

**DEPARTMENT OF WORKFORCE DEVELOPMENT  
DIVISION OF WORKFORCE SOLUTIONS**

**BUREAU OF APPRENTICESHIP STANDARDS**

**MADISON, WISCONSIN**

**STATE APPRENTICESHIP STANDARDS**

**FOR THE**

**BARBER & COSMETOLOGY APPRENTICESHIP  
PROGRAMS**

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**Bureau Director**

*Jul A Bear*  
Chair

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**REVISED  
September 17, 2007**

State Committee – The Wisconsin Barber/Cosmetology Apprenticeship Advisory Committee is advisory to the Department of Workforce Development on matters of apprenticeship and the Wisconsin Technical College System on matters of Related Instruction for Apprentices.

Trainer – A licensed barber or cosmetologist professional who will provide on-the-job training and mentoring to the Apprentice.

Work Processes – The competencies that an Apprentice will perform in order to complete the on-the-job training required by the Apprenticeship program.

Wisconsin Technical College System (WTCS) – The training institution that will provide the Related Instruction courses for the Apprenticeship program.

## **2. WISCONSIN BARBERING/COSMETOLOGY APPRENTICESHIP ADVISORY COMMITTEE COMPOSITION**

- A. This committee shall be composed of no less than 10 or more than 30 members. The intention is to have fair and diverse representation on the state committee. The Bureau will ensure that all areas of the state are properly represented.
- B. The committee will include at least one person from the Department of Regulation and Licensing, at least one classroom teacher and at least two active apprentices with at least one (1) year as an apprentice.
- C. Members will serve for a term of three years and may be appointed for further terms. Committee memberships will be staggered to maintain continuity in functioning.
- D. State committee members must:
  - (1) Represent organizations that are actively involved with training apprentices at the local level; or
  - (2) Be involved in the development of emerging occupations; or
  - (3) Have been involved in the training of apprentices in the last two years
  - (4) Attend at least 75% of the meetings over the term of their appointment, unless excused by the Bureau for good cause.

Exceptions to these requirements can be made by the Bureau in order to expand female and minority participation on committees.

- E. Vacancies may be filled, or representatives changed in term, at the request of the Sponsor or appropriate association.
- F. The BAS may also designate consultant members to serve as non-voting members, as needed, such as WTCS representatives, industry apprenticeship coordinators, instructors and other interested parties in the apprenticeship program. Consultant members may advise the state committee, but they are not allowed to serve as voting members.

- G. The Bureau may remove a person from membership on a committee for one or more the following reasons:
  - (1) Failure to attend at least 75% of the committee meetings over the term of the appointment, unless excused by the Bureau for good cause.
  - (2) Failure to meet the membership requirements under paragraph 2.D, unless BAS grants an exception.
  - (3) Violation of any state apprenticeship statute, rule or standard.
- H. The committee operates on a consensus based decision-making process. This means that there may be concerns after discussion, but the committee members may consent to the proposal anyway and allow it to be adopted. Therefore, reaching consensus does not assume that everyone must be in complete agreement, but that all members can live with the decision. When the committee cannot reach consensus, the BAS will make the final decision.

### **3. DUTIES OF ADVISORY COMMITTEE**

- A. Recommend/advise on policy and/or program changes in the Apprenticeship program.
- B. Formulate minimum state standards for the Apprenticeship program and make recommendations on changes to the Bureau including:
  - i. the period of training
  - ii. minimum work process requirements
  - iii. related instruction
  - iv. probation
  - v. Sponsor requirements to serve as a trainer
  - vi. trainer/apprentice ratios
  - vii. apprentice reviews
  - viii. minimum applicant/Apprentice requirements
- C. Recommend curriculum, Related Instruction and delivery service requirements for the program to the Bureau and the Wisconsin Technical College System (WTCS).
- D. Assume statewide leadership for the purpose of improving and expanding the number of Sponsors sponsoring apprentices in the profession.
- E. Support the state program of training for Apprentices.
- F. Develop guidelines for the Apprenticeship program for proficiency assessment/testing (for work experience and course work) to be utilized in determining apprenticeship credit for previous experience/education.
- G. Support local committee development and help identify their areas of responsibility, including reviewing technical colleges and ethnic training.
- H. Review and monitor local committee operations and activity levels and recommend changes in operations where appropriate, including AA/EEO. Assist local committees to work out their programmatic and administrative problems.

- I. Follow these operational guidelines:
  - i. Meet a minimum of two times a year
  - ii. Conduct meetings in conformity with the open meeting laws of Wisconsin.
  - iii. Review and approve minutes prepared by the Bureau.
  - iv. Committee will elect two co-chairs
  - v. Five members must be present for a quorum to exist

#### **4. QUALIFICATIONS OF THE APPRENTICE**

Applicants for apprenticeship shall be as stated in the state employment laws. Applicants must:

- A. be at least 16 years of age
- B. be employed full time, at least thirty-two (32) hours or more per week, including paid related instruction
- C. adhere to all requirements for Hours of Work in Section 1
- D. make a commitment to the apprenticeship program policies and procedures
- E. be physically able to perform the duties of the occupation with reasonable accommodations if necessary
- F. provide their own or secure reliable transportation to related classroom instruction and on-the-job training
- G. if the apprentice is still in high school, he or she must meet the requirements in the Apprenticeship Manual and may work part-time.

#### **5. QUALIFICATIONS OF THE TRAINER**

The apprenticeship trainer must:

- A. be designated by the licensed manager
- B. be a licensed employee of the Establishment
- C. meet practical experience hours, if any, as designated by DSPS.

#### **6. QUALIFICATIONS OF THE SPONSOR**

The Sponsor undertaking the employment of Apprentices must:

- A. Be currently licensed as an establishment and manager by the Wisconsin Department of Safety and Professional Services. To sponsor the first apprentice, the Sponsor must be a licensed established for at least one year and pass inspection by BAS.
- B. Be able to provide training in all work processes
- C. Have the necessary facilities to assure proper training