

Apprenticeship and Industry Training

Hairstylist

Apprenticeship Course Outline

0421 (2019)

Out of date

Alberta



Apprenticeship
and Industry
Training

ALBERTA ADVANCED EDUCATION

Title: Hairstylist Apprenticeship Course Outline

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Apprenticeship

Apprenticeship is post-secondary education with a difference. Apprenticeship begins with finding an employer. Employers hire apprentices, pay their wages and provide on-the-job training and work experience. Approximately 80 per cent of an apprentice's time is spent on the job under the supervision of a certified journeyman or qualified tradesperson. The other 20 per cent involves technical training provided at, or through, a post-secondary institution – usually a college or technical institute.

To become certified journeymen, apprentices must learn theory and skills, and they must pass examinations. Requirements for certification—including the content and delivery of technical training—are developed and updated by the Alberta Apprenticeship and Industry Training Board on the recommendation of Hairstylist Provincial Apprenticeship Committee.

The graduate of the Hairstylist apprenticeship program is a certified journeyman who will be able to perform the following tasks:

- haircutting
- chemical texturing, chemical relaxing
- hair colouring
- facial services for hairstyling purposes (moustaches and beards)
- shaving and trimming
- extensions, hair additions and wigs
- hair and scalp shampooing, treatments and massage
- wet to dry styling
- perform assigned tasks in accordance with quality and production standards required by industry.

Apprenticeship and Industry Training System

Industry-Driven

Alberta's apprenticeship and industry training system is an industry-driven system that ensures a highly skilled, internationally competitive workforce in more than 50 designated trades and occupations. This workforce supports the economic progress of Alberta and its competitive role in the global market. Industry (employers and employees) establishes training and certification standards and provides direction to the system through an industry committee network and the Alberta Apprenticeship and Industry Training Board. The Alberta government provides the legislative framework and administrative support for the apprenticeship and industry training system.

Alberta Apprenticeship and Industry Training Board

The Alberta Apprenticeship and Industry Training Board provides a leadership role in developing Alberta's highly skilled and trained workforce. The board's primary responsibility is to establish the standards and requirements for training and certification in programs under the Apprenticeship and Industry Training Act. The board also provides advice to the Minister of Advanced Education on the needs of Alberta's labour market for skilled and trained workers, and the designation of trades and occupations.

The thirteen-member board consists of a chair, eight members representing trades and four members representing other industries. There are equal numbers of employer and employee representatives.

Industry Committee Network

Alberta's apprenticeship and industry training system relies on a network of industry committees, including local and provincial apprenticeship committees in the designated trades, and occupational committees in the designated occupations. The network also includes other committees such as provisional committees that are established before the designation of a new trade or occupation comes into effect. All trade committees are composed of equal numbers of employer and employee representatives. The industry committee network is the foundation of Alberta's apprenticeship and industry training system.

Local Apprenticeship Committees (LAC)

Wherever there is activity in a trade, the board can set up a local apprenticeship committee. The board appoints equal numbers of employee and employer representatives for terms of up to three years. The committee appoints a member as presiding officer. Local apprenticeship committees:

- monitor apprenticeship programs and the progress of apprentices in their trade, at the local level
- make recommendations to their trade's provincial apprenticeship committee (PAC) about apprenticeship and certification in their trade
- promote apprenticeship programs and training and the pursuit of careers in their trade
- make recommendations to the board about the appointment of members to their trade's PAC
- help settle certain kinds of disagreements between apprentices and their employers
- carry out functions assigned by their trade's PAC or the board

Provincial Apprenticeship Committees (PAC)

The board establishes a provincial apprenticeship committee for each trade. It appoints an equal number of employer and employee representatives, and, on the PAC's recommendation, a presiding officer - each for a maximum of two terms of up to three years. Most PACs have nine members but can have as many as twenty-one. Provincial apprenticeship committees:

