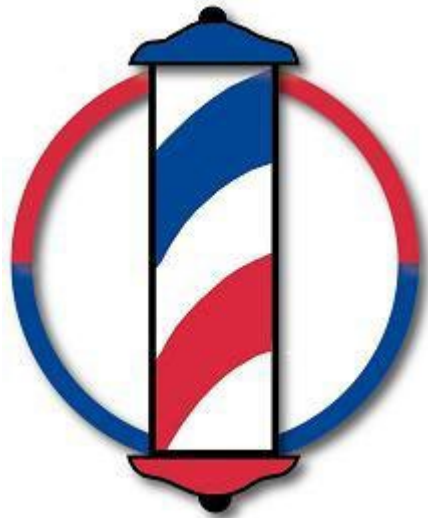


Louisiana Barber Apprenticeship Program

APPRENTICE HANDBOOK



Sponsored by:

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LOUISIANA BARBER APPRENTICE PROGRAM

It is the purpose and objective of this program to train barber apprentices through scheduled practical work, supplemented by planned related instruction, to meet the need for skilled employees and to establish minimum standards of training for future barbers.

This document is to be used as an informational guide to the Louisiana Barber Apprenticeship Program. The standards that govern the Barber Apprentice Program as well as the policies and procedures used to administer the program are registered with the Louisiana Workforce Commission, Apprenticeship Division.

Apprentice shall mean a person at least 17 years of age who, as a principal occupation, is engaged in learning and working in the trade of barbering under these Standards, and who is covered by written agreement with the sponsor providing for his/her training in accordance with these Standards of Apprenticeship, and is registered with the Louisiana Workforce Commission, Apprenticeship Division.

Sponsor shall mean an employer, an association of employers, or an organization of employees. It is any person or organization operating a State Apprenticeship Program, irrespective of whether such person or organization is an employer. For the purpose of these standards, the sponsor is UFCW Local 496.

Employer shall mean by whom the apprentice is employed. Any person or organization employing an apprentice must have entered into a formal written agreement with the Program Sponsor to provide employment and on-the-job training in full compliance with the terms and conditions of the Sponsor's Standards of Apprenticeship.

Registration Agency shall mean the Louisiana Workforce Commission, Apprenticeship Division.

Apprentice Committee: The Apprentice Committee shall be composed of at least three members but no more than five. The committee shall consist of an equal number of employers and representatives designated by the Program Sponsor plus one registered apprentice in good standing. The committee shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson – employers: secretary – program sponsor, or vice versa. A quorum will consist of "50% plus 1" approved committee members, and is needed to render any and all decisions final.

The purpose of this committee will be to review any appeals to disciplinary actions taken or unresolved disputes made by an apprentice or employer. All such requests must be made in writing before the committee will take any action.

- All complaints must be received within 30 days from the date of disciplinary action or alleged grievance.
- The Apprentice Committee must provide written notification of their final decision to the Apprentice, Employer, and the Program Sponsor within 30 days of receiving the complaint.

Standards of Apprenticeship shall mean this entire document, including these definitions.

Equal Employment Opportunity Pledge: 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 in apprenticeship and will operate the apprenticeship program as required under Title 29 Code of Federal Regulations, Part 30, and the Louisiana State Plan for Equal Opportunity.

Qualifications for Apprenticeship are as follows:

- All applicants shall be at least 17 years of age (any applicant under the age of 18 shall have a parent or guardian sign)
- All applicants shall have completed a 12th grade education or equivalent
- All applicants shall have a licensed Barber to work under
- All applicants shall have a registered barber shop licensed by the Louisiana State Barber Board to work in

Education: Applicants under the age of eighteen (18) years of age must submit proof of high school enrollment with application. These students are required to periodically provide proof of continued attendance during apprenticeship training and must submit proof of completing high school education before taking the state board examination. Applicants eighteen (18) years of age or older must be a high school graduate or provide proof of equivalent education GED.

Application Procedures: Persons desiring apprenticeship training shall complete an application and return to the Program Sponsor with the following documentation:

- Photograph (2 inches X 2 inches)
- Copy of Louisiana drivers license, Louisiana state issued ID, or birth certificate
- Official transcript from an accredited high school OR official GED test transcript
- Copy of social security card
- Proof of prior credit hours (e.g. barber school transcript, prior registered apprenticeship)

Completed applications will be checked for minimum qualifications, along with required supporting documents. Applicants deficient in one or more qualifications or making false statements on their application will be notified in writing of their disqualification. No further processing of the application will be taken.

