

**STATE OF CONNECTICUT BARBERING  
AND HAIRDRESSING APPRENTICESHIP  
INFORMATION PACKET** ©

# **Connecticut Technical Education and Career System**

## **Hairdressing & Barbering** **APPRENTICESHIP** **INFORMATION PACKET**

Coursework in this packet align to the CT-DOL Related Instruction Requirements for the following apprenticeship classifications:

- Barbering
- Hairdressing

**Concerning related classroom instruction, each apprentice student is expected:**

- To purchase the textbooks required for each course
- To complete all instructor assigned quizzes and exams as well as any academic reinforcement activities.

**Student Responsibility Enrollment and Attendance:**

- Students are held responsible for making informed enrollment decisions and for knowledge of and compliance with CTECS policies and procedures, current printed class schedule as well as special registration instructions which may be issued on a semester-by-semester basis.

**Tuition and Fees Information:**

**Apprentice Students**

- Registration fee and Technology fee of \$50.00 (*non-refundable*) per semester per school due at registration
- Tuition of \$325.00 per course (can be prorated downward for courses of less than 36 hours) payable prior to the completion of the student's 1<sup>st</sup> class attended.

**DEFINITION OF APPRENTICE STUDENT (All criteria below must be satisfied):**

- Must be registered with the State Labor Department, Office of Apprenticeship Training
- Possesses a current and valid apprentice card prior to the 1<sup>st</sup> class session – current and valid is defined as an apprentice card that meets all of the following:
  1. The card is for the student's current employer;
  2. The card has an expiration date of 6/30/ of the subsequent year;
  3. The card is signed by Labor Department Apprentice Program Manager.
- Be enrolled in a class that is part of his/her apprenticeship trade curriculum

**Extension Students:**

- Registration fee and Technology fee of \$50.00 (non-refundable) per semester per school due at registration
- Tuition of \$350.00 per 36 hours of instruction (will be prorated for courses of more or less than 36 hours) payable prior to the completion of the student's 1<sup>st</sup> class attended.

**Online Students:**

- **A \$20.00 Convenience Fee will be added to normal tuition rates. Students are responsible for technology to access content (see minimum requirements below).**

**Minimum Technology Requirements and Guidelines for Online Coursework:**

- When participating in distance education courses, it is vital to consider the technology needed in order to have a successful course. We recommend that you meet the technical requirements below when attending online programming:
- A computer (desktop/laptop/ Chromebooks) that is less than 3 years old will work.
- Speakers/headphones/earbuds for listening to audio or videos presented in courses.
- **Webcams are required**, and must be on and pointed at the student during class. (There is background blurring technology to uphold privacy that may be utilized)
  - Failure to abide by this will result in removal from class!

**Attendance Requirments:**

Based on 3-hour class sessions, the following is a list of total hours in a course and the maximum number of allowed absences (by number of classes) prior to denial of credit:

<u>Total hours in classes</u>	<u>Maximum absences</u>	<u>Total hours in classes</u>	<u>Maximum absences</u>
1 - 9	0	61 - 90	3
10 - 30	1	91 - 120	4
31 - 60	2		

**Excessive tardiness and/or early departures will be addressed on an individual basis and may cause denial of credit; example being marked tardy for 3- 1-hour incidents will equate to an absence.**

**Employers have the right to verify their employee's attendance in a program.**

**NOTE: A minimum grade of 75% is necessary to pass each course.**

All trade area content is based on a strong mathematical foundation. For this reason the baseline for transfer credit needs to be set to a higher standard, as well as being recent. Basic Math transfer credit may be awarded with a minimum of an ‘85’ average completed in a comparable course, and taken within the last five years from date request for credit is submitted. All communications will need to be forwarded through the apprentice school supervisor at the local school. For perusal of waiver, please provide the apprentice school supervisor with the following:

- Transcripts detailing grades earned in the course, showing a minimum proficiency level of an ‘85’ or better.
- Course description from institution listed on transcripts.

The following section; Apprentice Responsibilities, is taken from the **State of Connecticut-Apprentice Handbook & Progress Report**, which is given to each apprentice at the beginning of their training by the Office of Apprenticeship Training, Connecticut State Labor Department.

