Revisions as of July 30,2018

P.E.I. Hairdressers' Association (PEIHDA)

Apprenticeship Program - Part 1

Pricing Model - Part 2

Business Model - Part 3

(Revised 05/30/2016 to amend to approved Council direction)

**"Part 1"**

**Apprenticeship Program**

**Current Program:**

When an individual completes the hairdressing program that consists of 1250hrs and completes practical exam provided by PEIHDA, PEIHDA issues an individual a hairdressing license as a Licensed Beauty Operator I (LBO I). This license permits an individual to work in a licensed salon under the direct supervision of a Master Beauty Operator (MBO) to further enhance their hairdressing skills. After completing of one thousand (1000) hours and successfully completing a practical examination, PEIHDA issues an individual a Licensed Beauty Operator II license (LBO II). Upon confirmation of LBO II hours (1000) PEIHDA will issue a MBO license.

The bylaws state the following:

10:02 The maximum number of LBO I a MBO may provide direct supervision for during the same period is two (2).

10:03 The maximum number of LBO II a MBO may provide general supervision for during the same period is five (5).

10:04 The maximum number of LBO I and LBO II a MBO may provide supervision for during the same period is one (1) LBO I and three (3) LBO II.

**Strengths/weaknesses of present apprenticeship program:**

Strengths:

* Individual is provided the opportunity to enhance/develop hair dressing skills.
* Individual is exposed to the business side of hair services in such areas as building clientele, creating client loyalty, selling of products, appointment making, professionalism, etc.
* Potential employment opportunity at completion of apprenticeship program.
* Income generation during apprenticeship period.
* Potential eligibility for government funded apprenticeship financial incentives.

Weaknesses:

* There are no agreements identifying responsibilities/expectations executed between LBOs' and salons/MBOs' where supervision is provided.
* Limited time available in salons for training/supervision of LBOs'.
* Limited skill development during LBO I apprenticeship period.
* Testing of LBOIs' is limited to cut and color.
* No testing at end of LBO II apprenticeship period.
* No incentive for MBO's to provide LBO's supervision.
* No certification requirements by PEIHDA for MBOs' providing supervision.

**Proposal: Advanced Apprenticeship Program (AAP)**

Objectives:

The objective of this program is:

Enhance the skills and development of apprentices in all aspects of hair services to position them to be chair ready as an Master Beauty Operator upon successful completion of the AAP.

Chair ready includes the following elements:

Providing hair services that meets and exceeds the client expectations. Basic hair services include: (Schedule "A")

* Cutting.
* Styling.
* Coloring.
* Performing permanent wave.
* Straightening.
* Bleaching treatments.
* Corrective work.

In addition to the providing hair services a successful MBO must possess the following: (Schedule "B")

* Effective communication skills.
* Time management skills.
* Ability to understand client's needs.
* Ability to advise a client on hair condition, styling and maintenance.
* In-depth knowledge of hair products.
* Knowledge on current trends, new products, etc.
* A high level of creativity and dexterity.
* Commitment to continuing education through courses, magazines, shows, etc.
* A professional demeanor and dress that exemplifies the professional person that you are.

Of the many services that we as individuals will receive during our life time hair services is in the top grouping of ongoing services. Our hair impacts on how we feel about ourselves, our level of self confidence and impacts on how other people see us. Hairdressers should never undersell how they see their importance to society.

As we all know we are in an ever changing environment. All service providers must continually look at new ways to position themselves to ensure their future sustainability and relevance in a changing environment. The hairdressing industry is not exempt from change. A major role of the Association is to be a catalyst to lead potential change that impacts on the future of the hairdressing industry. In 2007 the change in the apprenticeship program from four thousand (4000) hours to two thousand (2000) hours was significant and positioned the industry to consider additional changes today. As significant as the changes in 2007 were they only address the issue of length of apprenticeship program (4000 hours to 2000 hours) and did not consider alternatives in the delivery of the apprenticeship program.

As you are aware the school training program for hair is one thousand two hundred fifty (1250) hours’ suggest that the guiding principles to major change must be:

- protect the professional integrity of the industry

- recognize significant weaknesses and to implement action to address significant weaknesses.

- be a catalyst in working for the success of all apprentices.

**Proposed Apprenticeship Structure:**

A) Retain the current apprenticeship structure of two thousand (2000) hours. This program in its present form will continue to serve a number of hairstylists who successfully complete the school hair training program.