Applicants meeting the minimum requirements and submitting the required documents will be contacted by the Apprentice Coordinator to schedule a time to complete the enrollment process.

Enrollment Procedures: The program Sponsor (UFCW Local 496) is not in any way serving as a referral agency and persons desiring apprenticeship training shall make application to an employer approved as a registered training site by the Louisiana State Board of Barber Examiners.

Once the application has been approved, an Apprentice Coordinator will schedule a time to meet with the apprentice, master barber and shop-owner in the barbershop to complete the enrollment. *Applicants are not registered until the following documentation has been completed and signed by all applicable parties and registration fees are paid in full:*

- Apprentice Agreement
- Shop Agreement
- Apprentice Check-off Authorization Form

The following parties shall receive copies of registration forms for processing:

- Program Sponsor
- Louisiana Board of Barber Examiners
- Louisiana Workforce Commission, Apprenticeship Division

Copies of processed forms including a copy of this document shall be forwarded to:

- Barber Apprentice
- Employer/Master Barber

Apprenticeship Agreement: All apprentices shall be placed under a written Apprenticeship Agreement between the sponsor and the apprentice. The original apprenticeship agreement shall be promptly submitted to the Louisiana Workforce Commission, Apprenticeship Division for approval and registration.

Term of Apprenticeship shall not be less than two (2) years (not less than one year in cases of prior credit) of reasonably continuous employment. Maximum term of apprenticeship is (2.5) years. Apprentices requiring additional time must submit a request in writing to the Apprentice Committee stating the reason for the extension and the amount of additional time that will be needed.

Probationary Period: All apprentices are subject to an initial probationary period of 500 hours or 3 months of employment for which they receive full credit toward completion of apprenticeship. The initial probationary period is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are diminished. During this period the Program Sponsor may terminate an apprentice agreement at the written request of any affected party. The Sponsor or apprentice may terminate the apprenticeship agreement without a hearing or stated cause.

Ratio of Apprentices to Journeypersons: There shall be one apprentice for each licensed barber, not to exceed three apprentices registered in any one shop. After one year of training, the apprentice will be allowed to continue working up to a period of two weeks under the supervision of another licensed barber in such times as the Master Barber will be out of the shop for a period of time (e.g. vacation, illness).

Prior Credit Policy: Apprentices will be given credit for prior experience with proper documentation provided at the time of registration. Proper documentation will include a transcript from a Barber or Cosmetology school attended within the past three years showing hours attended or hours earned as a previously registered barber apprentice within the past three years.

Monthly credit for prior hours earned will be calculated at the following rate:

- 167 hours = 1 month
- 1000 hours = 6 months
- 1500 hours = 9 months
- 2000 hours = 12 months
- 3500 hours = 21 months (**maximum prior credit allowed**)

Prior credit hours from barber school will apply to practical hours only. Theory hours of 288 will still need to be completed.

All hours earned by previously enrolled apprentices are good for a period of three years. The maximum term of prior credit toward apprenticeship will not exceed 21 months/3500 hours.

Hours of Work: The workday and work week for apprentices shall be the same as that of the journeyman barber responsible for providing the on-the-job training. Apprentices will be given timecards at registration. One timecard will be completed for each month of participation. Both the apprentice and master barber must sign all timecards and submit timecards by the 10th of the following month in order to receive credit for hours earned. Maximum daily hours allowed for credit is 10 hours.

Work Schedule: The Employer agrees to provide the Apprentice adequate supervised instruction and work experience, of which a record will be kept and periodically evaluated.

Apprentice Wages and Wage Progression: The employer is to pay the apprentice a progressively increasing schedule of wages consistent with the level of skill acquired. The hourly wage progression for apprentices is as follows:

| <i>Period</i> | <i>Rate</i> | <i>Journeyman Rate</i> | <i>Apprentice Wage</i> |
|--------------------------|-------------|------------------------|------------------------|
| 1 st 6 months | 85% | \$8.52 | \$7.25 |
| 2 nd 6 months | 87.5% | \$8.52 | \$7.46 |
| 3 rd 6 months | 90% | \$8.52 | \$7.67 |
| 4 th 6 months | 92.5% | \$8.52 | \$7.89 |

Responsibilities of the Employer/Shop-owner: It is the responsibility of the Shop-owner/Employer to see that the barber apprentice is properly registered with the Program Sponsor to work in their shop before allowing them to begin working. He/she is to see that the barber apprentice complies with all rules and regulations of the barber apprentice program as well as the policies and procedures of the Louisiana State Board of Barber Examiners at all times.