- Make recommendations to the board about:
 - standards and requirements for training and certification in their trade
 - courses and examinations in their trade
 - apprenticeship and certification
 - designation of trades and occupations
 - regulations and orders under the Apprenticeship and Industry Training Act
- monitor the activities of local apprenticeship committees in their trade
- determine whether training of various kinds is equivalent to training provided in an apprenticeship program in their trade
- promote apprenticeship programs and training and the pursuit of careers in their trade
- consult with other committees under the Apprenticeship and Industry Training Act about apprenticeship programs, training and certification and facilitate cooperation between different trades and occupations
- consult with organizations, associations and people who have an interest in their trade and with employers and employees in their trade
- may participate in resolving certain disagreements between employers and employees
- carry out functions assigned by the board

Hairstylist PAC Members at the Time of Publication

Ms. F. Nasser	Calgary	Presiding Officer
Ms. P. Bosch	Lloydminster	Employer
Ms. T. Heintz	Erskine	Employer
Ms. N. Knight	Calgary	Employer
Ms. C. Maruyama	St. Albert	Employer
Ms. H. Tytula	Lethbridge	Employer
Ms. A. Bilyk	Penhold	Employee
Ms. J. Fedirchuk	Ft. McMurray	Employee
Ms. A. Huculak	Lethbridge	Employee
Ms. A. Malainey	Sherwood Park	Employee
Ms. K. Peterson	Edmonton	Employee

Alberta Government

Alberta Advanced Education works with industry, employer and employee organizations and technical training providers to:

- facilitate industry's development and maintenance of training and certification standards
- provide registration and counselling services to apprentices and employers
- coordinate technical training in collaboration with training providers
- certify apprentices and others who meet industry standards

Apprenticeship Safety

Safe working procedures and conditions, incident/injury prevention, and the preservation of health are of primary importance in apprenticeship programs in Alberta. These responsibilities are shared and require the joint efforts of government, employers, employees, apprentices and the public. Therefore, it is imperative that all parties are aware of circumstances that may lead to injury or harm.

Safe learning experiences and healthy environments can be created by controlling the variables and behaviours that may contribute to or cause an incident or injury. By practicing a safe and healthy attitude, everyone can enjoy the benefit of an incident and injury free environment.

Alberta Apprenticeship and Industry Training Board Safety Policy

The Alberta Apprenticeship and Industry Training Board (board) fully supports safe learning and working environments and emphasizes the importance of safety awareness and education throughout apprenticeship training- in both on-the- job training and technical training. The board also recognizes that safety awareness and education begins on the first day of on-the-job training and thereby is the initial and ongoing responsibility of the employer and the apprentice as required under workplace health and safety training. However the board encourages that safe workplace behaviour is modeled not only during on-the-job training but also during all aspects of technical training, in particular, shop or lab instruction. Therefore the board recognizes that safety awareness and training in apprenticeship technical training reinforces, but does not replace, employer safety training that is required under workplace health and safety legislation.

The board has established a policy with respect to safety awareness and training:

The board promotes and supports safe workplaces, which embody a culture of safety for all apprentices, employers and employees. Employer required safety training is the responsibility of the employer and the apprentice, as required under legislation other than the *Apprenticeship and Industry Training Act*.

The board's complete document on its 'Apprenticeship Safety Training Policy' is available at www.tradesecrets.alberta.ca; access the website and conduct a search for 'safety training policy'.

Implementation of the policy includes three common safety learning outcomes and objectives for all trade course outlines. These common learning outcomes ensure that each course outline utilizes common language consistent with workplace health and safety terminology. Under the title of 'Standard Workplace Safety', this first section of each trade course outline enables the delivery of generic safety training; technical training providers will provide trade specific examples related to the content delivery of course outline safety training.

Occupational Health and Safety

A tradesperson is often exposed to more hazards than any other person in the work force and therefore should be familiar with and apply the Occupational Health and Safety Act, Regulations and Code when dealing with personal safety and the special safety rules that apply to all daily tasks.

Workplace Health and Safety (a division of Alberta Human Services) conducts periodic inspections of workplaces to ensure that safety regulations for industry are being observed.

Additional information is available at www.humanservices.alberta.ca

Technical Training

Apprenticeship technical training is delivered by the technical institutes and colleges in the public post-secondary system throughout Alberta. The colleges and institutes are committed to delivering the technical training component of Alberta apprenticeship programs in a safe, efficient and effective manner. All training providers place a strong emphasis on safety that complements safe workplace practices towards the development of a culture of safety for all trades.

