APPRENTICESHIP STANDARDS

for the

Fourm Education
Cosmetology and Barbering Apprenticeship Committee
ARTICLE I  Purpose and Policy

The parties hereto declare it to be their purpose and policy to establish an organized, planned system of apprenticeship, conducted as a management association undertaking. These standards have, therefore, been adopted and agreed upon under the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the occupation defined herein, to become effective upon their approval.

ARTICLE II

<table>
<thead>
<tr>
<th>Occupation</th>
<th>O-NET Code</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSMETOLOGY</td>
<td>39-5012.00</td>
<td>See Attachment “D”</td>
</tr>
<tr>
<td>BARBER</td>
<td>39-5011.00</td>
<td>See Attachment “E”</td>
</tr>
</tbody>
</table>

ARTICLE III  Organization

There is hereby established the above named apprenticeship committee, covering all counties Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Los Angeles, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo, Yuba consisting of two (2) members, of whom shall be selected by and represent the employer organization(s) signatory hereto, and one apprenticeship consultant representing the Division of Apprenticeship Standards. In addition thereto, there shall be one advisor from the local school district(s) and such other advisors as the committee shall determine. Such advisors and the apprenticeship consultant shall act without vote.
ARTICLE IV   **Jurisdiction** These standards shall apply to the employer and employee organizations signatory hereto; their members, to other employers who subscribe here, and to all apprentice agreements hereunder.

ARTICLE V   **Function**
The functions of the apprenticeship committee shall be to:

1. Develop an efficient program of apprenticeship through systematic *On-The-Job Training* (OJT) with *Related and Supplemental Instruction* (RSI) and periodic evaluation of each apprentice; [Related and Supplemental Instruction course outline for Cosmetology and Barbering are included herein - See Attachments “D” and “E”]

2. Make periodic evaluations of the progress of each apprentice's *On-The-Job Training* and *Related and Supplemental Instruction* through the use of student monthly attendance records, employer evaluations for apprentices, master record card, and the “on the job training daily record form”;

3. Establish a mechanism to be used for the rotation of the apprentice from work process to work process to assure the apprentice complete training;

4. Ensure mobility between employers when essential to provide exposure and training in various work processes;

5. Serve in an advisory capacity with employers and employees in matters pertaining to these standards;

6. Aid in the adjustment of apprenticeship disputes;

7. Develop fair and impartial selection procedures and an affirmative action plan in accordance with existing laws and regulations, and to apply them uniformly in the selection of applicants for apprenticeship. The selection procedures and affirmative action plan are included herein; [Article XX-See Attachment F]

8. Conduct inspections of all training centers to ensure it meets the standards of the standards of section 7362.1 of the California Business and Profession Code, which requires floor space for 25 apprentices or adequate floor space for the number of apprentices enrolled, whichever is greater. Also to conduct periodic audits of its facilities including inspections of tools and materials that are used in the training center to determine if they are in a safe and satisfactory working condition;

9. Submit on an annual basis, the Cal-Plan compliance review;

10. Conduct meetings quarterly meeting that will provide informative documentation regarding action taken on apprentices, advancements, cancellations, etc. and the committee will follow the recommendations of the DAS-101 “Your Apprenticeship Committee” publication.

ARTICLE VI   **Responsibilities**
The responsibilities of the apprenticeship committee shall be to:

1. Supervise the administration and enforcement of these standards;

2. Adopt such rules and regulations as are necessary to govern the program provided, however, that the rules and regulations do not conflict with these standards;
3. Oversee the program’s ability, including financial ability, and commitment to meet and carry out its responsibilities under the federal and state law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice; [Fourm Education Apprenticeship Committee Financial Pro FormaLetter—See Attachment H]

4. Conduct orientations, workshops or other educational sessions for employers to explain the apprenticeship program’s standards and the operation of the apprenticeship program;

5. Pass upon the qualification of employers under its jurisdiction and, when appropriate, to suspend or withdraw approval;

6. Conduct on-going evaluation of the interest and capacity of employers to participate in apprenticeship program and to train apprentices on the job;

7. Determine if an employer has the work site facilities, skilled workers as trainers at the work site, and equipment sufficient to train apprentices;

