



STATE OF WISCONSIN
Department of Safety and Professional Services
1400 E Washington Ave.
Madison WI 53703

Mail to:
PO Box 8935
Madison WI 53708-8935
608-266-2112

Email: dsps@wisconsin.gov
Web: <http://dsps.wi.gov>

Governor Scott Walker Secretary Dave Ross

BARBERING ADVISORY COMMITTEE
Room 121A, 1400 E. Washington Avenue, Madison
Contact: Mojgan Hall - 608-266-2112
July 23, 2012

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions and deliberations of the Board.

FULL BOARD MEETING
9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-2)**
- B. Approval of Minutes – July 16, 2012 (3-4)**
- C. Secretary Matters
- D. Executive Director Matters
- E. Board Discussion Items including any received after printing of agenda
 - 1) Education and Examination Matters
 - a. Review Component IV of Barbering Curriculum (5-6)
 - b. Review Component re: Haircutting, hair tapering, etc of the Apprentice Work Process Description (7-8)
 - c. Transfer From Cosmetology to Barbering
 - i. Students
 - ii. Apprentices
 - iii. Current License Holders
 - d. Practical Examination (9-12)
- F. New Business
- G. Public Comments
- H. Other Board Business
- I. Next Meeting Date: TBD

ADJOURNMENT

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**BARBERING ADVISORY COMMITTEE
MEETING MINUTES
JULY 16, 2012**

Present: Joanne Schneider and Jeffrey Patterson

Present by Teleconference: Arthur Lyons, Suzanne Sandmann and Hafeezah Ahmad

Staff: Mojgan Hall, Bureau Director; Yolanda McGowan, Legal Counsel; Michelle Solem, Bureau Assistant; and other Department staff

Mojgan Hall, Executive Director, called the meeting to order at 9:11 a.m. A quorum of 5 members was confirmed.

ADOPTION OF AGENDA

MOTION: Hafeezah Ahmad moved, seconded by Joanne Schneider, to adopt the agenda as published. Motion carried unanimously.

EXECUTIVE DIRECTOR MATTERS

Mojgan Hall provided the Committee with information related to the Agenda items submission deadlines. The Committee

BOARD DISCUSSION

1. EDUCATION AND EXAMINATION MATTERS

a. Barbering Curriculum

Aaron Knautz explained the 2 curriculum suggestions that were included in the agenda packet. The committee reviewed and discussed the theory hour segments of the curriculum and then proceeded to discuss the practical hour segments and made the following recommendation:

	Subject	Theory	Practical
I.	Hygiene, grooming and personal development.	5	0
II.	Bacteriology, sterilization and sanitation.	15	10
III.	Tools, equipment and implements	3	10
IV.	Haircutting, hair tapering (clipper-cuts), razor cutting, hairstyling, curling, thermal waving, finger-waving, roller setting, pincurl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts.	100	400
V.	Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching and chemistry.	87	250
VI.	Shaving, beard and mustache shaping, trimming, facials, facial massages, and basic principles of electricity.	20	30
VII.	Anatomy and physiology of the hair and skin and disorders of the hair, skin, scalp.	15	0
VIII.	Product knowledge, product use and sales, preparing and consulting with customer for services.	15	0
IX.	Laws, rules, professional ethics and history of Barbering.	18	0
X.	Individual student needs, industry trends and electives(e.g. recordkeeping, mathematics, communications, human relations, public relations, first aid, etc.).	10	12
TOTAL HOURS:		288	712

MOTION: Joanne Schneider moved, seconded by Hafeezah Ahmad, to recommend that the department approve 288 hours of theory for a Barbering Curriculum broken down as reflected in the record of today's meeting. Motion carried unanimously.

MOTION: Jeffrey Patterson moved, seconded by Suzanne Sandmann, to recommend that the department approve 712 practical hours for a Barbering Curriculum broken down as reflected in the record of today's meeting. Motion carried unanimously.

- b. Barbering Apprentice Requirements
Hafeezah Ahmad led the discussion.