The technical institutes and colleges work with Alberta's Apprenticeship and Industry Training Board, industry committees and Alberta Advanced Education to enhance access and responsiveness to industry needs through the delivery of the technical training component of apprenticeship programs across the Province. They develop curriculum from the course outlines established by industry and provide technical training to apprentices.

Procedures for Recommending Revisions to the Course Outline

Advanced Education has prepared this course outline in partnership with the Hairstylist Provincial Apprenticeship Committee.

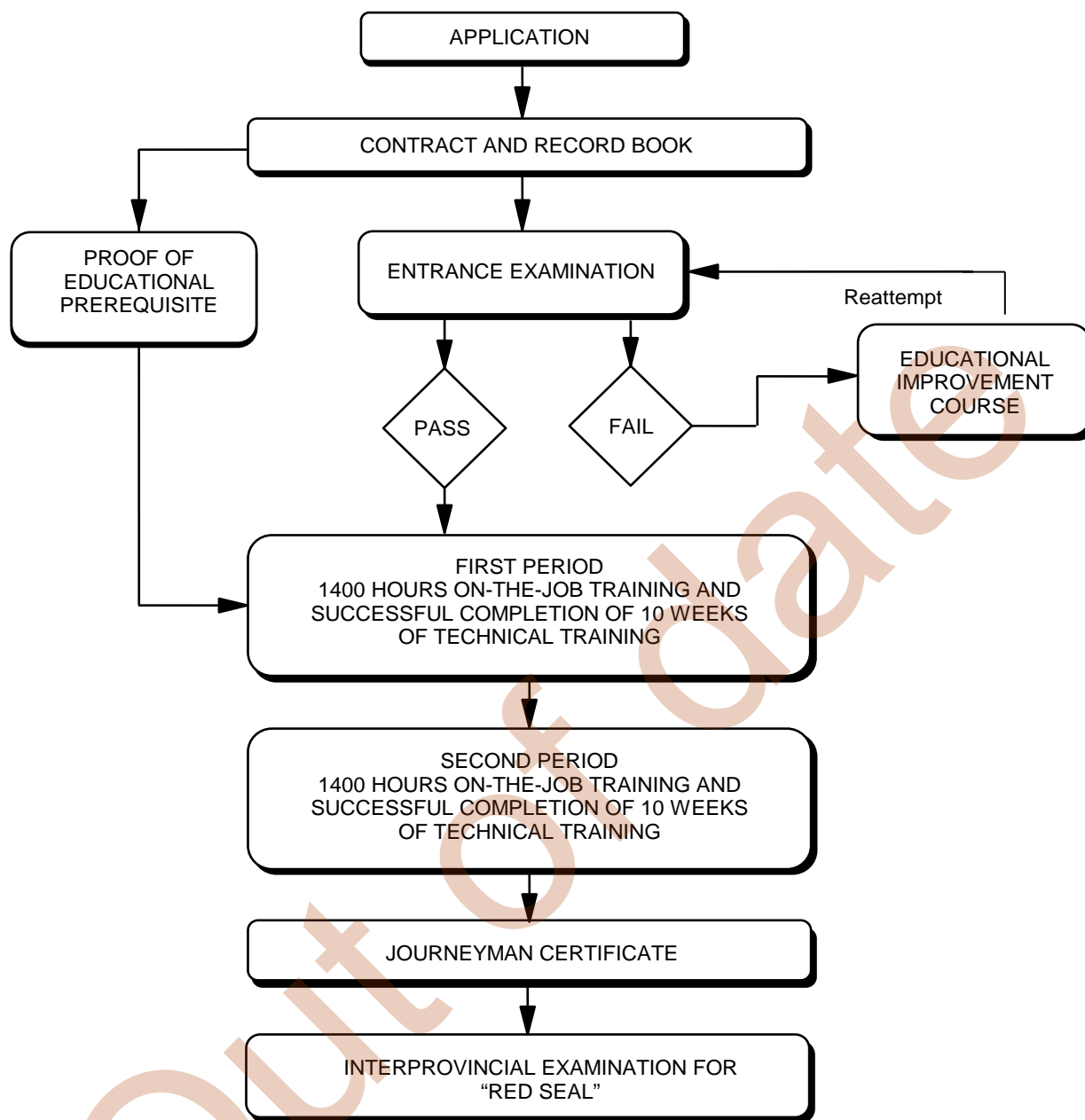
This course outline was approved on December 15, 2017 by the Alberta Apprenticeship and Industry Training Board on a recommendation from the Provincial Apprenticeship Committee. The valuable input provided by representatives of industry and the institutions that provide the technical training is acknowledged.