B) Implement the following Advanced Apprenticeship Program (AAP) that would run parallel to the current apprenticeship program. This program would ensure a strong working skill level of all elements in Schedule "A" as well would provide a sound foundation for continued growth in all elements in Schedule "B".

Operational elements of the program:

* Program duration five hundred (500) hours. (Schedule "C")
* Program delivery through one to one mentorship method.
* Mentor would be a Master Beauty Operator approved as a mentor by PEIHDA. (Schedule "D")
* Financial considerations be part of the mentorship delivery method. (Schedule "E")
* Apprentices must meet the eligibility requirements to enter the AAP. (Schedule "F")
* An examination process is implemented to specifically meet the needs for effective assessment/evaluation of apprentices in the AAP. (Schedule "G")
* Meet the requirements of the current Apprenticeship Government Financial Incentive Program.
* AAP examinations must be held within sixty (60) days of completion by apprentice of AAP unless otherwise approved by PEIHDA.
* Only one (1) examination retake is permitted if unsuccessful in the first examination. This retake must be held within sixty (60) days of the first examination. The examination fee will apply to the retake examination.

Schedule "C"

AAP program hour’s schedule: Total five hundred (500) hours

* Initial skill assessment and development of an action plan for Schedule "A' skills - ten (10) hours.
* Schedule "A" skill development - two hundred fifty (250) hours.
* Initial skill assessment and development of an action plan strategy for schedule "B' skills - 5 hours.
* Schedule "B" skill development - two hundred ten (210) hours.
* Final skill assessment - five (5) hours
* Minimum weekly hourly commitment - twenty (20) hours

All assessments would be completed by the mentor and reported to PEIHDA on a form approved and provided by PEIHDA (Schedule "H") at the completion of the AAP prior to the apprentice examination.

Although the skill development is set out in two categories (A and B), the actual training delivery for these skill areas, may be delivered simultaneously.

Schedule "D" - Eligibility Requirements of Mentor

The following requirements are minimum requirements to be considered to be eligible to act as a mentor under the Advanced Apprenticeship Program.

* Hold a valid PEIHDA hairdressing license as a Master Beauty Operator.
* Commendable salon inspection is required, and the salon must be in good standing with the Association.
* Continuing education: 2 classes per year involving cut and colour, taken within the past year.
* Have a minimum of five (5) years experience as a Master Beauty Operator.
* Must be actively providing hairdressing services as of the date of application for the apprentice registration with PEIHDA for the last five (5) years.
* Have access to hairdressing facilities and clientele to fulfill responsibilities of mentorship.
* Agree to the terms and conditions of the agreement between mentor and apprentice and submit executed copy to PEIHDA.
* Confirm the record of apprenticeship hours and skill areas covered as required.
* Receive approval from PEIHDA to act as a mentor through an interview process.
* In the event the apprentice is not successful in the first examination the mentor agrees to provide additional mentorship up to a maximum of one hundred (100) hours at no additional charge.
* If the mentor is not the salon owner, must have written approval from the salon owner.
* Must be able to demonstrate good leadership skills.

Schedule "E" - Financial AAP Program Consideration for Apprenticeship:

The following maximum fees to the apprentice would apply to this program:

* Mentorship - $3,000.00 (payable in 2 installments: $1,000.00 upon signing agreement with apprentice, and $2,000.00 upon the apprentice successful completion of the program which includes the apprentice successfully completing the examination of PEIHDA. (Note 1).
* Examination registration fees - $500.00. (Note 2).

Note 1:

Mentorship fees may be waived in full or in part at the discretion of the mentor and agreed to in writing by the mentor.

In some cases salon owners (who are providing mentorship) may wish to waive mentorship fees in lieu of an employment agreement with the apprentice.

The apprentice and the mentor may enter into different payment arrangements than stipulated above. However; such arrangements may not exceed the above noted schedule and non- payment by the apprentice of the alternative repayment arrangements does not relieve the mentor from the mentorship responsibilities without the expressed written approval of PEIHDA.