	Work Process Description	Hours
I	Bacteriology, sterilization and sanitation in the establishment.	70
II	Haircutting, hair tapering (clipper cuts), razor cutting, hair styling, curling, thermal waving, finger-waving, roller setting, pin curl placement, blow-drying, shampoos, scalp and hair treatment, conditioning, reconditioning, hair analysis and care of hairpieces, wigs and wefts.	1830
III	Hair straightening, hair relaxing, thermal hair straightening, blowouts, permanents, hair coloring, tinting, bleaching and chemistry.	250
IV	Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials and facial massages.	330
V	General patron service and individual apprentice needs.	1232
VI	Paid Related Instruction	288
	TOTAL	4000

MOTION: Jeffrey Patterson moved, seconded by Suzanne Sandmann, to recommend that the department approve barbering apprenticeship program broken down as reflected in the record of today's meeting including the theory hours for barbering apprentices as reflected in the barbering curriculum. Motion carried unanimously.

- c. Transferring from Cosmetology to Barbering
The Committee discussed the different scenarios relative to the types of applicants that may be requesting transfers from the Barber and Cosmetology license to the newly created Barbering license. The discussion will continue at the next meeting.

PUBLIC COMMENTS

Marge Wood thanked the participants for the orderly manner in which they addressed the curriculum during the meeting.

ADJOURNMENT

MOTION: Joanne Schneider moved, seconded by Hafeezah Ahmad, to adjourn the meeting at 12:32p.m. Motion carried unanimously.

**State of Wisconsin
Department of Safety and Professional Services**

AGENDA REQUEST FORM

Name and Title of Person Submitting the Request: Mojgan Hall		Date When Request Submitted: 7/17/2012	
		Items will be considered late if submitted after 5 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before meeting for all other boards 	
Name of Board, Committee, Council: Barbering Advisory Committee			
Board Meeting Date: 7/23/2012	Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How should the item be titled on the agenda page? Barbering Curriculum for Practitioner Barbering Apprenticeship Requirements	
Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	Is an appearance before the Board being scheduled? If yes, by whom? <input type="checkbox"/> Yes by _____ (name) <input checked="" type="checkbox"/> No	Name of Case Advisor(s), if required:	
Describe the issue and action the Board should address: To discuss Item IV. Haircutting, hair tapering in the curriculum. To discuss Work Process Description for Barbering Apprenticeship			
If this is a "Late Add" provide a justification utilizing the Agenda Request Policy:			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Late Adds must be authorized by a Supervisor, DOE Division Administrator, and Bureau Director. 3. Provide original documents needing Board Chairperson signature to the Bureau Director or Program Assistant prior to the start of a meeting.			
Authorization:			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Division Administrator (if required)		Date	
Bureau Director signature (indicates approval to add late items to agenda)		Date	

1,000 Hours Barbering Curriculum for Applicants Completing A Practitioner Education Program

These hours for the department approved 1,000 hour barbering curriculum are taken from the same 11 subject areas that are listed in the educational requirements listed in chapter BC 5.02. Based on the 11 subject topics in BC 5.02, the following 1,000 hours taken by a person during their Practitioner education satisfies the 1,000 hour barbering curriculum requirement.

	SUBJECT	THEORY HOURS	PRACTICAL HOURS
I.	Hygiene, grooming and personal development.	5	0
II.	Bacteriology, sterilization and sanitation.	15	10
III.	Tools, equipment and implements	3	10
IV.	Haircutting, hair tapering (clipper-cuts), razor cutting, hairstyling, curling, thermal waving, finger-waving, roller setting, pincurl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts.	100	400
V.	Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching and chemistry.	87	250
VI.	Shaving, beard and mustache shaping, trimming, facials, facial massages, basic principles of electricity.	20	30
VII.	Anatomy and physiology of the hair, skin and disorders of the hair, skin, scalp.	15	0
VIII.	Product knowledge, product use and sales, preparing and consulting with customer for services.	15	0
IX.	Laws, rules, professional ethics and history of Barbering.	18	0
X.	Individual student needs, industry trends and electives(e.g. recordkeeping, mathematics, communications, human relations, public relations, first aid, etc.).	10	12
	TOTAL HOURS:	288	712

Aaron Knautz 7/16/12

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Exhibit A - Program Provisions

Approved: July 16, 2012

TERM OF APPRENTICESHIP: The term of apprenticeship shall be Time-based, which has been established to be 2 years of not less than 4000 hours. Hours of labor shall be the same as established for other skilled employees in the profession.

PROBATIONARY PERIOD: The probationary period shall be the first 6 months of employment, but in no case shall it exceed twelve calendar months. During the probationary period, this contract may be cancelled by the apprentice or the sponsor upon written notice to the Department, without adverse impact on the sponsor.

