

COSMETOLOGY AND BARBER LICENSURE THROUGH CAREER AND TECHNICAL EDUCATION (CTE)

PILOT PROGRAM

INTRODUCTION

Through a combination of academic classes and hands-on learning experiences, high school students enrolled in Career and Technical Education (CTE) programs gain academic, employability, technical and real-world skills that prepare them for many postsecondary options including direct entry into a skilled career, apprenticeships and college.

In the Commonwealth, more than 1,700 approved CTE programs are offered in over 200 schools. Those schools include 80-plus regional Career and Technology Centers (CTCs) and more than 140 high schools.

The majority of CTCs in Pennsylvania operate as a “shared time” option; students spend about half of the day at the CTC engaged in a CTE program and the other half of the day at their home or “sending” high school where they take required academic courses and earn a high school diploma.

For students interested in becoming a cosmetologist or barber, Pennsylvania has 72 cosmetology programs and three barber programs within its CTCs. The Cosmetology Law requires 1,250 hours of instruction for licensure as a cosmetologist, which CTC students typically complete over a period of three years (grades 10, 11 and 12). Likewise, the Barbers’ License Law requires 1,250 hours of instruction for licensure as a barber. In each case, the required education is provided through a sequential set of steps that address specific subjects and tasks necessary for state board preparation, graduation and entry-level job skills.

COMPONENTS OF THE PILOT PROGRAM

This pilot program provides additional opportunities for cosmetology and barber CTC students to earn educational hours and practical experience. It is also designed to allow CTC educators the flexibility necessary to assist these students in obtaining all of the required education hours prior to their planned graduation date. These opportunities and flexibilities will help achieve the collective goal of students, educators and parents/guardians, which is to graduate prepared and competent future cosmetologists and barbers . . . *on time*.

The pilot consists of three major components by which cosmetology and barber CTC students may earn educational credit toward their respective 1,250-hour instruction requirements: (1) *Distance Education, including Practical Skills Review*; (2) *Internships and Job Shadowing*; and (3) *In-Person Instruction*.

1. DISTANCE EDUCATION¹ - UP TO 650 HOURS

In recognition of the unique challenges faced specifically by students in cosmetology and barber CTC programs, the amount of allowable instruction through distance education is **650 hours**. Such distance education can be a combination of theory-based subjects and skills and, as explained in more detail below, for review of certain previously-taught practical skills. *See Appendix A.*

The Cosmetology Board’s regulations recommend that a cosmetology student’s education include 50 hours of instruction in “Professional Practices” (Pennsylvania Department of Education Tasks 101-401). **For cosmetology CTC students participating in this pilot, all 50 hours may be obtained through distance education.**

The Cosmetology Board’s regulations recommend that a cosmetology student’s education further include 200 hours of instruction in “Sciences” (PDE Tasks 501-1004). **For cosmetology CTC students participating in this pilot, all 200 hours may be obtained through distance education.**

The Cosmetology Board’s regulations recommend that the remainder of a cosmetology student’s education include 1,000 hours of instruction in “Cosmetology Skills–Cognitive and Manipulative” (PDE Tasks 1101-2304). Due to the techniques that must be learned in order to practice cosmetology and barbering and the nature of some of the tools and equipment involved, many of the cognitive and manipulative skills need to be taught and evaluated at least partially (if not entirely) in person; they cannot be taught solely via distance learning or on a virtual platform. For example, shampooing is a process that would be difficult to teach/learn entirely online if a student did not, at some point, have access to a standard shampoo bowl with which to work.

There are, however, some tasks within “Cosmetology Skills” that *could* be taught virtually from start to finish. As such, cosmetology CTC students may earn credit for hours of instruction in the following areas, even if taught entirely via distance education: PDE Tasks 1102, 1303, 1401, 1403,

¹ For purposes of this pilot program, “distance education” is learning that is accomplished while the student is at a location separate and apart from their cosmetology or barber school.

1502, 1609, 1802, 1804, 1902, 1906, 1908, 2001, 2102, 2201 and 2204 (referred to hereinafter as the “Theory-Based Tasks”).