Any concerned individual or group in the province of Alberta may make recommendations for change by writing to:

Hairstylist Provincial Apprenticeship Committee
c/o Industry Programs and Standards
Apprenticeship and Industry Training
Advanced Education
10th floor, Commerce Place
10155 102 Street NW
Edmonton AB T5J 4L5

It is requested that recommendations for change refer to specific areas and state references used. Recommendations for change will be placed on the agenda for regular meetings of the Hairstylist Provincial Apprenticeship Committee.

Apprenticeship Route toward Certification



**Hairstylist Training Profile
FIRST PERIOD
(10 Weeks 35 Hours per Week – Total of 350 Hours)**

SECTION ONE

OCCUPATIONAL SKILLS AND APPRENTICESHIP TRAINING
40 HOURS

A	B	C
Safety Legislation, Regulation and Industry Policy in the Trades 2 Hours	Climbing, Lifting, Rigging and Hoisting 1 Hour	Hazardous Materials and Fire Protection 2 Hours
D	E	F
Apprenticeship Training Program 1 Hour	Workplace Coaching Skills 1 Hour	Alberta's Industry Network 1 Hour
G	H	
Hygiene, Sanitation and Infection Prevention and Control 22 Hours	Anatomy and Physiology 10 Hours	

SECTION TWO

SALON OPERATIONS, CONSULTATION, TOOLS AND EQUIPMENT
45 HOURS

A	B	C
Haircutting Tools and Equipment 10 Hours	Consultation and Draping Clients 20 Hours	Salon Operation, Marketing Products and Services 15 Hours

SECTION THREE

HAIR AND SCALP CARE
35 HOURS

A	B	C
Hair and Scalp Analysis 10 Hours	Shampoo Hair 6 Hours	Condition Hair 6 Hours
D		
Hair and Scalp Treatment 13 Hours		

SECTION FOUR

CUTTING HAIR
230 HOURS

A	B	C
Hair Cutting 175 Hours	Facial Hair 35 Hours	Nape Hair 5 Hours
D		
Style Hair 15 Hours		

SECOND PERIOD
(10 Weeks 35 Hours per Week – Total of 350 Hours)

SECTION ONE

HAIR STYLING 90 HOURS	A	B	C
	Styling, Perming, Colouring, Tools and Equipment 10 Hours	Styling Aids for Wet Hair 5 Hours	Dries Hair 15 Hours
	D	E	F
	Sets Wet Hair 15 Hours	Styling Dry Hair 15 Hours	Up-dos 15 Hours
	G	H	
	Style Hair with Accessories 10 Hours	Brush and Comb Hair 5 Hours	

SECTION TWO

CHEMICALLY WAVE AND RELAX HAIR 100 HOURS	A	B	C
	Wraps Hair 40 Hours	Chemical Waving 30 Hours	Chemical Relaxers 30 Hours

SECTION THREE

COLOUR HAIR 135 HOURS	A	B	C
	Colour Hair 50 Hours	Colour Virgin Hair and Regrowth 20 Hours	Colour Hair Using Special Effects 10 Hours
	D	E	F
	Lighten Virgin Hair and Regrowth 20 Hours	Lighten Hair Using Special Effects 10 Hours	Tone Pre-lightened Hair 15 Hours
	G		
	Colour Correction Process 10 Hours		

SECTION FOUR

SPECIALIZED SERVICES AND STANDARDS 25 HOURS	A	B	C
	Hair Extensions 16 Hours	Wigs and Hairpieces 6 Hours	Records Management and Manufacturer's Directions 2 Hours
	D		
	Interprovincial Standards Red Seal Program 1 Hour		

NOTE: The hours stated are for guidance and should be adhered to as closely as possible. However, adjustments must be made for rate of apprentice learning, statutory holidays, registration and examinations for the training establishment and Apprenticeship and Industry Training.