SCHOOL ATTENDANCE: The apprentice shall attend the Wisconsin Technical College System or other approved training provider, as assigned, for paid related instruction four hours per week or the equivalent and satisfactorily complete the prescribed course material for a minimum of 288 hours, unless otherwise approved by the Department. The employer must pay the apprentice for attended related instruction hours at the same rate per hour as for services performed.

WORK PROCESS SCHEDULE: In order to obtain well-rounded training and thereby qualify as a skilled worker in the profession, the apprentice shall have experience and training in the following areas. This instruction and experience shall include the following operations but not necessarily in the sequence given. Time spent on specific operations need not be continuous.

<u>Work Process Description</u>	<u>Approximate Hours</u>		
	<u>(Min</u>	<u>-</u>	<u>Max)</u>
Bacteriology, sterilization and sanitation in the establishment.			70
Haircutting, hair tapering (clipper cuts), razor cutting, hair styling, curling, thermal waving, finger-waving, roller setting, pin curl placement, blow-drying, shampoos, scalp and hair treatment, conditioning, reconditioning, hair analysis and care of hairpieces, wigs and wefts.			1830
Hair straightening, hair relaxing, thermal hair straightening, blowouts, permanents, hair coloring, tinting, bleaching and chemistry.			250
Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages.			330
General patron service and individual apprentice needs.			1232
Paid Related Instruction			288
TOTAL			4000

The above schedule is to include all operations and such other work as is customary in the profession.

MINIMUM COMPENSATION TO BE PAID:

1st period of 6 months at the Applicable Minimum Wage.

2nd period of 6 months - 10 cents above the applicable minimum wage.

DETA-10408-E (R. 12/2010)

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Exhibit A - Program Provisions

3rd period of 12 months - 25 cents per hour above the applicable minimum wage.

Base skilled wage rate N/A per hour.

If at any time the base skilled wage rate rises or falls, the apprentice's wage shall be adjusted proportionately. The wage rate of apprentices employed in this profession and this firm shall be based on the base skilled wage rate stated above.

All apprentices are covered by State and Federal Wage and Hour Standard requirements. All apprentices shall be paid no less than the minimum wage established under regulations.

CREDIT PROVISIONS: The apprentice, granted credit at the start or during the term of the apprenticeship, shall be paid the wage rate of the pay period to which such credit advanced the apprentice.

Work credit hours approved:	N/A
School credit hours approved:	
Paid related instruction:	N/A
Unpaid related instruction:	N/A
Total credit hours to be applied to the term of the apprenticeship:	N/A

SPECIAL PROVISIONS:

Upon satisfactory completion of both 3712 hours of practical and 288 hours of theory, the Department will issue a Certificate of Apprenticeship.

Apprentices are not allowed to rent a booth. The apprentice must be an employee of the salon. Per BC 3.02(2), only licensed managers may rent a booth. Apprentices have a permit, they do not have a license.

Salons are not allowed to charge a fee from the apprentice for the training provided in the salon.

The apprentice in his/her final year must take the Transition-to-Trainer course as unpaid related instruction (UPRI).

I am including the following questions to help guide the discussion for our Monday, July 23rd meeting:

1) What happens to applicants who fail the exam?

i) Do they take the part they failed only or do they take the entire exam? What is the deadline?

ii) Do they start all over again with barbering program instead of cosmetology program? What is the deadline?

2) What happens to applicants who have completed approximately 75% of the cosmetology program?

i) Do they have the option to transfer to the barbering program?

ii) Are they allowed to take the barbering exam? What is the deadline?

3) What happens to applicants who have completed approximately 50% of the cosmetology program?

i) Do they have the option to transfer to the barbering program?

ii) Are they allowed to take the barbering exam? What is the deadline?

4) What happens to applicants who have completed approximately 25% of the cosmetology program?

5) What happens to individuals who are licensed in another state?

6) Is there reciprocity with other states?

i) Do they have to take the exam? Is there a deadline?

ii) Which exam? Cosmetology or barbering?

7) Is there licensing by endorsement?

i) Do they have to take the exam? Is there a deadline?

ii) Which exam? Cosmetology or barbering?

8) If they are from another state, and have completed their barbering education. Would the schools in Wisconsin agree to teach them Wisconsin laws?

9) What if they learn Wisconsin laws on their own and take the exam? Is that acceptable?

10) Those who are Barber/Cosmetology instructors. Are they going to be renamed as Barber instructors? Or do they keep the "Barber/Cosmetology" in their title?

11) Do they have to choose between Barber or Cosmetology Instructor? And if they chose to be one or another can they only teach barbering or cosmetology?