**Apprentice Responsibilities:**

1. Work safely.
2. **Avoid absenteeism and tardiness at work and at school.**
3. **Attend and participate in related instruction and maintain the highest possible grades.**
4. Be involved and show dedication to your training (both on the job and in the classroom).
5. Keep track of your training hours, (either in the form of work records or logbook) and advise your supervisor of any deficiencies in your apprenticeship training.
6. Show dedication and interest in learning the trade.
7. Show respect to the skilled journeypersons training and supervising you.
8. Comply with the provisions of the Apprentice Agreement.
9. Follow your sponsor's written work rules and policies.
10. You must be accompanied by a journeyperson while on the job site.
11. .

**Regional Apprenticeship Representatives**  
**Office of Apprenticeship Training**  
**Department of Labor**  
**860-263-6085**

**Contact information and region assigned:**

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Larry Satchell, [larry.satchell@ct.gov](mailto:larry.satchell@ct.gov)

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Towns Served:

<b>Statewide</b>	<b>Barbering</b>
	<b>Hairdressing</b>

## Office of Apprentice and Training

### Hairdressing Salon Apprenticeship Requirements

2000 hours on- the- job training with a licensed Hairstylist. (Register for Apprenticeship hours)

6 hours must be dedicated/pertaining to sanitation/hygiene to be completed in the hair salon

(1 to 1 ratio) Hairstylist to Apprentice

200 hours of theory must be completed and signed off by a current CT approved Adult Education Program or Cosmetology school

<http://www.ctohe.org/HEWeb/BHList.asp>

List of Approved Hairdressing/Cosmetology schools are maintained and approved by the licensing Board of DPH

2-year program max Affidavit of hours from the employer/hairstylist





**Office of Apprentice and Training**

**Barbershop Apprenticeship Requirements**

2000 hours on- the- job training with a licensed barber. (Register Apprenticeship hours)

6 hours must be dedicated/pertaining to sanitation/hygiene to be completed in the barber shop

(1 to 1 ratio) Barber to Apprentice.

150 hours of theory must be completed and signed off by a current CT approved Barbering School or Cosmetology school.

[http://www.ct.gov/dph/lib/dph/practitioner\\_licensing\\_and\\_investigations/plis/barber/barberschools1202017.pdf](http://www.ct.gov/dph/lib/dph/practitioner_licensing_and_investigations/plis/barber/barberschools1202017.pdf)

List of Approved Barbering schools are maintained and approved by the licensing Board of DPH

2 year program max.

Affidavit of hours from the employer/barber.





## BARBERS

**Sec. 20-234. Practice of barbering defined.** The following-described practices, when done upon the head, face and neck for cosmetic purposes and done for the public, with or without compensation therefor, shall be construed as practicing the occupation of barber or master barber within the meaning of this chapter: Shaving or trimming the beard; cutting hair; styling or cutting hairpieces and wigs; giving facial and scalp massage or application of oils, creams, lotions or other preparations, either by hand or mechanical appliances; singeing, shampooing or dyeing the hair or applying hair tonic, and applying cosmetic preparations, antiseptics, powders, oils, clays or lotions to scalp, face or neck; provided nothing in this chapter shall permit any of the services or acts herein described to be used for the treatment or cure of any physical or mental disease or ailment.

**Sec. 20-235a. Barbers, hairdressers and cosmeticians; examining board.** There shall be within the Department of Public Health a Connecticut Examining Board for Barbers, Hairdressers and Cosmeticians. Said board shall consist of nine members appointed, subject to the provisions of section 4-9a, by the Governor as follows: Three master barbers, three persons who are registered hairdressers and cosmeticians, and three public members. The Governor shall appoint a chairperson from among such members. Members shall be residents of this state. No member shall be an elected official of a professional association of barbers, hairdressers or cosmeticians or have been such an official for one year immediately preceding his appointment. Said board shall meet at least once during each calendar quarter and at such other times as the chairperson deems necessary. Special meetings shall be held at the request of a majority of the

board after notice in accordance with the provisions of section 1-225. A majority of the members of the board shall constitute a quorum. Members shall not be compensated for their services. Any member who fails to attend three consecutive meetings or who fails to attend fifty per cent of all meetings held during any calendar year shall be deemed to have resigned from office. Minutes of all meetings shall be recorded by the board. No member shall participate in the affairs of the board during the pendency of any disciplinary proceedings by the board against such member. Said board shall (1) hear and decide matters concerning suspension or revocation of licensure, (2) adjudicate complaints filed against practitioners and (3) impose sanctions where appropriate.