8. Pass upon the qualifications of apprentice applicants;

9. File a signed copy of each apprentice agreement with the Secretary of the California Apprenticeship Council, with copies to all parties to the agreement;

10. Establish and maintain a record system for On-the-Job Training (OJT) and Related and Supplemental Instruction (RSI);

11. Use every effort to keep the apprentice employed in a reasonably continuous manner and adequately instructed;

12. Provide disciplinary procedures for apprentices including provisions for fair hearings;

13. Adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards.

14. Implement a program for training and education regarding illegal discrimination and sexual harassment;

15. Prepare and submit an annual Self-Assessment Review, and Program Improvement Plan;

16. Provide training that is required and assure compliance with applicable federal and state apprenticeship laws, regulations and Standards for the apprenticeable occupation involved and to assure that the training is compliant with the laws and regulations for the applicable occupation as set forth by the State Department of Consumer Affairs, Board of Barbering and Cosmetology;

17. Participate in the development of, and/or comply with approved Industry-Specific Training Criteria;

18. Insure there is meaningful representation of the interests of apprentices in the management of the program.

19. Establish an advisory panel in which apprentices are at least equally represented. The apprentice shall be represented on the advisory panel by at least three representatives, of the apprentice’s choice, who shall have full voice and vote on the panel except as to financial matters or matters that relate to the administration or structure of an employee benefit plan or the administration or operation of a trust fund. The representative of the apprentices shall be selected by way of a secret ballot election among the apprentices conducted by the apprenticeship program not less than once every two (2) years. The advisory panel shall meet not less than once every quarter to address issues and concerns raised by and affecting the apprentices in the program.
ARTICLE VII Definition of an Apprentice

An apprentice is a person at least 16 years of age, with a parent’s consent who has met the requirements for selection under the selection procedures, who is engaged in learning a designated trade and who has entered into a written apprentice agreement under the provisions of these standards.

ARTICLE VIII Duties of an Apprentice

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with the rules, regulations and decisions of the apprenticeship committee.

ARTICLE IX Apprentice Agreement

1. Each apprentice agreement shall conform to the State law governing apprentice agreements, and shall be signed by the employer or by the apprenticeship committee and by the apprentices and must be approved by the apprenticeship committee.

2. Each apprentice shall be furnished a copy of or be given an opportunity to study these standards before indenture. These standards shall be considered a part of the apprentice agreement as though expressly written therein.

3. If the apprentice is under 18 years of age, the agreement must be signed by the apprentice’s parent or guardian. When the period of training extends beyond 18, the apprentice agreement shall likewise be binding to such a period as may be covered.

ARTICLE X Termination and Transfer of Agreements

1. During the probationary period, an apprentice agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period, an apprentice agreement may be terminated by the Administrator by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason.

2. If an employer is unable to fulfill his/her obligations to train under any apprentice agreement, or in the event of a layoff, the apprenticeship committee may, with the approval of the Administrator, transfer such agreement to any other employer if the apprentice consents and such other employer agrees to assume the obligation of said apprentice agreement.

ARTICLE XI Related and Supplemental Instruction

<table>
<thead>
<tr>
<th>Occupation</th>
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<tbody>
<tr>
<td>COSMETOLOGY</td>
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<td>See Attachment &quot;D&quot;</td>
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<tr>
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<td>39-5011.00</td>
<td>See Attachment &quot;E&quot;</td>
</tr>
</tbody>
</table>
1. Required school time shall not be compensated.

ARTICLE XII Lay-off
1. If for any reason a lay-off of an apprentice occurs, the apprentice agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off.

2. There shall be no liability on the part of the employer or the JAC for an injury sustained by an apprentice engaged in schoolwork at a time when the apprentice is unemployed.

ARTICLE XIII Controversies
All controversies or differences concerning apprentice agreements that cannot be adjusted locally by the apprenticeship committee, shall be submitted to the Administrator for determination.

ARTICLE XIV Term of Apprenticeship

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ARTICLE XV Ratio

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ARTICLE XVI Wage and Benefit Schedule:

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</table>
ARTICLE XVII  Work Training

<table>
<thead>
<tr>
<th>Occupation</th>
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<th>Note</th>
</tr>
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ARTICLE XVIII  Safety & Health, and Recognition of Illegal Discrimination and Sexual Harassment

1. Each apprentice shall receive training and education in first aid, safe working practices and in the recognition of occupational health and safety hazards.