**FIRST PERIOD TECHNICAL TRAINING
HAIRSTYLIST TRADE
COURSE OUTLINE**

UPON SUCCESSFUL COMPLETION OF THIS PROGRAM THE APPRENTICE SHOULD BE ABLE TO PERFORM THE FOLLOWING OUTCOMES AND OBJECTIVES.

NOTE: The safety and precautionary methods and procedures are to be reinforced throughout all of the training, when, and as, the subject matter is being practised or demonstrated.

SECTION ONE:..... COMMON OCCUPATIONAL SKILLS & APPRENTICESHIP TRAINING..... 40 HOURS

A. Safety Legislation, Regulation & Industry Policy in the Trades 2 Hours

Outcome: *Apply legislation, regulations and practices ensuring safe work in this trade.*

1. Demonstrate the application of the Occupational Health and Safety Act, Regulation and Code.
2. Describe the employer's and employee's role with Occupational Health and Safety (OH&S) regulations, Worksite Hazardous Materials Information Systems (WHMIS), fire regulations, Workers Compensation Board regulations and related advisory bodies and agencies.
3. Describe Alberta's Public Health Act, and the Personal Services Regulation as it pertains to the Hairstylist industry.
4. Describe industry practices for hazard assessment and control procedures.
5. Describe the responsibilities of worker and employers to apply emergency procedures.
6. Describe tradesperson attitudes with respect to housekeeping, personal protective equipment and emergency procedures.
7. Describe the roles and responsibilities of employers and employees with the selection and use of personal protective equipment (PPE).
8. Select, use and maintain appropriate PPE for worksite applications.
9. Use required PPE for tasks.

B. Climbing, Lifting, Rigging and Hoisting 1 Hour

Outcome: *Use industry standard practices for climbing, lifting, rigging and hoisting in this trade.*

1. Describe manual lifting procedures.
2. Describe rigging hardware and associated safety factors.
3. Describe industry related body mechanics.
4. Select equipment for rigging loads.
5. Describe hoisting and load moving procedures.
6. Maintain personal protective equipment (PPE) for climbing, lifting and load moving equipment.
7. Demonstrate workplace ergonomics.
8. Use PPE for climbing, lifting and load moving equipment.

C. Hazardous Materials & Fire Protection 2 Hours

Outcome: *Apply industry standard practices for hazardous materials and fire protection in this trade.*

1. Describe roles, responsibilities, features and practices related to the Workplace Hazardous Materials Information System (WHMIS) program.
2. Describe three key elements of WHMIS.
3. Describe handling, storing and transporting procedures for hazardous material.
4. Describe venting procedures when working with hazardous materials.
5. Describe hazards, classes, procedures and equipment related to fire protection.

D. Apprenticeship Training Program 1 Hour

Outcome: *Manage an apprenticeship to earn journeyman certification.*

1. Describe the contractual responsibilities of the apprentice, employer and Alberta Apprenticeship and Industry Training.
2. Describe the purpose of the apprentice record book.
3. Describe the procedure for changing employers during an active apprenticeship.
4. Describe the purpose of the course outline.
5. Describe the procedure for progressing through an apprenticeship.
6. Describe advancement opportunities in this trade.

E. Workplace Coaching Skills..... 1 Hour

Outcome: *Use coaching skills when training an apprentice.*

1. Describe the process for coaching an apprentice.

F. Alberta's Industry Network..... 1 Hour

Outcome: *Describe the role of the network of industry committees that represent trades and occupations in Alberta.*

1. Describe Alberta's Apprenticeship and Industry Training system.
2. Describe roles and responsibilities of the Alberta Apprenticeship and Industry Training Board, the Government of Alberta and post-secondary institutions.
3. Describe roles and responsibilities of the Provincial Apprenticeship Committees (PACs), Local Apprenticeship Committees (LACs) and Occupational Committees (OCs).

