

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"><u>SKILLS/TASKS THAT CAN BE TAUGHT ENTIRELY BY DISTANCE LEARNING</u></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		