2. Each apprentice shall receive training in the recognition of illegal discrimination and sexual harassment.

ARTICLE XIX  Certificate of Completion

1. Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the apprenticeship committee, each apprentice will be issued a Certificate of Completion by the authority of the California Apprenticeship Council.

2. In recognition of unusual ability and progress, the apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than twelve and one-half (12 ½ percent).

3. An apprentice may be credited time for previous experience if that experience is of an approved nature, and shall have completed not less than six (6) months as an apprentice.

ARTICLE XX  California Plan for Equal Opportunity in Apprenticeship
(See attached Article XX—Attachment F)
The foregoing standards are hereby agreed to and adopted on ____________________________
(Committee approval date)

Employer Organization

Fourm Education Corporation

Organization Name

2750 Sparta Rd #10

Address

Chula Vista, CA 91910

City, State, Zip

Stephany Meyer

Type Name of Authorized Representative

Chairperson/Director

Title

______________________________
Signature

3/14/19
Date

The foregoing apprenticeship standards, being in conformity with the rules and regulations of the Cali-
ifornia Apprenticeship Council, the California Code of Regulations, and applicable Federal Regulations
are hereby approved

(DAS approval date)

RECEIVED
MAR 15 2019
DAS SAN DIEGO
APPRENTICESHIP COMMITTEE

Fourm Education Cosmetology and Barbering Apprenticeship Committee

Name of Committee

310 TROUSDALE DR STE B CHULA VISTA CA 91910

Committee Address

RECEIVED
MAR 15 2019
DAS SAN DIEGO
## List of Committee Members Names and Company Addresses

**Fourm Education Corporation**

<table>
<thead>
<tr>
<th>Organization</th>
</tr>
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<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Stephany Meyer</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>310 Trousdale Dr Ste B</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>Chula Vista, CA</td>
</tr>
<tr>
<td>Zip Code:</td>
</tr>
<tr>
<td>91910</td>
</tr>
<tr>
<td>Phone#:</td>
</tr>
<tr>
<td>(619) 869-5060</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td><a href="mailto:stephanymmeyer@gmail.com">stephanymmeyer@gmail.com</a></td>
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**MC ARES INC**

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<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Martha Cunanan</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>310 Trousdale Dr Ste B</td>
</tr>
<tr>
<td>City:</td>
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<tr>
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<tr>
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<tr>
<td>91910</td>
</tr>
<tr>
<td>Phone#:</td>
</tr>
<tr>
<td>(619) 395-3504</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td><a href="mailto:Marthaaresbeauty@gmail.com">Marthaaresbeauty@gmail.com</a></td>
</tr>
</tbody>
</table>
## ADVISORS

### NAME OF SCHOOL & REPRESENTATIVE

San Joaquin County Office of Education

<table>
<thead>
<tr>
<th>Organization</th>
<th>Name:</th>
<th>Address:</th>
<th>City:</th>
<th>Zip Code:</th>
<th>Phone#:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Don Simonich</td>
<td>P.O. Box 213030</td>
<td>Stockton, California</td>
<td>95213-9030</td>
<td>(209) 468-4800</td>
<td><a href="mailto:dsimonich@sjcoe.net">dsimonich@sjcoe.net</a></td>
</tr>
</tbody>
</table>

## DAS CONSULTANT NAME AND ADDRESS

Division of Apprenticeship Standards

<table>
<thead>
<tr>
<th>Organization</th>
<th>Name:</th>
<th>Address:</th>
<th>City:</th>
<th>Zip Code:</th>
<th>Phone#:</th>
<th>Email:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Rhiannon M. Rogers</td>
<td>7575 Metropolitan Drive, Suite 210</td>
<td>San Diego, California</td>
<td>92108-4424</td>
<td>(619) 767-2045</td>
<td><a href="mailto:rrogers@dir.ca.gov">rrogers@dir.ca.gov</a></td>
</tr>
</tbody>
</table>
Employer Organizations

Fourm Education Apprenticeship Committee

For an Employer Organization to be qualified to employ apprentices, the employer must provide the committee with proof of workers compensation insurance coverage for the apprentice. The committee must include the proof of workers compensation insurance when submitting the applicant’s apprenticeship agreement (DAS-1) to the Division of Apprenticeship Standards (DAS).