Even the tasks that are not one of the Theory-Based Tasks involve certain practical concepts where distance learning could be employed to allow students to earn hours for “practical skills review.” Delivery of instructional content from teachers to students, as well as teachers’ assessment of student performance, would be achieved electronically (video, photographs, online platforms, etc.). “Practical skills review” hours may be earned for any of the Cosmetology Skills (PDE tasks 1101-2304).

To demonstrate practical skills to their CTC educator for credit, students may utilize any form of video-based media or platform. Videos shall demonstrate practical skills as assigned by the educator and may occur in real time or through recorded video. For recorded video, the educator shall provide the student with the amount of time the student must practice a particular skill prior to the video demonstration. The video itself and the preparation/practice for the skill demonstrated in the video can be viewed and used for evaluation, and then counted towards the student’s hourly requirements, with the number of hours or fractions thereof earned through each of these tasks determined by the educator. Practical skills review could take a number of forms. For example:

- For skills and tasks that have already been taught, student-created videos or photos can be particularly useful. For example, a student can submit a video of a hairstyle done through roller-setting of a before, after the roller set, and then the comb-out. The final product could be graded. Teachers would have discretion to identify which skills they could evaluate using videos or pictures.
- Students could also earn hours for a product-type skill by taking pictures at each step of the process, and then sending the pictures to the teacher through Instagram, email or the like. Students could be given a rubric to use as a self-evaluation, which they would then return to the teacher.
- Teachers could demonstrate a lesson using Zoom or some other platform, give students an assignment, and then the students can send in pictures or videos of their work (or students could bring their project into school on their in-school days) for the teacher to evaluate and give feedback.
- Teachers could demonstrate a procedure using Zoom or another platform while students follow along with the teacher and practice at home. Teachers could observe students in real time. Students can produce a final product during in-school days. Students can ask questions and the teacher can evaluate the final product.

For cosmetology CTC students participating in this pilot, the number of hours that may be obtained through distance education will vary, depending upon how many distance education hours a student earns for “Professional Practices” and “Sciences.” For example, if a student obtains 50 hours of instruction in “Professional Practices” and 200 hours of instruction in “Sciences” (both maximums), the most a student could earn for “Cosmetology Skills” would be 400 hours of instruction. Those 400 hours could be spread across a combination of (a) virtual instruction in the Theory-Based Tasks, and (b) hours earned for “practical skills review” (any of PDE Tasks 1101–2304).

The Barber Board’s guidance currently allows for 625 hours of instruction through distance education. This allowance will increase to 650 hours for barber CTC students participating in the pilot program, with the breakdown of specific subjects set forth at Appendix B. The additional 25 hours may be spread out over any of the subjects and in varying increments as determined by the teacher. For subjects that cannot be taught entirely via distance education, barber CTC students may also earn hours through “practical skills review” in a manner similar to cosmetology CTC students.

Certain adjustments and accommodations can be made at the teacher's/school's discretion, and flexibility is encouraged with student's having unique circumstances or needs. Students who are unable to access video-capable devices by reason of IEP or other issues outside of the control of the CTC or student are permitted to use alternative methods identified by the CTC educator to earn hours.

For example, if a student lacks certain equipment to perform practical tasks, CTCs may allow students to borrow school equipment for home use. CTCs could also provide students with artificial products that simulate cosmetology products to allow students to practice chemical application procedures at home without using the actual chemicals.

2. INTERNSHIPS AND JOB SHADOWING – UP TO 350 HOURS

The second component of the pilot program allows students to earn up to 350 hours in a licensed cosmetology salon or barber shop.

Existing Vocational Program Participants: Students participating in a vocational program through the Office of Vocational Rehabilitation, Goodwill Industries International, Inc. or PA Careerlink **may earn up to 350 hours of credit towards the required 1,250 instruction hours for work done through one of those programs.** The hours must consist of practical experience rather than job shadowing.

New Vocational Program Participants: All other CTC students shall be permitted to obtain 350 educational hours through practical experience at a licensed salon (in the case of cosmetology students) or at a licensed shop (in the case of barber students). The hours must consist of practical experience rather than job shadowing.

