight or bulk in an identified area, manipulating hair to determine if more detailing is required, completing desired shape, to personalize haircut, according to health and safety requirements, employer standards and client requirements.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

5346.06 Cut facial and nape hair by determining outline and shape according to client preference and natural growth patterns, selecting clipper or trimmer guide to establish length of facial hair, detailing facial and nape hair by inverting trimmer or clipper around the perimeter to create clean shape and lines, according to health and safety requirements, employer standards and client requirements.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

SPONSOR CONFIRMATION FOR U5346: CUT HAIR

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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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.

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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

SPONSOR CONFIRMATION FOR U5347: STYLE HAIR		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor 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.

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

SPONSOR CONFIRMATION FOR U5348: PERFORM A CHEMICAL WAVE

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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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.

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

SPONSOR CONFIRMATION FOR U5349: PERFORM CHEMICAL TEXTURE SERVICES

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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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.

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

SPONSOR CONFIRMATION FOR U5350: PERFORM COLOUR SERVICES		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor 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.

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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journeyperson Print Name	Journeyperson Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

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.

(mm/dd/yy)	Journey person Print Name	Journey person Signature	College of Trades Member I.D.#
(mm/dd/yy)	Apprentice Print Name	Apprentice Signature	College of Trades Member I.D.#

SPONSOR CONFIRMATION FOR U5351: WORK WITH WIGS, HAIRPIECES AND EXTENSIONS

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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DEFINITIONS

Apprentices Class

Individuals in this class:

- Hold one or more valid Registered Training Agreements with the Ministry of Training, Colleges and Universities in either compulsory or voluntary trades;
- Hold a valid statement of membership with the Ontario College of Trades in the Apprenticeship class;
- Are subject to any ratios or wage rates that have been set out in regulation for their trade(s);
- Can remain in this class until they receive their Certificate of Apprenticeship;
- Can hold themselves out as Apprentices.

Certificate of Apprenticeship (C of A)

A certificate issued by the Minister of Training, Colleges and Universities to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

Certificate of Qualification (C of Q)

A certificate issued by the Registrar on behalf of the College of Trades to a Journeyperson. A Certificate of Qualification will serve as proof of having met any testing/program requirements and membership in the College's Journeypersons Class.

Competence

The ability of an individual to perform a skill repeatedly and without assistance in the workplace as set out in the Log Book.

Competency Analysis Profile (CAP Chart)

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

Competent Person

A competent person is defined by the *Occupational Health and Safety Act* as being a person who:

- Is qualified because of their knowledge, training and experience to organize the work and its performance;
- Is familiar with the *Occupational Health and Safety Act* and its regulations that apply to the work; and has knowledge of any potential or actual danger to health or safety in the workplace.

Competent Worker

A competent worker is defined by the *Occupational Health and Safety Act* as being a person who:

- Is qualified because of knowledge, training and experience to perform the work;
- Is familiar with the *Occupational Health and Safety Act* and with the provisions of the regulations that apply to the work; and
- Has knowledge of all potential or actual danger to health or safety in the work.

Sponsor

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 as part of an apprenticeship program established by the College of Trades.

Sponsor of Record

Refers to the Sponsor documented as being signatory to the current training agreement or contract. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified Journeypersons or the equivalent on site, and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by the Industry representatives for the trade.

Incompetence

According to the *Ontario College of Trades and Apprenticeship Act, 2009*, a member of the College of Trades may be found to be incompetent by the College Of Trades Discipline Committee if the Committee feels that the member has displayed a lack of knowledge, skill or disregard for another person's welfare while practising their trade. If this happens, the individual may be found unfit to practise their trade and their Statement of Membership/Certificate of Qualification may be revoked, suspended, or be subject to terms, conditions or limitations.

Journeyperson

Compulsory Trades Journeyperson:

- Someone who holds a valid Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade; or
- Someone who holds a valid Provisional Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade.

Voluntary Trades Journeyperson:

- Someone who holds a valid Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade; or
- Someone who holds a Certificate of Qualification in the trade that was issued by the Ministry of Training, Colleges and Universities prior to April 8, 2013 (membership in the College of Trades is not required in this scenario).

Journey person Candidates Class

An individual who has completed an Ontario apprenticeship program (Certificate of Apprenticeship) in a voluntary or compulsory trade that has a Certificate of Qualification examination, but has not passed the Certificate of Qualification examination for their trade. There is a maximum time limit of one year to remain in the Journey person Candidates Class.