G. Hygiene, Sanitation and Infection Prevention and Control.....22 Hours

Outcome: *Maintain a hygienic work environment.*

1. Describe the levels of infection control.
2. Describe disinfecting solutions.
3. Describe sanitizing solutions.
4. Describe maintaining a hygienic work environment.
5. Describe maintaining a safe work environment.
6. Describe methods used for cleaning equipment.
7. Describe first aid kits.

8. Describe methods of sanitizing salon wear.
9. Demonstrate methods of sanitizing salon wear.
10. Demonstrate hygienic procedures for preventing the spread of diseases as prescribed by Alberta's personal services legislation.

H. Anatomy and Physiology..... 10 Hours

Outcome: Use anatomy of the head for hairstyle design.

1. Describe hairstylist use of the skeletal system.
2. Describe hairstylist use of the muscular system.
3. Describe hairstylist use of the nervous system.
4. Describe branches of the aortic arch.
5. Describe skin composition.
6. Describe skin structure.
7. Describe skin functions.
8. Describe skin disorders.

SECTION TWO:..... SALON OPERATIONS, CONSULTATIONS, TOOLS AND EQUIPMENT 45 HOURS

A. Haircutting Tools and Equipment 10 Hours

Outcome: Use hair cutting equipment.

1. Describe types of haircutting tools.
2. Describe salon equipment.
3. Describe principles of electricity pertaining to tools.
4. Describe haircutting tool maintenance.
5. Describe haircutting equipment maintenance.
6. Demonstrate infection control.
7. Demonstrate haircutting tool maintenance.
8. Demonstrate haircutting equipment maintenance.
9. Demonstrate use of haircutting tools.
10. Demonstrate use of haircutting equipment.

B. Consultation and Draping..... 20 Hours

Outcome: Consult with clients.

1. Describe client consultation.
2. Describe steps for the consultation process.
3. Describe collection of client information.
4. Describe hair analysis.
5. Describe scalp analysis.
6. Describe types of client protective salon wear.
7. Describe the purpose of draping.
8. Describe the care of salon wear.

9. Perform a consultation.
10. Demonstrate draping techniques.

C. Salon Operations, Marketing Products and Services..... 15 Hours

Outcome: *Manage a salon.*

1. Describe salon staff duties.
2. Describe salon ownership.
3. Describe insurance coverage.
4. Describe accounting.
5. Describe inventory control.
6. Describe display marketing.
7. Describe customer service.
8. Describe retail sales.
9. Describe building clientele.
10. Describe professional development opportunities.
11. Describe use of trade publications.
12. Describe the importance of following manufacturer's directions.
13. Develop a professional learning plan.
14. Develop a product promotion plan.
15. Demonstrate scheduling appointments.
16. Demonstrate completing financial transactions.
17. Demonstrate using a bookkeeping system.

SECTION THREE: HAIR AND SCALP CARE..... 35 HOURS

A. Hair and Scalp Analysis..... 10 Hours

Outcome: *Analyze hair for a salon service.*

1. Describe the structure of the hair root.
2. Describe the structure of the hair shaft.
3. Describe analysis of the scalp.
4. Describe analysis of the hair.
5. Describe the side bonds of the cortex.
6. Describe pigments of the hair.
7. Describe types of hair.
8. Describe properties of hair.
9. Describe wave pattern of hair.
10. Describe scalp conditions.
11. Describe the growth patterns of hair.
12. Describe types of hair disorders.
13. Describe types of scalp disorders.

14. Perform a scalp analysis.
15. Perform a hair analysis.

B. Shampoo Hair 6 Hours

Outcome: Use shampoo.

1. Describe hair preparation techniques.
2. Describe types of shampoos.
3. Describe shampoo ingredients.
4. Describe shampooing services.
5. Describe applying tap water to the head.
6. Demonstrate a shampoo service.

C. Condition Hair 6 Hours

Outcome: Use conditioner.

1. Describe hair preparation techniques.
2. Describe types of conditioners.
3. Describe conditioner ingredients.
4. Describe conditioning services.
5. Demonstrate a conditioning service.