Job Shadowing: For students not participating in a vocational program, another means of earning hours is job shadowing. Cosmetology CTC students will be permitted to shadow a licensed cosmetologist or cosmetology teacher in a salon, and barber CTC students will be permitted to shadow a licensed barber or barber manager in a shop. Students then earn hours preparing and presenting reports on their job shadow experiences. Teachers may use their discretion to determine the format of such presentations, the number of hours that may be earned, and so forth.

Except as otherwise noted herein, each cosmetology CTC student shall at all times be supervised by a licensed cosmetologist or cosmetology teacher who has at least five years of experience. Similarly, each barber CTC student shall at all times be supervised by a licensed barber or barber manager who has at least five years of experience. Existing vocational program students shall be permitted to remain with their pre-existing supervisor/salon or supervisor/shop, regardless of the supervisor's years of experience.

The CTC educator shall provide the supervisor and student with a list of practical skill assignments. Each supervisor shall complete a "*Verification of Practical Experience*" along with a "*Practical Experience Hourly Report*" in substantially the form provided herewith at Appendix C for submission to the CTC educator on a monthly basis.

The salon or shop shall notify each client upon whom the student performs services that the service is being performed by a student. The salon or shop supervisor may, at his or her option, allow the student to perform practical skills previously taught by the CTC educator upon a mannequin for observation and evaluation of practical skills. For example, the student could practice and demonstrate a cut, foil wrap or some other skill that the educator has already taught. The supervisor will use a rubric provided by the CTC educator to gauge the student's skill level, with the rubric then returned to the CTC educator for grading.

For each student earning hours at a shop or salon, CTC schools shall provide a letter to the salon or shop identifying the students and indicating the student's participation in the pilot program. The salon or shop shall keep this letter on hand in the event of an inspection. Students shall carry some form of identification with them (driver's license, school ID or the like) while in the salon or shop.

3. IN-PERSON INSTRUCTION – NO LESS THAN 250 HOURS

The third component of the pilot program is traditional, in-person instruction at the student's CTC.

The number of hours will vary, depending upon how many hours the student obtains from the first and second components of the pilot. For example, if a student obtains the maximum 650 hours of instruction through distance education (component 1) and 350 hours in a salon or shop (component 2), the student will need to obtain 250 hours of in-person instruction in order to reach the required total of 1,250 hours. Certainly students could obtain more than 250 hours of in-person instruction, and therefore not need the full 650 hours of distance education or the full 350 hours in a salon or shop.

Cosmetology CTC students may work on other students in school. Similarly, barber CTC students may work on other students in school.

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APPENDIX A: COSMETOLOGY TASKS FOR WHICH STUDENTS MAY EARN HOURS VIA DISTANCE EDUCATION (650 HOURS)