Individuals in this class:

- are subject to any ratios and/or wage rates that have been set out for their trade(s), if they practise a compulsory trade.
- can continue to work legally in their trade if they are in a compulsory trade, as they prepare to write their examination (individuals in voluntary trades do not have to be members of the College of Trades to work legally); and can hold themselves out as Journey person Candidates (they are neither Apprentices nor Journey persons).
- can remain in this class for a maximum of one year or until they pass the Certificate of Qualification exam and become members of the Journey persons class. However, they can only remain in this class for a maximum of one year. After one year they can move into the Trades persons Class if they are in a voluntary trade. If they are in a compulsory trade and have been in the Journey person Candidates Class for one year, they can no longer work legally in that trade until they pass the Certificate of Qualification examination.

Mandatory Skill

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

OCTAA

Ontario College of Trades and Apprenticeship Act, 2009

Optional Skill

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

Ratios

For up to date information regarding Journey person to Apprentice ratios, please visit: collegeoftrades.ca

Red Seal Program

The Interprovincial Standards Red Seal Program (also known as the Red Seal Program) was established more than 50 years ago to provide greater mobility across Canada for skilled workers and represents a standard of excellence for industry. Through the program, individuals are able to obtain a Red Seal endorsement on their provincial/territorial certificates by achieving 70% or higher on an interprovincial Red Seal examination. The Interprovincial Standards Red Seal Program acknowledges their competence and ensures recognition of their certification throughout Canada without further examination. There are currently over 50 Red Seal designated trades. The Red Seal Program is recognized as the interprovincial *standard of excellence* in the skilled trades. The Interprovincial Standards Red Seal Program is a partnership between the Government of Canada, the Provinces, the Territories and various stakeholders.

Sign off

Signature of the Sponsor of record, or an individual to whom that Sponsor has delegated signing authority, (e.g. Trainer) indicating an Apprentice's demonstration of competence.

Skill

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

Skill Sets

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

Skill Set Completion for Sponsors

Listing for all skill sets and includes space for sign off by Sponsor of record.

Supervisor

An individual who oversees the performance of a task and oversees the actions or work of others.

Trade Board

Under the *Ontario College of Trades and Apprenticeship Act, 2009*, the [College of Trades Appointments Council](#) (COTAC) may appoint a Trade Board for each designated trade, composed of Employee and Employer representatives from the industry. Trade Boards are responsible for advising and making recommendations to the College of Trades Divisional Boards on issues relating to their trade. When there is no appointed trade board for a trade, the respective sector Divisional Board will act as the default Trade Board for the trade.

Tradespersons Class

A Class of Membership for individuals who practise in a voluntary trade which may or may not have a Certificate of Qualification examination.

Individuals in this class:

Have been members of the Journeyperson Candidates Class or are not eligible for Journeyperson Candidates Class and have been assessed to have experience and/or qualifications that are equivalent to a Certificate of Apprenticeship in that trade

- Are preparing to write/have no plans to write/have not passed the available Certificate of Qualification exam for their trade(s);
- Can remain in this class indefinitely or until they pass the available Certificate of Qualification exam for their trade(s); and
- Can hold themselves out as tradespersons (they are neither apprentices nor journeypersons).

Note: Individuals in the Tradespersons Class are considered Journeypersons for the purpose of determining ratios for that trade.

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.

READY TO WRITE YOUR EXAM?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to join the Journeypersons class of members at the Ontario College of Trades and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

1. Provincial (Ontario) examinations - which lead to a Certificate of Qualification.
2. Red Seal examinations – which lead to a Certificate of Qualification with an Interprovincial Red Seal endorsement.

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination. To access the Red Seal preparation guide please visit: red-seal.ca

You will write an Ontario-only examination when your trade is not designated as Red Seal trade in Ontario.

Ontario's Exam Preparation Guide

collegeoftrades.ca

Basic Examination Details for You to Know

You will have **up to four hours to write your examination**. If you need more time, you must ask for it when you schedule the examination, not on the day of your examination. You can leave the examination centre if you complete the examination in less than four hours.

You need a mark of 70% to pass.

Exam questions are multiple choice with four options from which you must choose the correct answer. Your examination may have between 90 and 150 multiple choice questions.

Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the College of Trades website: collegeoftrades.ca

Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with the College of Trades.
2. Contact Client Services at the College of Trades to pay your examination fee.
3. Contact the local Ministry apprenticeship office to schedule your examination in their examination centre: <http://services.findhelp.ca/eo/tcu/appoff>

INSTRUCTIONS FOR RECORDING A CHANGE IN SPONSOR

1. Record your first sponsor's information in Sponsor Record #1 – this would be the sponsor who has signed your initial apprenticeship Training Agreement for this trade.
2. If you do change sponsors prior to completing this apprenticeship, please contact your local Ministry of Training, Colleges and Universities Apprenticeship Office immediately to update your sponsor record.
3. Please make sure you do record all of the information regarding any additional sponsors of record towards your apprenticeship using the Sponsor Records on the following pages (if applicable).