In addition, the employer must provide the committee with a copy of the apprentice’s payroll/wage statement within four weeks of the apprentice’s start of employment. The committee has the responsibility to submit the apprentice’s payroll statement to the DAS in order to verify the employer/employee status that the apprentice is receiving at least the applicable minimum wage for all hours worked and that the proper amount of wages are paid to the apprentice in accordance with the provisions set forth in these standards.
Fourm Education Apprenticeship Committee
Training Location(s)

Ares Academy
310 Trousdale Dr Ste. B
Chula Vista, CA 91910
(619) 754-6188

Luxe Beauty Academy
670 Monterey Pass Rd #280
Monterey Park, CA 91754
(626) 872-2335

ARES A TO Z CORPORATION
12473 Woodside Ave #C
Lakeside, CA 92040
(702) 328-4772
Attachment “D”

TRAINING SCHEDULE AND WORKING CONDITIONS
of the
FORUM EDUCATION COSMETOLOGY AND BARBERING
APPRENTICESHIP COMMITTEE

<table>
<thead>
<tr>
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<tr>
<td>COSMETOLOGY</td>
<td>39-5012.00</td>
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</table>

ARTICLE XIV. Term of Apprenticeship and Probation

The term of apprenticeship shall be 3200 hours, within 24 months, with the first 1,000 hours extending over not more than six (6) months, which shall be a tryout or probationary period for the trade.

ARTICLE XVI. Wage Schedule

1. Journeyman Scale: Minimum Journeyman scale is the greater of either the Federal minimum wage, State minimum wage or the living wage approved by the County or City where the salon/shop is located. Law establishes the effective date of the minimum wage and/or the living wage.

2. Apprentices shall be paid not less than the following:

<table>
<thead>
<tr>
<th>Occupation</th>
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<tbody>
<tr>
<td>Cosmetology</td>
<td>39-5012.00</td>
</tr>
</tbody>
</table>

Wage Schedule – Effective January 1, 2019

Period/Hours/Months)

1st Period/Minimum 1,600 hours/Within 12 months

1st period apprentice shall receive a starting wage the greater of either the current Federal minimum wage, State minimum wage or the living wage approved by the County or City where the salon/shop is located. Law establishes the effective date of the minimum wage and/or the living wage.

2nd Period/Minimum 3,200 hours/Within 24 months

2nd period apprentice shall receive a minimum increase of __.50__ per hour above the currently effective 1st period wage rate (after verification that the 1st period wage rate is the greater of either the current Federal minimum wage, State minimum wage or the living wage approved by the County or City where the salon/shop is located.)
Other journeyman compensation: None

3. **Advancement Schedule:**

   To advance from one period to the next the apprentice shall have met the following requirements: Shall have satisfactory completed the indicated On-The-Job Training (OJT) work hours; and shall have satisfactory completed the indicated months in the program and have satisfactory completed the indicated related and supplemental instruction (RSI) school hours;

4. **Straight time hours:** Eight (8) hours per day and forty (40) hours per week.

5. **Overtime provisions:**

   Overtime shall be paid at not less than one and one-half (1 1/2) times the straight time hourly rate of pay in excess of eight (8) hours per day. Likewise, overtime must be paid for hours in excess of forty (40) in any one workweek.

   Overtime is not to interfere with schooling, nor shall overtime be permitted when related instruction classes are scheduled.

6. Time spent in class of Related Instruction **shall not** be compensated.

**ARTICLE XVII. Work Training**

1. The employer shall see that all apprentices are under the supervision of a qualified journeyman or instructor who is licensed in the applicable occupation by The State Department of Consumer Affairs and shall provide the necessary diversified experience and training in order to train and develop the apprentice into a skilled worker, proficient in all the work processes of a trade as outlined herein. Apprentices shall also be trained in the use of new equipment, materials and processes as they come into use in the occupation.