**Sec. 20-236. Qualifications for license as barber. Licensure without examination. Barber schools. Minimum curriculum requirements.** (a)(1) Any person desiring to obtain a license as a barber shall apply in writing on forms furnished by the Department of Public Health and shall pay to the department a fee of one hundred dollars. The department shall not issue a license until the applicant has made written application to the department, setting forth by affidavit that the applicant has (A) (i) successfully completed the eighth grade, (ii) completed a course of not less than one thousand hours of study in a school approved in accordance with the provisions of this chapter, or, if trained outside of Connecticut, in a barber school or college whose requirements are equivalent to those of a Connecticut barber school or college, and (iii) passed a written examination satisfactory to the department, or (B) if the applicant is an apprentice, (i) successfully completed the eighth grade, (ii) completed an apprenticeship approved by the Labor Department and conducted in accordance with sections 31-22m to 31-22u, inclusive, and (iii) passed a written examination satisfactory to the Department of Public Health. Examinations required for licensure under this chapter shall be prescribed by the department with the advice

and assistance of the board. The department shall establish a passing score for examinations required under this chapter with the advice and assistance of the board. No license issued in accordance with the provisions of this chapter may be assigned or transferred to another person.

(2) Any person who holds a license at the time of application to practice the occupation of barbering in any other state, the District of Columbia or in a commonwealth or territory of the United States, and was issued such license on the basis of successful completion of a program of education and training in barbering and an examination, shall be eligible for licensing in this state and entitled to a license without examination upon payment of a fee of one hundred dollars.

(3) Any person who holds a license to practice the occupation of barbering in any other state, the District of Columbia, or in a commonwealth or territory of the United States, and has held such license for a period of not less than forty years, shall be eligible for licensure without examination. No license shall be issued under this section to any applicant against whom professional disciplinary action is pending or who is the subject of an unresolved complaint.

(b) (1) Barber schools shall obtain approval pursuant to this section prior to commencing operation. In the event that an approved school undergoes a change of ownership or location, such approval shall become void and the school shall apply for a new approval pursuant to this section. Applications for such approval shall be on forms prescribed by the Commissioner of Public Health. In the event that a school fails to comply with the provisions of this subsection, no credit toward the one thousand hours of study required pursuant to subsection (a) of this section shall be granted to any student for instruction received prior to the effective date of school approval.

(2) The Commissioner of Public Health, in consultation with the Connecticut Examining Board for Barbers, Hairdressers and Cosmeticians, shall adopt regulations, in accordance with the

provisions of chapter 54, to prescribe minimum curriculum requirements for barber schools. The commissioner, in consultation with said board, may adopt a curriculum and procedures for the approval of barber schools, provided the commissioner prints notice of intent to adopt regulations concerning the adoption of a curriculum and procedures for the approval of barber schools in the Connecticut Law Journal not later than thirty days after the date of implementation of such curriculum and such procedures. The curriculum and procedures implemented pursuant to this section shall be valid until such time final regulations are adopted.

**Connecticut State Department of Education**  
**Connecticut Technical Education & Career System**

**BARBERING APPRENTICESHIP**  
**COURSE SEQUENCE AND PREREQUISITES**

Related Instruction- 150 Hours

OJT - 2000 Hours

<b>COURSES</b>	<b>Course number</b>	<b>Semester</b>	<b>Prerequisites</b>
<b>FIRST YEAR COURSES:</b>			
<b>Barbering 1</b> Sanitation & Hygiene, Anatomy & Physiology, State Laws and Guidelines	A0200	1	
<b>Barbering 2</b> Chemical Procedures, Haircare & Treatment	A0201	1	
<b>Barbering 3</b> Haircutting, Skin Care/Facials and Manicuring	A0202	2	
<b>Barbering 4</b> Haircutting, Styling, Shaving and Business & Professional Relations	A0203	2	