You must fill out a CHANGE OF SPONSOR RECORD each time you change your sponsor.

SPONSOR RECORD #1

SPONSOR INFORMATION	
Apprentice Name	
Registered Training Agreement #	
Sponsor Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed (e.g. UXXXX)	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed off.

****If you need additional copies of the Sponsor Record, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

CHANGE OF SPONSOR RECORD #2

SPONSOR INFORMATION	
Apprentice Name	
Registered Training Agreement #	
Sponsor Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed (e.g. UXXXX)	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed off.

****If you need additional copies of the Sponsor Record, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

CHANGE OF SPONSOR RECORD #3

SPONSOR INFORMATION	
Apprentice Name	
Registered Training Agreement #	
Sponsor Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed (e.g. UXXXX)	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed off.

****If you need additional copies of the Sponsor Record, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

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.

INSTRUCTIONS FOR APPRENTICESHIP PROGRAM COMPLETION (Appendix A)

Once an Apprentice has completed all the classroom training and on-the-job hours specified for the trade, and has acquired all the mandatory skills included in this Log Book:

1. The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.
2. They sign the forms and submit them to their local Ministry of Training, Colleges and Universities apprenticeship office. To find the closest office, check the contact information at <http://services.findhelp.ca/eo/tcu/appoff> or call the Employment Ontario toll free number at (1-800-387-5656).
3. Since this trade is competency based, all mandatory skills in the Log Book must be signed off. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, Ministry staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Ministry of Training, Colleges and Universities apprenticeship office by mail, fax, or email (as a scanned document), they should not include their Log Book; if they are presenting this form in person at the local apprenticeship office, they should bring their Log Book with them.

After Ministry staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the Ministry will issue a Certificate of Apprenticeship to the Apprentice.

The Ontario College of Trades will receive notification of this completion, and complete the individual's membership in the Apprentices class for the trade. If the Apprentice has completed a program in a compulsory trade, the College of Trades will automatically register the Apprentice as a member of the Journeyman Candidates class so the Apprentice can continue to work legally for one year while preparing for the certification examination. If an apprentice completes their apprenticeship in a voluntary trade **and** there is no Certificate of Qualification exam, they can apply for membership in the Journeymen's Class at the Ontario College of Trades. If there is a Certificate of Qualification exam, they must write and pass the exam in order to enter the Journeymen's Class at the Ontario College of Trades.

For permission to schedule an exam once completion is confirmed by the Ministry, the individual must first contact the College of Trades Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee.

APPRENTICE COMPLETION FORM (Appendix B)

Please fill out both sides of this form, including the Skill Set Completion for Sponsors (see back of form). Once both sides are completed, submit the form to your local Ministry of Training, Colleges and Universities apprenticeship office (find contact information at <http://services.findhelp.ca/eo/tcu/appoff> or by calling Employment Ontario at (1-800-387-5656).

APPRENTICE INFORMATION	
Name (print)	
Client ID # Issued by Ministry	
Telephone Number(s)	

SPONSOR INFORMATION	
Legal Name	
Address	
Telephone Number(s)	
Sponsor's Signing Authority (<i>print name</i>)	
E-mail Address	

PROGRAM INFORMATION			
Trade Name			
Number of hours required as per Training Agreement (<i>for hours-based trades only</i>)			
Hours completed? (<i>documentation attached</i>)	Yes ()	No ()	Not applicable ()
Classroom training completed or exempt?	Yes ()	No ()	Not applicable ()

I hereby confirm that the information submitted on both sides of this form is true and accurate.

X _____
Apprentice's Signature Date

X _____
Signature of Sponsor's Signing Authority Date

SKILL SET COMPLETION FOR SPONSORS (Appendix C)

You will find the skill set numbers and titles in the Log Book's Table of Contents. By signing off each skill set in the table below, you are providing final confirmation, as the Apprentice's Sponsor, that the Apprentice has demonstrated competency in all the mandatory skills included in the skill set.