2. In order to be employed, both cosmetology and barber apprentices must be licensed by the State of California, and to that end, to be able to provide on-the-job training, the program sponsor agrees that the apprentice’s on-the-job training will also meet all the requirements under Article 3 (commencing with section 916) of 16 C.C.R., including, but not limited to, the performance of all the practical operations required in 16 C.C.R., Sections 921 and 921.1.

3. The major work processes in which apprentices will be trained (although not necessarily in the order listed) and the approximate hours (not necessarily continuous) to be spent on each.
### Cosmetology Work Processes

**Occupation:** Cosmetology  
**O-Net Code:** 39-5012.00

<table>
<thead>
<tr>
<th>Curricula</th>
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<tbody>
<tr>
<td>A. The Barbering and Cosmetology Act/Board's Rules and Regulation</td>
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<tr>
<td>B. Cosmetology Chemistry</td>
<td>20</td>
</tr>
<tr>
<td>C. Health and Safety/Hazardous Substances</td>
<td>20</td>
</tr>
<tr>
<td>D. Theory of Electricity in Cosmetology</td>
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<tr>
<td>E. Disinfection and Sanitation</td>
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<tr>
<td>F. Bacteriology</td>
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<tr>
<td>G. Wet Hair Styling</td>
<td>325</td>
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<tr>
<td>H. Thermal Hair Styling</td>
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<tr>
<td>I. Press and Curl</td>
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<tr>
<td>J. Permanent Waving</td>
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<tr>
<td>K. Chemical Straightening</td>
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<tr>
<td>L. Haircutting</td>
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<tr>
<td>M. Hair Coloring</td>
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<td>N. Bleaching</td>
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<tr>
<td>O. Scalp and Hair Treatments</td>
<td>20</td>
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<tr>
<td>P. Manual Facials</td>
<td>20</td>
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<tr>
<td>Q. Electrical Facials</td>
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<tr>
<td>R. Chemical Facials</td>
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<tr>
<td>S. Eyebrow Arching and Hair Removal</td>
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<tr>
<td>T. Makeup</td>
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<td>U. Manicure</td>
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<tr>
<td>V. Pedicure</td>
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<tr>
<td>W. Artificial Nails (Acrylic, Artificial Nail Tips, Nail Wraps and Repairs)</td>
<td>145</td>
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<tr>
<td>X. Additional Instruction</td>
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**Total Hours:** Minimum 3200

**Related Instruction**

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<tr>
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<tr>
<td>F. Client Protection and Safety</td>
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<tr>
<td>G. Theory: Wet Hair Styling, Thermal Hair Styling, Permanent Waving, Chemical Straightening, Haircutting, Hair Treatment, Scalp and Hair Coloring/Bleaching, Eyebrow Arching, Facials, Make Up, Manicuring and Pedicuring</td>
<td>150</td>
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**Total Hours:** Minimum 220
ARTICLE XI.  Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will be a minimum of 220 hours in instruction over a two-year period for cosmetology apprentices; and a minimum of 216 hours of instruction over a two-year period for barber apprentices.

ARTICLE XV. Ratio

A qualified employer may employ two (2) apprentices when at least one (1) licensed trainer is regularly employed, and two (2) additional apprentices for each (1) additional licensed Trainer for both cosmetology and barbering. The apprentice may only work under the direct supervision of their approved Trainer.

Name of Sponsor:

FORUM EDUCATION COSMETOLOGY AND BARBERING APPRENTICESHIP COMMITTEE

Chairperson: STEPHANY MEYER

By Chairperson:  

Date: 4.4.19
Attachment “E”

TRAINING SCHEDULE AND WORKING CONDITIONS
of the
FORUM EDUCATION COSMETOLOGY AND BARBERING
APPRENTICESHIP COMMITTEE

Occupation                  O-NET Code
BARBER                      39-5011.00

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Wage Schedule – Effective January 1, 2019