THEORY-BASED SUBJECTS AND SKILLS	PRACTICAL SKILLS REVIEW (w/Video Assessment)
<p align="center">PROFESSIONAL PRACTICES</p> <p align="center">BACTERIOLOGY DISINFECTION SANITATION</p> <p>101 - Define the classifications and reproduction of bacteria and viruses. 102 - Differentiate the differences between sanitation, disinfection and sterilization. 103 - Perform infection control procedures for various salon tools & services. 104 - Apply concepts of universal/standard precautions.</p> <p align="center">PROFESSIONAL ATTITUDE</p> <p>201 - Perform a client consultation and maintain documentation. 202 - Exhibit professional skills. 203 - Use communication skills, to include listening, speaking and writing.</p> <p align="center">BUSINESS PRACTICES</p> <p>301 - Design a management plan. 302 - Design a personal financial plan. 303 - Execute safety regulations, including SDS and OSHA.</p> <p align="center">PENNSYLVANIA COSMETOLOGY LAW</p> <p>401 - Follow cosmetology laws, rules and regulations.</p> <p align="center">SCIENCES</p> <p align="center">HISTOLOGY</p> <p>501 - Identify the structure and composition of the integumentary system. 502 - Identify the structure and composition of the nail. 503 - Identify the structure and composition of the skeletal system. 504 - Identify the structure and composition of the muscular system. 505 - Identify the structure and composition of the nervous system. 506 - Identify the structure and composition of the circulatory system.</p> <p align="center">TRICHOLOGY</p> <p>601 - Identify the structure and composition of the hair. 602 - Recognize diseases and disorders of the hair and scalp. 603 - Analyze the characteristics of a client's hair and scalp.</p> <p align="center">CHEMISTRY</p> <p>701 - List the five elements of the hair. 702 - Measure the effects of pH, pertaining to hair and skin. 703 - Differentiate between the physical and chemical changes involved in various hair services. 704 - Assess chemical reactions as they relate to various services. 705 - Determine chemical contents of hair, skin, and nail products.</p> <p align="center">PHYSIOLOGY</p> <p>801 - Identify the functions of the integumentary system. 802 - Identify the functions of the nail. 803 - Identify body structures and systems. 804 - Determine the function of the skeletal system. 805 - Determine the function of the muscular system. 806 - Determine the function of the nervous system. 807 - Determine the function of the circulatory system.</p> <p align="center">COSMETIC DERMATOLOGY</p> <p>901 - Recognize skin diseases and disorders and contributing factors. 902 - Analyze clients skin.</p> <p align="center">ELECTRICITY</p> <p>1001 - Define principles of electricity. 1002 - Follow the safety measures related to electricity. 1003 - Explain the types, uses, and benefits of light therapy. 1004 - Explain the types, uses, and benefits of electrotherapy.</p>	<p>Practical Skills Review - SHAMPOO AND CONDITIONING:</p> <ul style="list-style-type: none"> • Perform draping for all hair services. (1101) • Determine a product based on individual client needs. (1102) • Perform various shampoo and conditioning treatments on a client. (1103) <p>Practical Skills Review - HAIR SHAPING:</p> <ul style="list-style-type: none"> • Execute safe handling of hair cutting tools. (1201) • Perform various haircutting techniques with shears. (1202) • Perform various haircutting techniques with a razor. (1203) • Perform various clipper cutting techniques. (1204) • Perform various texturizing techniques. (1205) • Perform facial, ear, and neck hair removal. (1206) <p>Practical Skills Review - HAIR STYLING/FINGER WAVING:</p> <ul style="list-style-type: none"> • Perform fingerwave techniques. (1301) • Use hairstyling implements and equipment. (1302) • Design a hairstyle to compliment the client's features. (1303) • Perform roller setting and comb-out techniques. (1304) • Perform pincurl setting and comb-out techniques. (1305) • Perform braiding techniques. (1306) • Perform various techniques using a thermal iron. (1307) • Perform various blow drying techniques. (1308) <p>Practical Skills Review - CHEMICAL TEXTURIZING:</p> <ul style="list-style-type: none"> • Select appropriate products for chemically straightening hair. (1401) • Perform various chemical relaxing services. (1402) • Investigate the procedure of a soft curl