Note 2: Fees for Schedule "A" and Schedule B' skills examination are based on the following:

Lead examiner - $100.00

Support Examiners - $150.00 (2 examiners)

Facilities - $75.00

Travel - $125.00

PEIHDA administration fee - $50.00

Total $400.00

This fee structure is based on one participant per examination. The maximum number of participants per examination would be three (3). Fees per individual would be as follows:

Examination with two participants:

Lead examiner - $125.00

Support Examiners - $200.00 (2 examiners)

Facilities - $100.00

Travel - $125.00

PEIHDA administration fee - $50.00

Total $600.00 ($300 per participant)

$400 per participant for 1 participant, $300 per participant if 2 or more)

Examination with three participants:

Lead examiner - $150.00

Support Examiners - $250.00 (2 examiners)

Facilities - $125.00

Travel - $125.00

PEIHDA administration fee - $50.00

Total - $700.00

The examination of Schedule "A" skills is a practical examination and a maximum of three (3) participants would be permitted.

The examination for Schedule "B" skills is an oral examination and must be conducted one participant at a time.

Schedule "F" - Eligibility requirements for AAP:

* Successful completion of the student examination requirements (theory and practical) with a minimum passing mark of 80% in each examination.
* Register for the AAP within sixty (60) days of completion of student in-school training program.

Schedule "G" - Examination for AAP

The examination would consist of two main elements:

- Practical examination for skills in schedule "A"; (cut and color.(Schedule "H")

- Oral examination for skills in Schedule "B" (Schedule "I")

A minimum passing grade of 75% would be required each element.

The oral examination would be scheduled first with only one (1) exam participant at a time. Maximum time allocation would be forty-five (45) minutes.

The practical examination would be scheduled following the oral examinations with a maximum of three (3) exam participants.

**Schedule "H"**

**Advanced Apprenticeship Program Application and Agreement**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ being a licensed apprentice in good standing with PEI Hairdressers' Association (PEIHDA) hereby make application to the PEIHDA for participation in the Advanced Apprenticeship Program (AAP) under the following terms and conditions:

1. I acknowledge the AAP will include training in the following skill areas:

Schedule "A" Basic Hair Services:

* Cutting.
* Styling.
* Coloring.
* Permanent waving.
* Straightening.
* Decoloring/Lightening treatments.
* Corrective work.

Schedule "B" Professional Skill Areas:

* Effective communication skills.
* Time management skills.
* Understanding client hair service needs.
* Advising clients on hair condition, styling and maintenance.
* In-depth knowledge of hair products.
* Knowledgeable on current trends, new products, etc.
* Developing a high level of creativity and dexterity.
* Continuing education through courses, magazines, shows, etc.
* Developing and maintaining professional demeanor and professional image.

2. I acknowledge the maximum mentorship fees are $3,000.00. Such fees are to be paid as agreed upon by the mentor and myself.

3 I acknowledge and agree if I terminate this agreement with my mentor, I forfeit all rights to refunds of fees paid.

4. I acknowledge the maximum examination fees are $500.00. Such fees are to be paid at the time of registration for the examination. Notification of a minimum of two (2) business days is required if I cancel my participation in the scheduled examination. I further acknowledge without due notice I forfeit all rights to any refund of fees paid.

5. I acknowledge the program hours are a minimum of five hundred (500) hours.

6. I acknowledge I am responsible for supplying equipment as deemed necessary by the mentor. i.e. mannequin, hair dressing tools, etc.

7. I agree to maintain an accurate and complete record of my AAP hours in such manner as prescribed by PEIHDA and such record verified and signed by my mentor.

8. I agree to notify PEIHDA within ten (10) business days of my completion of the AAP and I further agree to provide PEIHDA a copy of my program hours verified and signed by my mentor.

9. I agree to immediately notify PEIHDA of any changes to my personal information.

10. I agree to immediately notify PEIHDA of any changes to this mentor/apprentice agreement. Prior to entering into any new agreement, approval of PEIHDA is required.

11. I acknowledge I must complete my AAP required examinations within sixty (60) days from the date of completion of the AAP.

12. I acknowledge I have been made aware of access to the Hairdressers' Act and Association Bylaws available through the website PEIHDA.com.

13. I acknowledge I have been made aware of the apprenticeship financial incentive program delivered through the Province of PEI.

I acknowledge that failure to comply with the terms and conditions as stated will result in the cancellation of my registration in the AAP.

Dated this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2018.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Apprentice signature

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ mentor for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby acknowledge that I have read the above noted terms and conditions as agreed to by the noted apprentice.

