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**Virginia Board for Barbers and Cosmetology
EAR PIERCING APPRENTICESHIP COMPLETION FORM**

Upon completion of the Apprenticeship training, the sponsor shall review the apprentice's progress record for the training period. If the results of this review indicate the apprentice is now a candidate for the Board's examination, the sponsor shall complete and sign this form. The properly signed form should be submitted with the ***Ear-Piercer License and Examination Application*** to the exam vendor listed above.

Completion of the apprenticeship program shall qualify the apprentice to apply the Board to take the Board for Barbers and Cosmetology ear piercer license examination.

Curriculum requirements specified in 18VAC 41-60-165 of the *Virginia Board for Barbers and Cosmetology Body-Piercing Regulations* shall be taught over a minimum of 500 hours broken down into the following categories:

HOURS OF INSTRUCTION AND PERFORMANCES

Initial each category of instruction/performance to verify completion.

Apprentice Name _____
Last First Middle Generation

A. 150 Hours

1. Microbiology

- a. Microorganisms, viruses, bacteria, fungi
- b. Transmission cycle of infectious diseases
- c. Characteristics of antimicrobial agents

Sponsor	Apprentice

2. Immunization

- a. Types of immunizations
- b. Hepatitis A – G transmission and immunization
- c. HIV/AIDS
- d. Tetanus, streptococcal, zoonotic, tuberculosis, pneumococcal and influenza
- e. Measles, mumps and rubella
- f. Vaccines and immunization
- g. General preventative measure to be taken to protect the body piercer and client

Sponsor	Apprentice

3. Safety

- a. Proper needle handling and disposal
- b. How to avoid overexposure to chemicals
- c. The use of Safety Data Sheets
- d. Blood spill procedures
- e. Equipment and instrument storage
- f. First Aid and CPR

Sponsor	Apprentice

4. Bloodborne Pathogen Standards

- a. OSHA and CDC bloodborne pathogen standards.
- b. Control Plan for bloodborne pathogens.
- c. Exposure Control Plan for Ear-Piercers.
- d. Overview of compliance requirements.
- e. Disorders and when not to service a client.

Sponsor	Apprentice

5. Professional Standards

- a. History of ear-piercing
- b. Ethics
- c. Record Keeping
 - (1) Client health history
 - (2) Consent forms
 - (3) HIPPA Standards
- d. Preparing station, making appointments, salon ethics
 - (1) Maintaining professional appearance, notifying clients of schedule changes
 - (2) Promoting services of the salon and establishing clientele
- e. Salon Management
 - (1) Licensing requirements
 - (2) Taxes
- f. Supplies
 - (1) Usages
 - (2) Ordering
 - (3) Storage

Sponsor	Apprentice

6. Virginia Body-Piercing Laws and Regulations

Sponsor	Apprentice

B. 50 Hours**7. Sanitation and Disinfection**

- a. Definition of terms
 - (1) Sterilization
 - (2) Disinfection and disinfectant
 - (3) Sterilizer or sterilant
 - (4) Antiseptic
 - (5) Germicide
 - (6) Decontamination
 - (7) Sanitation
- b. The use of steam sterilization equipment and techniques
- c. The use of chemical agents, antiseptics, disinfectants and fumigants
- d. The use of sanitation equipment
- e. Pre-service sanitation procedure
- f. Post-service sanitation procedure

Sponsor	Apprentice

C. 300 Hours Practical Training and 40 Performances**8. Ear-Piercing**

- a. Client consultation
- b. Client health information
- c. Client disclosure form
- d. Client preparation
- e. Sanitation and safety precautions
- f. Implement selection and use
- g. Proper use of equipment
- h. Material selection and use
- i. Grade of jewelry
- j. Metals to use

Sponsor	Apprentice

9. Ear-Piercing Procedures

- a. Ear lobe
- b. Helix – ear
- c. Concha – ear
- d. Tragus – ear

Sponsor	Apprentice

10. Ear-Piercing Performances - 40

- a. Ear lobe Minimum of 15
- b. Helix – ear Minimum of 10
- c. Concha – ear Minimum of 10
- d. Tragus – ear Minimum of 5

Sponsor	Apprentice

By signing below, we acknowledge that the foregoing information and hours are true and comply with the Virginia Body-Piercing Regulations and Apprenticeship Standards.

Apprentice Name _____

Virginia Apprenticeship License Number

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Contact Numbers _____
Primary Telephone Alternate Telephone

Apprenticeship Dates: _____
Start Date Completed Date

Signature of Apprentice _____ Date _____

Sponsor's Name _____

VA Ear-Piercer License No.

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Salon Name _____

VA Salon License No.

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Signature of Sponsor _____ Date _____

Contact Numbers _____
Primary Telephone Alternate Telephone