permanent. (1403) <p>Practical Skills Review - PERMANENT WAVING:</p> <ul style="list-style-type: none"> • Perform various wrapping techniques. (1501) • Select the appropriate solution according to client's needs. (1502) <p>Practical Skills Review - HAIR COLORING:</p> <ul style="list-style-type: none"> • Perform and evaluate a predisposition test. (1601) • Perform and evaluate a strand test. (1602) • Perform a temporary hair color service. (1603) • Perform a semi-permanent/demi-permanent hair color service. (1604) • Perform a permanent hair color service. (1605) • Perform a hair lightener and toner application. (1606) • Create special effect techniques. (1607) • Perform corrective color techniques. (1608) • Formulate color as it relates to the law of color. (1609) <p>Practical Skills Review - HAIR STRAIGHTENING:</p> <ul style="list-style-type: none"> • Perform hair pressing techniques showing soft, medium, and hard press. (1701) <p>Practical Skills Review - SKIN CARE:</p> <ul style="list-style-type: none"> • Drape client for basic skin care services. (1801) • Select products based on individual client needs. (1802) • Perform a basic facial. (1803) • Recognize skin care implements and equipment. (1804) <p>Practical Skills Review - NAIL TECHNOLOGY:</p> <ul style="list-style-type: none"> • Prepare a manicure table. (1901) • Recognize nail care implements and equipment. (1902) • Perform a basic manicure. (1903) • Perform massage treatments on the hands and feet. (1904) • Perform various specialty manicures. (1905) • Determine components of artificial nail services. (1906) • Perform pedicure procedures. (1907) • Recognize nail diseases and disorders and contributing factors. (1908) <p>Practical Skills Review - TEMPORARY HAIR REMOVAL:</p> <ul style="list-style-type: none"> • Differentiate between various methods of temporary hair removal. (2001) • Perform various methods of temporary hair removal. (2002) <p>Practical Skills Review - SCALP TREATMENT:</p> <ul style="list-style-type: none"> • Perform a basic scalp treatment. (2101) • Explain the use of electrical equipment during a scalp treatment. (2102) <p>Practical Skills Review - CARE OF ALL HAIR TYPES AND TEXTURES:</p> <ul style="list-style-type: none"> • Select and apply products according to styling needs. (2201) • Use specialty hairstyling equipment. (2202) • Use implements, equipment, and products used with synthetic and human hair. (2203) • Compare and contrast synthetic and human hair services. (2204) • Perform application and styling services on wigs, hair pieces and extensions. (2205) <p>Practical Skills Review - MAKEUP:</p> <ul style="list-style-type: none"> • Create basic daytime make-up techniques. (2301) • Create basic evening make-up techniques. (2302) • Perform corrective make-up techniques according to client's needs. (2303) • Apply false eyelashes. (2304)
<p align="center">SKILLS/TASKS THAT CAN BE TAUGHT ENTIRELY BY DISTANCE LEARNING</p> <p align="center">SHAMPOO AND CONDITIONING</p> <p>1102 - Determine a product based on individual client needs.</p> <p align="center">HAIR STYLING/FINGER WAVING</p> <p>1303 - Design a hairstyle to compliment the client's features.</p> <p align="center">CHEMICAL TEXTURIZING</p> <p>1401 - Select appropriate products for chemically straightening hair. 1403 - Investigate the procedure of a soft curl permanent.</p> <p align="center">PERMANENT WAVING</p> <p>1502 - Select the appropriate solution according to client's needs.</p> <p align="center">HAIR COLORING</p> <p>1609 - Formulate color as it relates to the law of color.</p> <p align="center">SKIN CARE</p> <p>1802 - Select products based on individual client needs. 1804 - Recognize skin care implements and equipment.</p> <p align="center">NAIL TECHNOLOGY</p> <p>1902 - Recognize nail care implements and equipment. 1906 - Determine components of artificial nail services. 1908 - Recognize nail diseases and disorders and contributing factors.</p> <p align="center">TEMPORARY HAIR REMOVAL</p> <p>2001 - Differentiate between various methods of temporary hair removal.</p> <p align="center">SCALP TREATMENT</p> <p>2102 - Explain the use of electrical equipment during a scalp treatment.</p> <p align="center">CARE OF ALL HAIR TYPES AND TEXTURES</p> <p>2201 - Select and apply products according to styling needs. 2204 - Compare and contrast synthetic and human hair services.</p>	