Dated this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2018.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor signature

Agreement acknowledgement and acceptance by PEIHDA:

Dated this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2018.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Executive Director of PEIHDA

**Schedule "I"**

**Agreement to Provide Mentorship Services for the Advanced Apprenticeship Program (AAP)**

**Between**

**Name and address of Mentor**

**(Hereinafter referred to as the Mentor)**

**Name and address of Apprentice**

**(Hereinafter referred to as the Apprentice)**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(mentor) hereby agreed to provide hands on support and one on one mentorship training services to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (apprentice) under the following terms and conditions:

1. I confirm I have a minimum of five (5) years experience as a Master Beauty Operator (MBO) and that I hold a valid MBO license from PEI Hairdressers' Association (PEIHDA).

2. I certify I have access to appropriate hairdressing facilities and required equipment to facilitate the delivery of the AAP and if I am utilizing a salon not owned by me than I certify the said salon has agreed to my entering into this agreement by affixing their signature below.

3. I verify that I am active in providing hairdressing services as of the date of this agreement.

4. I acknowledge the mentorship requirement for the AAP is a minimum of five hundred (500) hours.

5. I agree to provide a minimum of twenty (20) hours per week as per a mutually agreed schedule by the apprentice and myself.

6. I acknowledge the AAP will include training in the following skill areas:

Schedule "A" Basic Hair Services:

* Cutting.
* Styling.
* Coloring.
* Permanent waving.
* Straightening.
* Decoloring/Lightening Treatments
* Corrective work.

Schedule "B" Professional Skill Areas:

* Effective communication skills.
* Time management skills.
* Understanding client hair service needs.
* Advising clients on hair condition, styling and maintenance.
* In-depth knowledge of hair products.
* Knowledgeable on current trends, new products, etc.
* Developing a high level of creativity and dexterity.
* Continuing education through courses, magazines, shows, etc.
* Developing and maintaining professional demeanor and professional image.

7. I agree in consultation with the apprentice to establish a training schedule to successful address the completion of the above noted training skills (Schedule "A" and Schedule "B").

8. Where possible I agree to provide clients for the purpose of training as required in Schedule "A".

9. I agree the maximum mentorship fees are $3,000.00. Such fees are to be paid as agreed upon by the mentor and myself. However; fees will not exceed $1,000.00 upon execution of this agreement and $2,000.00 upon the apprentice successfully completing of the AAP, including the PEIHDA required examinations. I further agree that if I terminate this agreement prior to completion that I will return 50% of fees received to the apprentice. I further acknowledge that I am solely responsible for the collection of mentorship fees and that PEIHDA has no responsibility in this area.

10. In the event I am unable to fulfill the requirements of this agreement, I may terminate this agreement by providing a minimum of five (5) days’ notice in writing to the apprentice and PEIHDA. In the event of death or serious illness of myself this agreement is immediately terminated.

11. The apprentice may terminate this agreement at any time by providing a minimum of five (5) days written notice to myself.

12. I acknowledge I am aware the apprentice must complete the practical and oral examinations as prescribed and held by PEIHDA. I further acknowledge I am aware the passing requirement is 75% in the practical examination and each of its elements and 75% in the overall oral examination.

13. I agree to provide up to one hundred (100) additional hours of mentorship at no additional fee in the event the apprentice does not successfully pass the practical and/or the oral examination.

14. I agree and accept that while the apprentice is under my supervision and/or in the salon, I and/or the salon accept full liability for the apprentice and their actions.

15. I agree to complete as required the AAP apprentice evaluation form as prescribed by PEIHDA.

Dated this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2018.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor signature

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, apprentice for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mentor)

hereby acknowledge that I have read the above noted terms and conditions as agreed to by the noted mentor.

Dated this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2018.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Apprentice signature

Agreement acknowledgement and acceptance of mentor by PEIHDA:

Dated this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2018.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Executive Director of PEIHDA

Salon owner acknowledge:

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify I am owner of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (salon) and agree to allow \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mentor) to utilize my salon for the delivery of the AAP.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2018

Salon owner signature Date

Mentorship Fees Agreement: (only required if different than sections 9 and 10).

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(mentor) hereby agree to reduce the maximum mentorship fees to $\_\_\_\_\_\_\_\_\_\_\_\_.00

I further agree to accept the following payment schedule for agreed upon fees:

A. Payment schedule:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Total amount of payments received prior to AAP completion will not exceed $1,000.00.