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

MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES USE ONLY:

Sponsor verified as most recent sponsor of record: Yes () No ()
 Documentation to support completion of hours attached: Yes () No ()
 Completion of classroom training verified: Yes () No ()

Staff Name _____ Signature _____ Date _____

**MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES
APPRENTICESHIP OFFICES IN ONTARIO (Appendix D)**

Location	Contact	Location	Contact
Barrie 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	North Bay 705-495-8515	200 First Ave West, North Bay, ON P1B 3B9
Belleville 613-968-5558	135 North Front St, Belleville, ON K8P 3B5	Ottawa 613-731-7100	Preston Square, 347 Preston St 3rd Flr, Ottawa, ON K1S 3H8
Brantford 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	Owen Sound 519-376-5790	1450 1st Ave West Suite 100, Owen Sound, ON N4K 6W2
Chatham 519-354-2766	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	Pembroke 613-735-3911	615 Pembroke St East, Pembroke, ON K8A 3L7
Cornwall 613-938-9702	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	Peterborough 705-745-1918	901 Lansdowne St West, Peterborough, ON K9J 1Z5
Dryden 807-223-4632	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	Pickering (City of) 905-837-7721	1420 Bayly St Unit 1, Pickering, ON L1W 3R4
Elliot Lake 705-848-4661	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	Sarnia 519-542-7705	Bayside Mall, 150 Christina St North, Sarnia, ON N7T 7W5
Fort Frances 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	Sault Ste. Marie 705-945-6815	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
Hamilton Central 905-521-7764	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	St Catharines 905-704-2991	Garden City Tower, 301 St Paul St 10th Flr, St Catharines, ON L2R 7R4
Kapuskasing 705-337-4381	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	Sudbury 705-564-3030	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
Kenora 807-468-2879	227 1/2 Second St South, Kenora, ON P9N 1G4	Thunder Bay 807-346-1550	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
Kingston 613-548-1151	Cornell Corporate Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	Timmins 705-235-1950	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
Kitchener 519- 653-5758	4275 King St East Ste 200, Kitchener, ON N2P 2E9	Toronto Central 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
London 519-675-7788	1200 Commissioners Rd E Unit 72, London, ON N5Z 4R3	Windsor Central 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Ste 200, Windsor, ON N8X 4Y8
Mississauga (City of) 905-279-7333	The Emerald Centre, 10 Kingsbridge Garden Cir Ste 404, Mississauga, ON L5R 3K6		

For current office listings, please visit: <http://services.findhelp.ca/eo/tcu/appoff>

Completing Your Apprenticeship Program

Once your sponsor agrees that your hours are complete and you are competent in the required skills, and you have completed all the levels of classroom training required for your trade:

- ✔ Check the Ontario College of Trades Public Register to make sure your Apprentices class membership is still active:
<https://tmsportal.collegeoftrades.ca/web/ocot-public-services-v3/public-registry>
- ✔ Follow the completion instructions on the Completion Form (Appendix A) in the Log Book.
- ✔ Answer any questions that MTCU staff may have, and provide any additional completion documentation they may require.
- ✔ Once they confirm completion, MTCU will issue you a Certificate of Apprenticeship and notify the Ontario College of Trades of your completion.

After Your Apprenticeship

If you are in a trade with a certification exam, the College of Trades will **automatically** complete your membership in the Apprentices class and activate your 12-month membership in the Journeyperson Candidates class. This change will be reflected on your account with the College as well as on the College's Public Register.

Membership in the Journeyperson Candidates class will allow you to continue practising in a compulsory trade for 12 months while you prepare for and write your exam; if you are in a voluntary trade, it is your automatic approval to challenge the certification exam.

The College will send you a Journeyperson Candidates class welcome letter within 3 weeks of completion that outlines any/all of your future requirements for membership and examination as appropriate (different situations for voluntary and compulsory trades).

If you complete an apprenticeship program for which there is no exam, you can submit an application to become a member of the College's Journeypersons class on the basis of having earned a Certificate of Apprenticeship in the trade.

Preparing For Your Exam

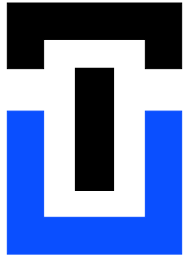
Find out if your trade has a Certificate of Qualification exam at:

www.collegeoftrades.ca/wp-content/uploads/tradesOntarioTradesCodes_En.pdf

For permission to schedule an exam once completion is confirmed by MTCU, you must first contact the College's Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification exam fee. Once you have paid, contact your local MTCU Apprenticeship office to book your exam.

Download Ontario College of Trades exam preparation guide at:

www.collegeoftrades.ca/resources/exam-process and/or view the exam preparation guide for Red Seal trades at: www.red-seal.ca/w.2lc.4m.2@-eng.jsp



ONTARIO COLLEGE OF TRADES

ORDRE DES MÉTIERS DE L'ONTARIO

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