**Connecticut State Department of Education**  
**Connecticut Technical Education & Career System**

**HAIRDRESSING APPRENTICESHIP**  
**COURSE SEQUENCE AND PREREQUISITES**

<b>COURSES</b>	<b>Course number</b>	<b>Semester</b>	<b>Prerequisites</b>
<b>FIRST YEAR COURSES:</b>			
<b>HC 1</b> Infection Control/Basic Study of Hair and Skin	HC-1	1	None
<b>HC-2</b> Hairstyling/Haircutting Services/Principles of hair design	HC-2	1	None
<b>HC-3</b> Wigs/Braiding/Chemical Texture Services/Haircoloring	HC-3	2	HC-1&2
<b>HC-4</b> Spa Services/Skin Care/Nail Structure	HC-4	2	HC-1&2
<b>HC-5</b> Nail Care/Advanced Hairdressing/Cosmetology/Beauty Business/State Board Review	HC-5	Any	HC-1-4 and Barber's License

- Hairdressing/Cosmetology I, Infection Control, Properties of Hair/Scalp, Skin and Nails
- Hairdressing/Cosmetology II, Hairstyling Services,
- Hairdressing/Cosmetology III, Chemical
- Hairdressing/Cosmetology IV Spa Services
- Hairdressing/Cosmetology V, Advanced, Beauty Business and State Board Review

**Related instruction and Clinical information for Barbering as per CT-DPH:**

The total curriculum shall not be less than one thousand (1,000) hours of instruction.

The first one hundred fifty (150) hours must be devoted to instruction in the theoretical aspects of all content areas. Practical instruction can be included in this first one hundred fifty (150) hours but supervised practice on a clinic floor cannot.

The remaining eight hundred fifty (850) hours are to be devoted to supervised practice integrated with ongoing theoretical and practical instruction.

Instructor Qualifications/Teacher to Student Ratios:

Instructors shall be at least 18 years of age, hold a high school diploma or equivalent, hold a current license as a barber in good standing in Connecticut, and have at least 2 years of licensed work experience (e.g., barber shop, salon, instructor, etc.).

At no time shall there be a ratio of less than 1 instructor to 15 students for clinical training.

	Classroom Hours	Clinical Hours
Sanitation and Hygiene	15	20
Anatomy and Physiology	15	0
Chemical Procedures	30	100
Hair Care and Treatment	10	50
Skin Care/Facials and Manicuring	15	30
Hair Cutting (20), Styling (10) and Shaving (20)	50	640
Business and Professional Relations	10	10
State Laws for Barbers and EEOC Guidelines	<u>5</u>	<u>0</u>
Total	150	850

**NOTE: Each apprentice student is expected to complete all instructor assigned quizzes and exams as well as any academic reinforcement activities.**

**A minimum grade of 75% is necessary to pass each course.**

**Related instruction and Clinical information for Hairdressing as per CT-DPH:**

Successful completion of a course of not less than 1,500 hours of study in a school approved by the Connecticut State Board for Barbers and Hairdressers or in a school teaching hairdressing, cosmetology or barbering under the supervision of the Connecticut State Board of Education.

	Classroom Hours
Sanitation and Hygiene	15
Anatomy and Physiology	15
Chemical Procedures	30
Hair Care and Treatment	20
Skin Care/Facials and Manicuring	30
Hair Shaping, Styling & Shaving	75
Business and Professional Relations	10
State Laws for Barbers and EEOC Guidelines	<u>5</u>
Total	200

**NOTE: Each apprentice student is expected to complete all instructor assigned quizzes and exams as well as any academic reinforcement activities.**

**A minimum grade of 75% is necessary to pass each course.**



**APPRENTICE PROGRAM**  
**BOOK PUBLISHERS PHONE ORDER NUMBERS & WEBSITES**

**Approved Book & Publisher Information**

**Required Booklist for Barbering Apprentice Students:**

Following are the required textbooks that each student must purchase for each course.

Textbook: **Milady Standard Barbering, 6th Edition** ISBN-10: 1305100557 | ISBN-13:  
9781305100558

*Milady Standard Barbering, 6th edition*

Milady.Cengage.com

1-800-347-7707

<http://www.milady.cengage.com/9781305100558.asp>