B. Final payment amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2018

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor signature Apprentice signature

Schedule "J"

**Advanced Apprenticeship Program (AAP) Evaluation Form**

**(To be completed by the mentor)**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (apprentice)

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mentor)

AAP commencement date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2018

Evaluation rating: scale of 1 to 10 with 10 highest rating (represents 100%)

Note 1: The mentor must complete an evaluation of the apprentice as follows:

A) Initial evaluation (within ten (10) hours of commencement date). *This evaluation determines* *the skill level of the apprentice at the start of this program.*

The following B to F determines the skill level of the apprentice at the stated intervals.

B) 60 hours

C) 180 hours

D) 240 hours

E) 350 Hours

F) 500 hours.

Skill identification number:

|  |  |
| --- | --- |
| Assigned Number | Skill |
| Schedule "A" Skills |  |
| 1 | Cutting |
| 2 | Styling |
| 3 | Coloring |
| 4 | Permanent wave (on mannequin head) |
| Schedule "B' Skills | (previously after item 7) |
| 5 | Straightening/Smoothing |
| 6 | Decoloring/Lightening treatments |
| 7 | Corrective work |
| 8 | Effective communication skills |
| 9 | Time management skills |
| 10 | Understanding client's needs |
| 11 | Ability to advise client on hair condition, styling and maintenance |
| 12 | In-depth knowledge of hair products |
| 13 | Knowledge of current trends, new products, etc |
| 14 | Level of creativity and dexterity |
| 15 | Commitment to continuing education |
| 16 | Professional demeanor and presentation |

**Evaluation Chart**

Please evaluate the performance of the apprentice in each of the skill areas (1 to 16) using the rating scale of 1 to 10 with 10 being the highest.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Skill area number | Initial Assessment | 60 hours | 180 hours | 240 hours | 350 hours | 500 hours |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |
| Date of Evaluation |  |  |  |  |  |  |

Program completion date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor signature Apprentice signature

When completed this form must be forwarded directly by the mentor to the PEI Hairdressers' Association.

Schedule "K"

Advanced Apprenticeship Program (AAP)

Weekly record of training hours.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (apprentice)

|  |  |  |
| --- | --- | --- |
| Week | Hours | Mentors initial per week |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |
| 15 |  |  |
| 16 |  |  |
| 17 |  |  |
| 18 |  |  |
| 19 |  |  |
| 20 |  |  |
| 21 |  |  |
| 22 |  |  |
| 23 |  |  |
| 24 |  |  |
| 25 |  |  |
| 26 |  |  |
| 27 |  |  |
| 28 |  |  |
| 29 |  |  |
| 30 |  |  |
| Total |  |  |

Based on 20 hours a week of training, the AAP should be completed in twenty (25) weeks. Additional weeks are provided to allow for holidays, sick time, etc.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Apprentice signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor signature

**Suggested benefits of AAP:**

* Intense and focused training program for Schedule "A" and "B" skills.
* One on one mentorship training.
* Apprentice will be a chair ready Master Beauty Operator (MBO) upon successful completion of the AAP.
* Program is eligible for current government funded apprenticeship financial incentives.
* As an MBO the hairdressers will be positioned to generate an increased level of income.
* Over time this program has the potential to create a very knowledgeable and capable network of mentors.

Upon receiving membership approval for bylaws amendments to provide for AAP and other bylaw changes, the PEI Hairdressers Association Examination Procedural Manual and Operating Policies should be updated accordingly.

**List of schedules included with this report:**

|  |  |  |
| --- | --- | --- |
| **Schedule** | **Description** | **Page number** |
| **A** | **Basic Hair Services** | **3** |
| **B** | **Personal Skills/Competencies** | **3** |
| **C** | **AAP Hour Requirements** | **5** |
| **D** | **Mentor eligibility requirements** | **5** |
| **E** | **AAP Fees** | **6** |
| **F** | **Apprentice eligibility requirements** | **7** |
| **G** | **AAP Examinations** | **7** |
| **H** | **AAP Application - Apprentice** | **8** |
| **I** | **AAP Mentorship Agreement** | **10** |
| **J** | **AAP Program Assessment Form** | **14** |
| **K** | **AAP Weekly Hour Record** | **16** |