<table>
<thead>
<tr>
<th>Period/Hours/Months</th>
<th>1st Period/Minimum 1,600 hours/Within 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1st period apprentice shall receive a starting wage the greater of either the current Federal minimum wage, State minimum wage or the living wage approved by the County or City where the salon/shop is located. Law establishes the effective date of the minimum wage and/or the living wage.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period/Hours/Months</th>
<th>2nd Period/Minimum 3,200 hours/Within 24 months</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2nd period apprentice shall receive a minimum increase of ____<em>.50</em> per hour above the currently effective 1st period wage rate (after verification that the 1st period wage rate is the greater of either the current Federal minimum wage, State minimum wage or the living wage approved by the County or City where the salon/shop is located.)</td>
</tr>
</tbody>
</table>

Other journeyman compensation: None
3. **Advancement Schedule:**

To advance from one period to the next the apprentice shall have met the following requirements: Shall have satisfactorily completed the indicated On-The-Job Training (OJT) work hours; and shall have satisfactorily completed the indicated months in the program and have satisfactorily completed the indicated related and supplemental instruction (RSI) school hours;

4. **Straight time hours:** Eight (8) hours per day and forty (40) hours per week.

5. **Overtime provisions:**

Overtime shall be paid at not less than one and one-half (1½) times the straight time hourly rate of pay in excess of eight (8) hours per day. Likewise, overtime must be paid for hours in excess of forty (40) in any one workweek.

Overtime is not to interfere with schooling, nor shall overtime be permitted when related instruction classes are scheduled.

6. Time spent in class of Related Instruction shall not be compensated.

**ARTICLE XVII. Work Training**

1. The employer shall see that all apprentices are under the supervision of a qualified journeyman or instructor who is licensed in the applicable occupation by The State Department of Consumer Affairs and shall provide the necessary diversified experience and training in order to train and develop the apprentice into a skilled worker, proficient in all the work processes of a trade as outlined herein. Apprentices shall also be trained in the use of new equipment, materials and processes as they come into use in the occupation.

2. In order to be employed, both cosmetology and barber apprentices must be licensed by the State of California, and to that end, to be able to provide on-the-job training, the program sponsor agrees that the apprentice's on-the-job training will also meet all the requirements under Article 3 (commencing with section 916) of 16 C.C.R., including, but not limited to, the performance of all the practical operations required in 16 C.C.R.: Sections 921 and 921.1.

3. The major work processes in which apprentices will be trained (although not necessarily in the order listed) and the approximate hours (not necessarily continuous) to be spent on each.
4. Barber Work Processes

**Occupation: Barbering**

<table>
<thead>
<tr>
<th>Description In Curricula</th>
<th>Work Process</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Haircuts and Hairstyles</td>
<td></td>
<td>1500</td>
</tr>
<tr>
<td>B. Shaves</td>
<td></td>
<td>40</td>
</tr>
<tr>
<td>C. Rest Facials</td>
<td></td>
<td>48</td>
</tr>
<tr>
<td>D. Shampoos</td>
<td></td>
<td>160</td>
</tr>
<tr>
<td>E. Scalp Manipulations</td>
<td></td>
<td>80</td>
</tr>
<tr>
<td>F. Hair Waving and Curling</td>
<td></td>
<td>120</td>
</tr>
<tr>
<td>G. Hair Coloring and Tinting</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>H. Hair Processing and Relaxing</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>I. Application of chemicals used on hair/Hair Pieces</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>J. Technical Instruction</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>K. Health and Safety/Hazardous Substances</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>L. Individual Instruction</td>
<td></td>
<td>120</td>
</tr>
<tr>
<td>M. Additional Instruction</td>
<td></td>
<td>962</td>
</tr>
</tbody>
</table>

**Total Objective Hours:** 3200

**Related Instruction**

A. Health and Safety/Hazardous Substances  20

B. Laws, Rules and Regulations  8

C. Theory: Disinfection and Sanitation, Shampoos, Scalp Manipulations, Razor Cutting, Haircutting, Hair Waving and Curling, Hair Processing, Hairstyling, Hair Coloring, Blow Waving, Shaving Facials, and Hair Pieces  220

D. Elective Theory Training: NIC CA. Barber Bulletin  52

**Total Hours:** 300
ARTICLE XI. Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will be a minimum of 220 hours in instruction over a two-year period for cosmetology apprentices; and a minimum of 216 hours of instruction over a two-year period for barber apprentices.