**APPENDIX B: BREAKDOWN OF TASKS FOR WHICH BARBER CTC STUDENTS PARTICIPATING IN THE PILOT
MAY EARN HOURS VIA DISTANCE EDUCATION (650 HOURS)**

CURRICULUM	DISTANCE LEARNING HOURS PERMITTED	TOTAL HOURS REQUIRED IN BARBER BOARD REGS.
Honing and stropping	20	25
Shaving and various uses of the straight razors	60	240
Haircutting, hair styling and hair pieces	120	535
Shampoo and scalp massages	20	25
Haircoloring	20	25
Massaging (facials)	20	25
Hair waving or curling (perms) and straightening	20	25
Scalp and skin disease	50	50
State barber law and rules and regulations	50	50
Physiology	50	50
Sterilization and sanitation	45	50
Hygiene	25	25
Bacteriology	25	25
Electricity (ultraviolet, high frequency, infrared, curling irons)	25	25
Professional ethics and barbershop demeanor	25	25
Manager-barber instructions, instruments, shop management, orientation and preparation for related examination	50	50
Additional hours that may be spread over the above subjects	25	
Total:	650 hours permitted	1,250 hours required

APPENDIX C

VERIFICATION OF PRACTICAL EXPERIENCE and PRACTICAL EXPERIENCE HOURLY REPORT FORM

VERIFICATION OF PRACTICAL EXPERIENCE

This form must be submitted from the salon or shop to the student's CTC directly, by mail or electronic means.

NAME OF STUDENT:	
NAME AND LICENSE NUMBER OF SUPERVISOR:	
NAME AND LICENSE NUMBER OF SALON OR SHOP:	
ADDRESS AND TELEPHONE NUMBER OF SALON OR SHOP:	

BY SIGNING BELOW, I VERIFY THAT I SUPERVISED THE STUDENT NAMED ABOVE FOR THE HOURS AND SKILLS LISTED IN THE ATTACHED "PRACTICAL EXPERIENCE HOURLY REPORT-COSMETOLOGY CTC STUDENT" OR "PRACTICAL EXPERIENCE HOURLY REPORT-BARBER CTC STUDENT."

BY SIGNING BELOW, I FURTHER VERIFY THAT THE LANGUAGE IN THIS SECTION IS IN THE ORIGINAL FORMAT AS SUPPLIED BY THE DEPARTMENT OF STATE AND HAS NOT BEEN ALTERED OR OTHERWISE MODIFIED IN ANY WAY. I AM AWARE OF THE CRIMINAL PENALTIES FOR TAMPERING WITH PUBLIC RECORDS OR INFORMATION PURSUANT TO 18 Pa.C.S. § 49.11.

I CERTIFY THAT THE STATEMENTS HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF. I UNDERSTAND THAT ANY FALSE STATEMENT MADE IS SUBJECT TO THE PENALTIES OF 18 Pa.C.S. § 4904 RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES.

SUPERVISOR SIGNATURE _____

DATE _____

PRACTICAL EXPERIENCE HOURLY REPORT
COSMETOLOGY CTC STUDENT

To be completed by the student's salon supervisor. Please indicate each skill the student practiced and the hours or portions of an hour the student practiced each skill.

COSMETOLOGY SKILLS– COGNITIVE AND MANIPULATIVE	SKILL(S) PRACTICED/ PRACTICAL EXPERIENCE OBTAINED	NUMBER OF HOURS
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1100 Shampooing and Conditioning

1101 Perform draping for all hair services.		
1102 Determine a product based on individual client needs.		
1103 Perform various shampoo and conditioning treatments on a client.		

1200 Hair Shaping

1201 Execute safe handling of hair cutting tools.		
1202 Perform various haircutting techniques with shears.		
1203 Perform various haircutting techniques with a razor.		
1204 Perform various clipper cutting techniques.		
1205 Perform various texturizing techniques.		
1206 Perform facial, ear, and neck hair removal.		

1300 Hair Styling/Fingerwaving

1301 Perform fingerwave techniques.		
1302 Use hairstyling implements and equipment.		
1303 Design a hairstyle to compliment the client's features.		

PRACTICAL EXPERIENCE HOURLY REPORT - COSMETOLOGY (continued)

COSMETOLOGY SKILLS– COGNITIVE AND MANIPULATIVE	SKILL(S) PRACTICED/ PRACTICAL EXPERIENCE OBTAINED	NUMBER OF HOURS
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1300 Hair Styling/Fingerwaving (cont.)

1304 Perform roller setting and comb-out techniques.		
1305 Perform pincurl setting and comb-out techniques.		
1306 Perform braiding techniques.		
1307 Perform various techniques using a thermal iron.		
1308 Perform various blow drying techniques.		