D. Hair and Scalp Treatment 13 Hours

Outcome: Perform treatments.

1. Describe preparation techniques for hair treatments.
2. Describe scalp treatments.
3. Describe hair treatments.
4. Describe effects of hair treatments.
5. Describe hair cream application.
6. Describe correcting scalp problems.
7. Describe correcting hair problems.
8. Demonstrate scalp manipulations.
9. Demonstrate scalp treatments.
10. Demonstrate performing hair treatments.

SECTION FOUR: CUTTING HAIR..... 230 HOURS

A. Hair Cutting 175 Hours

Outcome: Cut hair with or without layers.

1. Describe various haircuts.
2. Describe the principles of haircutting.
3. Describe suitability for a style.
4. Describe adaptability for a style.

5. Describe customizing haircuts.
6. Demonstrate the principles of haircutting.
7. Demonstrate cutting various types of hair.
8. Demonstrate razor cutting.
9. Demonstrate shear cutting.
10. Demonstrate clipper use.
11. Demonstrate texturing techniques.
12. Demonstrate customizing techniques.
13. Demonstrate haircutting techniques.
14. Demonstrate various haircuts.

B. Facial Hair..... 35 Hours

Outcome: Perform facial hair service.

1. Describe facial hair growth patterns.
2. Describe facial hair styles.
3. Describe facial hair trimming methods.
4. Describe facial hair removal.
5. Demonstrate razor technique.
6. Demonstrate facial hair trimming.
7. Demonstrate facial hair removal.

C. Nape Hair 5 Hours

Outcome: Perform nape hair service.

1. Describe nape hair growth patterns.
2. Describe nape hair trimming methods.
3. Describe nape hair removal.
4. Demonstrate nape hair trimming.
5. Demonstrate nape hair removal.

D. Style Hair 15 Hours

Outcome: Create hairstyles after a haircut.

1. Describe styling hair.
2. Describe distribution of styling products.
3. Describe distribution of finishing products.
4. Demonstrate hairstyling procedures after haircuts.

**SECOND PERIOD TECHNICAL TRAINING
HAIRSTYLIST TRADE
COURSE OUTLINE**

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NOTE: The safety and precautionary methods and procedures are to be reinforced throughout all of the training, when, and as, the subject matter is being practised or demonstrated.

SECTION ONE:.....STYLING HAIR..... 90 HOURS

A. Styling, Perming, Colouring Tools and Equipment 10 Hours

Outcome: Use salon equipment.

1. Describe salon services tools.
2. Describe salon services equipment.
3. Describe salon services electric tools.
4. Describe tool maintenance.
5. Describe equipment maintenance.
6. Demonstrate hair cutting tool infection control.
7. Demonstrate electrical tool infection control.
8. Demonstrate use of salon service tools.
9. Demonstrate use of salon service equipment.

B. Styling Aids for Wet Hair 5 Hours

Outcome: Use styling aids for wet hair.

1. Describe styling aids for wet hair.
2. Describe applications of styling aids.
3. Demonstrate removal of excess moisture.
4. Demonstrate use of styling aids for wet hair.

C. Dries Hair 15 Hours

Outcome: Dry hair.

1. Describe pre-drying techniques.
2. Describe dry hair manipulation.
3. Demonstrate directing hair with hands.
4. Demonstrate use of products for texture.
5. Demonstrate use of products for natural growth patterns.
6. Demonstrate techniques for drying hair.

D. Sets Wet Hair 15 Hours

Outcome: Set wet hair into style pattern.

1. Describe use of styling products.

2. Describe wet setting techniques for styling hair.
3. Describe starting point and establish direction of hair.
4. Describe finger waves, pin curls and roller sets.
5. Demonstrate hair manipulation techniques.
6. Demonstrate setting wet hair into style pattern.

E. Styling Dry Hair..... 15 Hours

Outcome: *Style dry hair.*

1. Describe dry hair styling.
2. Describe hair styling finishing aids.
3. Describe finishing aid distribution.
4. Describe thermal iron style procedures.
5. Describe hair integrity protection procedures.
6. Describe scalp integrity protection procedures.
7. Demonstrate dry hair styling procedures.
8. Demonstrate thermal styling techniques.

