

 <p>Cosmetica Cosmetology &amp; Barbering Unilateral Apprenticeship Committee</p>	<b>C.C.B.U.A.C. APPRENTICESHIP PROGRAM STANDARDS RULES AND REGULATIONS</b>	<b>FI-C-001</b>
	<i>Approved by the Department of Apprenticeship Standards (DAS), The Department of Industrial Relations (DIR), The Board of Barbering and Cosmetology (BBC), and District Education Agency.</i>	<b>Versión 1.3</b>

9050 Telegraph Road Suite 102A Downey CA  
90240 (562) 862-4770 Fax (562) 862-8399

### **Attendance:**

Attending class is more than just showing up, you must be organized with your books, materials and ready to comprehend the class material that will be discussed. You must take an active roll in class. It is very difficult to be a successful student if you are late and disruptive.

#### **Here are some things you need to know about attendance:**

1. For students that forget to log in or log out on the Cosmetica's Login System:
  - a) First time offense: Will receive full hours accredited.
  - b) Second time/more offense(s): Will only receive half the hours completed for the day accredited.
2. Registration is not allowed before 9:45 am and no later than 10:45 am
3. If you arrive after 10:45 am, you will not be allowed to enter class.
4. Leaving the class before 3:30 pm is not permitted. If you leave before class ends without a valid reason/notification, 1 hour will be deducted for the day.
5. Absences, tardiness and leaving early must have valid reasoning, proper documentation, and must be approved by a school official.

### **Behavior:**

Cosmetica wants to foster a safe environment where students feel confident expressing their thoughts and ideas. In order to do this we need to work on creating a secure, safe, and respectful learning environment. This class will respect each other and treat each member with respect and dignity. The following is NOT permitted on school premises and can lead to an immediate expulsion or for law enforcement to be involved; bullying, harassment, disruptive behavior, soliciting, being under the influence or possession of any alcohol or drugs, and stealing.

#### **The following is NOT permitted in class and can lead to a disciplinary action;**

1. The use of cellphones or any other electronic devices.
2. Hats, sunglasses, open shoes, high heels, shorts or skirts.
3. Meals, chewing gum, or drinks. (Only labeled water.)
4. The use of obscene language.

### **Absences:**

Students are required to notify their school representative of their absence, student must put it in writing, sign and date. **The only excused absences allowed are; Jury Duty, Military Leave, Immediate Family Death, Incarceration, Medical or Legal Appointments.**

### **Leave of Absence (LOA):**

Students who decide to leave the program permanently or for an extended period of time which would prevent from completing the required curriculum (OJT and RSI) within the 2 year period the student must put it in writing and is only allowed a 2 month LOA.

### **Warning Letters:**

A student who is not complying with the requirements stipulated in the standards by The Department of Apprenticeship Standards, (DAS), The Board of Barbering and Cosmetology (BBC) and Cosmetica CBUAC will be issued a Warning Letter. (You have 30 days to resolve the issue.)

#### **Listed below are motives for Warning Letters:**

1. Not attending Related Training (240 Classroom Hours).
2. Not turning in Apprentice Daily Records before 15th of the month.
3. Failure to provide proof of Workers Compensation Insurance and Payroll.
4. Failure to make timely payments to Cosmetica Latina towards your Pre-Apprenticeship Course.

**Cancellation:** If after receiving the First and Second Warning Letter the issue goes unresolved, a Final Warning Letter will be issued that will result in your cancellation of the Apprentice program.

### **Notice to Applicant:**

1. Always notify your sponsor Cosmetica CBUAC of any situation that may affect your participation in the apprenticeship program for example:
  - a) Change of SSN/ITIN, name change.
  - b) Change of Employer and/or Trainer
  - c) Change of address, phone number or email.
2. Please keep in mind that it is a felony that you take your license of an approved establishment or make copies of the Apprentice License. In case of leaving/quitting/being laid off an establishment, the apprentice license must be returned to Cosmetica CBUAC.
3. In the situation that you require your Verification of Training due to cancellation of the program, you must have payed in full for the Pre-Apprenticeship Program provided by Cosmetica Latina.
4. For your own safety, we kindly ask of you to AVOID jaywalking across the street. If you do so, it is under your own risk and Cosmetica CBUAC is not responsible for any injury resulting from doing so.
5. Cosmetica CBUAC is not responsible for vandalism, theft, and/or any damages to your vehicles resulting from parking your vehicle on school premises.