The Employer is responsible for maintaining a record of all wages paid for on-the-job training hours accumulated. The alternative methods by which wages are paid or earned include commission basis and booth rental agreements.

- Those employers that pay based on commission must ensure that the apprentice is generating enough revenue to meet the minimum hourly pay requirements. The Employer is responsible for maintaining a record of all sales generated by the apprentice that is being used to determine commissions paid.
- In cases where it is more beneficial to the apprentices to enter into a booth rental agreement, wages earned must meet the minimum hourly pay requirements, as called for in the apprentice standards, after booth rental fees are paid. Record of income received shall be recorded and evaluated monthly by the apprentice and employer to verify that the apprentice is earning the minimum hourly rate. If the minimum hourly rate is not being earned, the booth rental fee shall be adjusted to correct the insufficient wage.

Under no circumstances shall an employer charge an apprentice a fee for apprenticeship training.

Responsibilities of the Apprentice: The Apprentice shall be punctual and regular in attendance and shall be proper in conduct. He/she shall apply himself/herself with diligence and endeavor to perfect himself/herself in the practice of barbering. The apprentice further agrees to keep a daily record of work experience practiced on the job and to keep such record at the place of training for review by concerned parties. The apprentice agrees to become familiar and comply with all rules and regulations of the barber apprentice program as well as the policies and procedures of the Louisiana State Board of Barber Examiners.

Under no circumstances shall an apprentice be allowed to train in a shop owned by him/her.

Master Barber Responsibilities: The Master Barber, as the apprentice barber's teacher in charge and supervisor, accepts the responsibility to teach all phases of the Barber Curriculum, ensure that the apprentice attends the related instruction classes, as well as review and sign the monthly timesheets. Apprentices shall be under the direct supervision of the master barber at all times. The Master Barber agrees to notify the Program Sponsor immediately if the apprentice leaves the program prior to completion. It is the responsibility of the Master Barber to see that the apprentice complies with all rules and regulations of the barber apprentice program as well as the policies and procedures of the Louisiana State Board of Barber Examiners.

Related Instruction: There are 288 theory hours required in order to complete the apprenticeship program. These hours are accumulated through a combination of online chapter reviews and monthly examinations. In case of failure on the part of any apprentice to fulfill this obligation, the

Program Sponsor has the authority to take the following disciplinary action:

- A fine of \$25.00 will be charged for not completing at least 1 (one) test per month.
- Two consecutive months with no completed tests may result in suspension from the program.
- Continued failure to make up missed tests may result in cancellation from the program.

Apprentices will purchase a Milady's Standard Textbook of Professional Barber Styling (ISBN: 1435497155)

Apprentices shall be given monthly online examinations. Each test will consist of one chapter for a total of 22 tests. Each apprentice must maintain an average grade of 70% or higher in order to complete the course. If the apprentice's average falls below 70% the test(s) with the lowest grade(s) will need to be retaken until the final average score is 70% or higher.

There are 288 theory hours required in order to complete the apprenticeship program. Theory hours will accrue as follows:

220 = 10 hours per completed test – (22 tests)

68 = completed chapter review

288

Extra Credit Hours: Hours earned for related instruction, hair shows, color, cutting classes, etc. attended shall be recorded as extra credit hours. Ticket stubs or receipts of approved courses must be signed by both the Master Barber and apprentice and should include the number of hours earned. These hours will be used in addition to the practical hours earned when determining total hours needed to complete the program.

Maintenance of Records: The Sponsor shall be responsible for maintaining a record of all enrolled apprentices for a period of five years from the date of completion or cancellation from the program.

Each file shall contain the following:

- Apprentice Application
- Copy of signed Apprentice Agreement
- Shop Agreement
- Prior credit documentation
- Practical hours (timecards)
- Theory completed (chapter review, tests)
- Copy of all correspondence particular to that apprentice (notice of test results, VA enrollment certification, suspension notices, cancellation notices, etc.)
- Evaluation forms

A report of the sum of practical hours, theory hours and extra credit hours on file for all active apprentices will be sent to the Louisiana Board of Barber Examiners monthly, while their employer shall receive a transcript quarterly. It is the responsibility of the Apprentice to submit all timecards to the program Sponsor in a timely manner.