1400 Chemical Texturizing

1401 Select appropriate products for chemically straightening hair.		
1402 Perform various chemical relaxing services.		
1403 Investigate the procedure of a soft curl permanent.		

1500 Permanent Waving

1501 Perform various wrapping techniques.		
1502 Select the appropriate solution according to client's needs.		

1600 Hair Coloring

1601 Perform and evaluate a predisposition test.		
1602 Perform and evaluate a strand test.		
1603 Perform a temporary hair color service.		

PRACTICAL EXPERIENCE HOURLY REPORT - COSMETOLOGY (continued)

COSMETOLOGY SKILLS– COGNITIVE AND MANIPULATIVE	SKILL(S) PRACTICED/ PRACTICAL EXPERIENCE OBTAINED	NUMBER OF HOURS
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1600 Hair Coloring (cont.)

1604 Perform a semi-permanent/ demi-permanent hair color service.		
1605 Perform a permanent hair color service.		
1606 Perform a hair lightener and toner application.		
1607 Create special effect techniques.		
1608 Perform corrective color techniques.		
1609 Formulate color as it relates to the law of color.		

1700 Hair Straightening

1701 Perform hair pressing techniques showing soft, medium, and hard press.		
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1800 Skin Care

1801 Drape client for basic skin care services.		
1802 Select products based on individual client needs.		
1803 Perform a basic facial.		
1804 Recognize skin care implements and equipment.		

PRACTICAL EXPERIENCE HOURLY REPORT - COSMETOLOGY (continued)

COSMETOLOGY SKILLS– COGNITIVE AND MANIPULATIVE	SKILL(S) PRACTICED/ PRACTICAL EXPERIENCE OBTAINED	NUMBER OF HOURS
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1900 Nail Technology

1901 Prepare a manicure table.		
1902 Recognize nail care implements and equipment.		
1903 Perform a basic manicure.		
1904 Perform massage treatments on the hands and feet.		
1905 Perform various specialty manicures.		
1906 Determine components of artificial nail services.		
1907 Perform pedicure procedures.		
1908 Recognize nail diseases and disorders and contributing factors.		

2000 Temporary Hair Removal

2001 Differentiate between various methods of temporary hair removal.		
2002 Perform various methods of temporary hair removal.		

2100 Scalp Treatment

2101 Perform a basic scalp treatment.		
2102 Explain the use of electrical equipment during a scalp treatment.		

PRACTICAL EXPERIENCE HOURLY REPORT - COSMETOLOGY (continued)

COSMETOLOGY SKILLS– COGNITIVE AND MANIPULATIVE	SKILL(S) PRACTICED/ PRACTICAL EXPERIENCE OBTAINED	NUMBER OF HOURS
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2200 Skin Care

2201 Select and apply products according to styling needs.		
2202 Use specialty hairstyling equipment.		
2203 Use implements, equipment, and products used with synthetic and human hair.		
2204 Compare and contrast synthetic and human hair services.		
2205 Perform application and styling services on wigs, hair pieces and extensions.		

2300 Makeup

2301 Create basic daytime make-up techniques.		
2302 Create basic evening make-up techniques.		
2303 Perform corrective make-up techniques according to client's needs.		
2304 Apply false eyelashes.		

PRACTICAL EXPERIENCE HOURLY REPORT
BARBER CTC STUDENT

To be completed by the student's shop supervisor. Please indicate each skill the student practiced and the hours or portions of an hour the student practiced each skill.

SKILL	SKILL(S) PRACTICED/ PRACTICAL EXPERIENCE OBTAINED	NUMBER OF HOURS
Honing and stropping		
Shaving and various uses of the straight razors		
Haircutting, hair styling and hair pieces		
Shampoo and scalp massages		
Haircoloring		
Massaging (facials)		
Hair waving or curling (perms) and straightening		
Scalp and skin disease		
State barber law and rules and regulations		
Physiology		
Sterilization and sanitation		
Hygiene		
Bacteriology		
Electricity (ultraviolet, high frequency, infrared, curling irons)		
Professional ethics and barbershop demeanor		
Manager-barber instructions, instruments, shop management, orientation and preparation for related examination		