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**Apprenticeship Program Requirements:**

1. The Apprentice, Employer, and Trainer must have adopted and signed The Rules, Regulations, and all responsibilities in accordance with the requirements of The Apprenticeship Standards for Cosmetica Cosmetology and Barbering Unilateral Apprenticeship Committee.
2. The Apprentice, Employer, and Trainer must assure compliance with apprenticeship laws, rules and regulations that are stipulated by The Board of Barbering and Cosmetology (Rules and Regulations, Article 3, Section 913).
3. The Apprentice are required to complete a **minimum** of 3,200 hours On-The-Job training (OJT) during a 2-year period working a minimum of 32 hours and no more than 40 hours per week .
4. The Employer/Trainer cannot have outstanding fines, currently be on, or have prior disciplinary actions in the last 2 years.
5. Employers must agree to pay the apprentice the wages stipulated in the Standards and provide proof of Workers Compensation.  
**1st Pay Period: 0-1,600 hours (\$11.00)      2nd Pay Period: 1,601-3,200 hours (\$11.50)**
6. The Apprentice must be under the supervision of an approved trainer by the BBC while On-The Job training. (Apprentice can have up to 2 Trainers)
7. The Apprentice must properly fill out the Apprentice Daily Record Sheet and maintain a copy in the Establishment at all times.
8. The Apprentice must turn in the original Apprentice Daily Record Sheet to Cosmetica CBUAC before the 15th of every month.
9. The Apprentice shall satisfactory complete courses of Related Supplemental Instruction(RSI), a total of 240 hours in a 2- year period.
10. The Apprentice is required to attend 2 classes of 6 hours per month and pay a \$40.00 administration fee per RSI class.

**Program Completion:**

The Apprentice must have satisfactory completed a **minimum** of 3,200 hours of On-The-Job Training (OJT), 240 hours Related Supplemental Instruction(RSI), a passing grade of **75% or more** on their theory exams within a 21 month minimum required to apply for the State Board Exam.

**Transfers:**

An apprentice may request a transfer from one approved related training class to another or from one approved establishment and trainer to another. Transfers will only be accredited if the Apprentice License is returned, OJT and RSI are up to date. **(You transfer must be submitted to BBC within 30 days of your last day of employment.)**

**Re-Enrollments:**

If after the 2-year period the apprentice has not completed the **minimum** 3,200 OJT Hours and 240 RSI Hours the applicant may re-enroll. After 2 enrollments into the apprenticeship program the applicant is no longer eligible to participate in the program.

**License Extension Request:**

An extension may be requested one time during the 2-year period an apprentice license is valid. If the license is canceled an extension cannot be approved. Good cause for a license extension shall include but not limited to: Armed Forces or Medical Reasons. with proper documentation.

**Administrative Fees:**

Administrative fees will be applied on Registration,Transfers, Re-enrollments, Exam Applications, Transcripts, etc. There are no refund on any Administrative Fees.

**Class Rules:**

1. Log in upon arrival and log out upon departure using your student number and taking a picture on the Cosmetica's Login System, and also sign in and sign out on the attendance sheet in the classroom with the instructor.
2. Come prepared to learn with all necessary material. You must always bring your books, kit/materials, and the uniform to class. Not doing so will result in being asked to leave for the day and the administrative fee will not be refunded.
3. Wear the **appropriate** uniform. Not doing so will result in being asked to leave for the day.
4. Always clean up your work area.

\_\_\_\_\_  
Applicant's Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date