ARTICLE XV. Ratio

A qualified employer may employ two (2) apprentices when at least one (1) licensed trainer is regularly employed, and two (2) additional apprentices for each (1) additional licensed Trainer for both cosmetology and barbering. The apprentice may only work under the direct supervision of their approved Trainer.

Name of Sponsor:

FORUM EDUCATION COSMETOLOGY AND BARBERING APPRENTICESHIP COMMITTEE

Chairperson: STEPHANY MEYER

By [Signature] 4.4.19

Chairperson Date
Fourm Education
Cosmetology and Barbering Apprenticeship Committee

ARTICLE XX

California Plan for Equal Opportunity in Apprenticeship

Occupation: COSMETOLOGY O*NET: 39-5012.00
BARBERING O*NET: 39-5011.00

Recruitment Area Covered By Standards: ALL COUNTIES-

Approved Statistical Area for Recruitment: ALL COUNTIES-

I. Pledge:
The program sponsor affirms that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity for both minorities and women and will operate the program as required under Title 29 of the Code of Federal Regulations, Part 30 and equal employment opportunity regulation of the State of California.
II. **Dissemination of Information:**

Information will be disseminated in our area of jurisdiction to the following:

   1) (DAS Office addresses – See Attachment “F(1)” - statewide dissemination list)

b. **State of California, Department of Industrial Relations, Division of Apprenticeship Standards (DAS)**
   1) (DAS Office addresses – See Attachment “F(1)” - statewide dissemination list)

c. **California Employment Development Department (EDD)**
   1) (EDD Office addresses – See Attachment “F(1)” - statewide dissemination list)

d. **County Superintendent of Schools**
   1) (Superintendent Office addresses – See Attachment “F(1)” - statewide dissemination list)

e. **Community Colleges**
   1) (Community Colleges addresses – See Attachment “F(1)” - statewide dissemination list)

f. **Other Outreach, minority organizations, and women’s groups that can be used to recruit and refer applicants to help meet program sponsor’s goals and timetables. The apprentice program shall provide a list upon request.**

III. **Affirmative Action Program:**

Fourm Education Cosmetology & Barbering Apprenticeship Committee equal opportunity apprenticeship program does not discriminate against an employee, applicant, apprentice or other affiliate based on race, color, religion, sex, national origin, age, handicapping condition, marital status or political affiliation.

Representative of the Fourm Education Cosmetology & Barbering Apprenticeship Committee, including but not limited to the Chairperson, Secretary, Director, Assistant Director, and Apprenticeship Coordinators shall make every effort to execute this plan of action, whenever applicable, and also engage in outreach and positive recruitment activities which will increase minority and women’s participation in our area as follows:

A. Participate in workshops conducted by employment service agencies, schools and employment service counselors and other appropriate personnel services.
B. Cooperate and counsel with secondary and vocational school administrators concerning the needs of the industry and the transition of minority and female students from school to the industry through apprenticeship. Twice per year.

C. Disseminate information every six months by regular mail within the industry including sponsors and union representatives to acquaint all involved with the goals of the apprenticeship program and to effect cooperation.

D. Disseminate information with Outreach programs every six months by regular mail.

IV. Written Applications:

All applicants will be required to complete a written application when seeking entry into this program. Written applications will be received in person and by mail at the following address continuously Monday thru Friday except holidays from 9:30 a.m. to 5:30 p.m.

Fourm Education Cosmetology and Barbering Apprenticeship Committee
310 Trousdale Dr. Ste B
Chula Vista, CA 91910

V. Selection of Apprentice Applicant: Applicants will be selected by Selection Method # 4

A. All applicants must bring the following documents with them when submitting an application:

1. Valid Photo I.D. and be able to show proof of age. All documents must be original or “certified copies”. Non-certified photocopies not accepted.

2. Social Security Card or TIN letter

B. Minimum age of all applicants: 16 years. No Maximum age.

C. Educational prerequisites for entry: Completion of 10th grade or its equivalency

D. No physical prerequisites for entry.

(However, applicant must be able to perform the work of the craft. If a physical exam is required, it will be at no cost to the applicant.

E. No tests for entry.

All applicants will be notified in writing of acceptance or rejection. If rejected, reasons for rejection shall be stated.