Shop Transfer: If an Employer is unable to carry out the operation of training, the apprentice may be transferred with credit to another qualified trainer. Apprentices must get prior approval from the Program Sponsor to transfer to another shop. Apprentices must be current on all theory assignments, timesheets and fees before being transferred to another shop. The Program Sponsor shall suspend the apprentice if the apprentice is found working in a shop that he/she hasn't been properly registered to work in and no credit will be given for such time accumulated.

Administrative/Disciplinary Procedures: The Program Sponsor may impose the following disciplinary procedures: Disciplinary Probation, Suspension, or Cancellation.

- *Disciplinary Probation:* A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprentice agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation period is completed.
- *Suspension:* A suspension is temporary interruption in progress of an individual's program that may result in cancellation of the Apprentice agreement. Includes temporarily not being allowed to work, attend classes or take part in any activity related to the apprenticeship program until such time as the reason for such suspension has been rectified.
- *Cancellation:* Refers to the termination of an apprentice agreement at the request of the apprentice, Apprentice Coordinator or Program Sponsor. An Apprentice will automatically be cancelled from the barber apprenticeship program after suspension of one month.

In the case of failure on the part of the apprentice to fulfill his/her obligation as to classroom attendance, satisfactory job performance and work habits, or becomes three months delinquent on tuition fees, the program Sponsor shall have the authority to suspend or cancel the apprentice's agreement. Notice of disciplinary action taken will be mailed to the apprentice, employer, and the Louisiana State Board of Barber Examiners immediately.

The employer agrees to carry out the instructions of the Program Sponsor in this regard and shall not allow the apprentice to continue working until notified otherwise.

Clearance and Exiting Form: An apprentice will be considered ready to take the State Board Examination and a Clearance and Exiting form shall be submitted to the Louisiana State Board of Barber Examiners once the following requirements are met and on file:

- Completed term of apprenticeship (two years and 4000 hours)
- Completed theory assignments and tests
- All tuition and license fees are current
- Apprentice Evaluation Report signed by the Apprentice Coordinator, stating the successful completion of all phases of apprenticeship training including mock state board examination

Once the apprentice has been issued a clearance and exiting form, the apprentice is still responsible for paying tuition fees until he/she has taken and passed the state board examination. The apprentice must take the state board examination no later than 12 months from the date that he/she is given notice of clearance. Failure to take the state board examination within 12 months from the date of clearance will result in cancellation.

Completion Certificates: After the Apprentice has taken and passed the Louisiana State Barber Examination a Request for Apprenticeship Completion Certificate will be submitted to the Louisiana Workforce Commission, Apprenticeship Division.

License renewal: Apprentice licenses expire on December 31st of each year and the renewal fee shall be:

- a. December 1st to January 31st - \$50.00
- b. February 1st to March 31st - \$60.00
- c. After April 1st - \$110.00

License renewals shall be mailed to:

Louisiana State Board of Barber Examiners
P. O. Box 14029
Baton Rouge, LA 70898-4029

Complaint and Appeal Procedures:

- Within 30 days from the date of disciplinary action the apprentice can submit a written request to the Apprentice Committee to review the decision
- Within 30 days of receiving written request the Apprentice Committee must provide written notification of their final decision to the Apprentice, Employer and Program Sponsor
- Decision will become effective immediately

Payment/Refund Policy: Payment for registration, tuition and book fees should be made payable to UFCW Local 496. The billing cycle for registration fees and tuition in the Louisiana Barber Apprenticeship Program begins on the first day of each month and ends on the last day of each month. Initial registration / tuition fees paid any time after the first of the month will be credited for the first of the following month.

Tuition is billed and statements are mailed on the fifteenth of each month for payments due on or before the first of the following month. A late fee of \$25.00 will be charged on any payment not received by the 10th of the following month. A fee of \$25.00 will be charged on all checks returned unpaid.

All initial registration fees paid to UFCW Local 496 are non-refundable unless a written request is submitted within five business days of registration. Tuition paid in advance of date due will be refunded within five business days of receipt of written request or notice of cancellation in the apprenticeship program.

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