F. Entry and ranking is based upon a first come basis based upon the date and time of receipt of the application.
G. The applicants shall be employed at the salon of the apprentice’s choice.

H. Applications will be maintained for five (5) years at:
   Training Locations and/or Cosmetology Apprenticeship Program

I. Applicant’s may receive credit for prior work experience in accordance with California
   Code of Regulations, Board of Barbering and Cosmetology §926(a)(1-4).

VI. **Goals and Timetables:**

<table>
<thead>
<tr>
<th>Total Population in Area</th>
<th>as of the 2000 census.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of Females in the Work Force</td>
<td>45.1</td>
</tr>
<tr>
<td>Goal for Intake of Females</td>
<td>22.6%</td>
</tr>
</tbody>
</table>

**Minorities (Men and Women)**

<table>
<thead>
<tr>
<th>Ethnic Group</th>
<th>Goals for Total of active Apprentices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black (Not Hispanic)</td>
<td>6.7%</td>
</tr>
<tr>
<td>Asian &amp; Pacific Islander</td>
<td>8.6%</td>
</tr>
<tr>
<td>American Indian &amp; Alaskan Native</td>
<td>0.8%</td>
</tr>
<tr>
<td>Filipino</td>
<td>3.2%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>32.4%</td>
</tr>
</tbody>
</table>

**Total Minorities** 51.6%
VII. Records:

Records will be maintained for five years and kept at:

Fourm Education Cosmetology and Barbering Apprenticeship Committee
310 Trousdale Dr Ste B
Chula Vista CA 91910

VIII. Program sponsor will submit an annual compliance report to the Division of Apprenticeship Standards at such time as requested by the Division.

This addendum to the Standards is submitted for approval of the Chief, Division of Apprenticeship Standards as adopted on _______________________.

Date

SIGNED FOR THE PROGRAM SPONSOR:

Stephanie Meyer, Chairperson/Director

Rhiannon Rogers, Apprenticeship Consultant

The foregoing Addendum to the Standards, being in conformity with the rules and regulations of the California Apprenticeship Council, the California Code of Regulations, and applicable Federal Regulations are hereby approved on _______________________.

Date

Eric Rood, Chief
Division of Apprenticeship Standards

RECEIVED
MAR 15 2019
DAS SAN DIEGO
ATTACHMENT G

Fourm Education Cosmetology & Barbering Apprenticeship Committee

LOCAL EDUCATION AGENCY (LEA) LETTER

November 28, 2018

Victor Rodriguez  
Division of Apprenticeship Standards  
7675 Metropolitan Drive, Suite 208  
San Diego, CA 92108

Dear Victor,

This letter confirms that the San Joaquin County Office of Education (SJCOE) will serve as the Local Education Agency (LEA) for the Fourm Education Apprenticeship Program in California.

This program utilizes Milady Curriculum which is used throughout the United States. SJCOE approves of the use of the Milady Curriculum.

Occupations are:
- Barber
- Cosmetologist

The geographic area covered by our service is the State of California. This service meets the requirements of the California Educational Code together with oversight guidelines. This letter does not assure Rotated and Supplemental Instruction funding.

Please contact Dan Simonich at dsimonich@sjcoe.net should you have any questions.

Thank you,

Tony Dammle  
Coordinator II  
Career Technical Education

CC:  
Stephanie Meyer  
Stephanymeyer@gmail.com

EDUCATE • INNOVATE • INSPIRE
Fourm Education Cosmetology & Barbering Apprenticeship Committee

Rhiannon M. Rogers
Apprenticeship Consultant
San Diego, CA 92108

The related training portion and the administrative expenses of Fourm Education Cosmetology and Barbering Apprenticeship Committee shall be financed by the educational funds County Office of Education, PO Box 213030, Stockton, CA 95213-9030 and supplemental funding as required from the thirty-nine hour pre-apprenticeship training class fees.

In addition to the traditional funding source Fourm Education Cosmetology and Barbering Apprenticeship Committee shall also seek funding through grants from the local Employment Training Panel (ETP) and Workforce Investment Boards (WIBs)

Stephany Meyer
Chairperson
Fourm Education Cosmetology and Barbering Apprenticeship Committee