F. Up-dos 15 Hours

Outcome: *Create up-do styles.*

1. Describe up-dos.
2. Describe up-styles.
3. Describe up-do techniques.
4. Describe up-style techniques.
5. Demonstrate up-do techniques.
6. Demonstrate up-style techniques.

G. Style Hair with Accessories..... 10 Hours

Outcome: *Create hair styles using hair accessories.*

1. Describe hair accessories.
2. Describe applications of hair accessories.
3. Demonstrate use of hair accessories.

H. Brush and Comb Hair..... 5 Hours

Outcome: *Demonstrate finishing techniques.*

1. Describe uses of combs.
2. Describe uses of brushes.
3. Describe comb-out procedures.
4. Demonstrate procedures to relax hair.
5. Demonstrate back-combing techniques.
6. Demonstrate back-brushing techniques.

7. Demonstrate hair-refining techniques.
8. Demonstrate hair-finishing techniques.

SECTION TWO:.....CHEMICALLY WAVE AND RELAX HAIR..... 100 HOURS

A. Wraps Hair.....40 Hours

Outcome: *Wrap hair.*

1. Describe hair waving processes.
2. Describe phases of physical waving.
3. Describe phases of chemical waving.
4. Describe sectioning of hair for waving.
5. Describe wrapping techniques.
6. Describe long hair wrapping techniques.
7. Describe inspection for wrapping hair.
8. Demonstrate sectioning procedures.
9. Demonstrate wrapping hair.

B. Chemical Waving.....30 Hours

Outcome: *Process hair with waving solutions.*

1. Describe waving solutions.
2. Describe neutralizing solutions.
3. Describe waving solution application.
4. Describe waving solution processing time.
5. Describe neutralizing solution processing time.
6. Describe test curls.
7. Describe water control when chemical waving.
8. Describe removal of solutions for chemically waving hair.
9. Describe removal of excess moisture.
10. Describe tool removal.
11. Demonstrate application of waving solutions.
12. Demonstrate chemically waving hair.

C. Chemical Relaxers.....30 Hours

Outcome: *Process hair with relaxing solutions.*

1. Describe types of chemical relaxers.
2. Describe uses of chemical relaxers.
3. Describe tools used for chemically relaxing hair.
4. Describe process for chemically relaxing hair.
5. Describe processing time when chemically relaxing hair.
6. Describe strand test for chemical relaxers.

7. Describe removal of solutions for chemically relaxing hair.
8. Describe removal of neutralizing solutions.
9. Demonstrate chemically relaxing hair.

SECTION THREE:COLOUR HAIR..... 135 HOURS

A. Colour Hair50 Hours

Outcome: Perform hair colour service.

1. Describe law of colour.
2. Describe hair colouring chemistry terms.
3. Describe hair colour identification methods.
4. Describe hair level.
5. Describe underlying pigment.
6. Describe hair analysis pertaining to colouring hair.
7. Describe effects of developers.
8. Describe colour application techniques.
9. Describe predisposition testing.
10. Describe preliminary strand testing.
11. Describe colour rinsing.
12. Describe colour removal.
13. Describe colour formulation.
14. Describe mixing colour.
15. Demonstrate hair colour removal.
16. Demonstrate a hair colour service.

B. Colour Virgin Hair and Regrowth.....20 Hours

Outcome: Colour virgin hair.

1. Describe colouring virgin hair.
2. Describe colouring regrowth.
3. Describe refreshing hair ends.
4. Describe colour matching.
5. Describe applying colour to virgin hair.
6. Describe product removal procedure.
7. Demonstrate colouring regrowth.
8. Demonstrate colouring virgin hair.

C. Colour Hair Using Special Effects 10 Hours

Outcome: Colour hair using special effects.

1. Describe special effects techniques.
2. Describe processing time for special effects.

3. Describe removal of product from hair.
4. Describe removal of tools from hair.
5. Demonstrate techniques for colouring hair with special effects.

D. Lighten Virgin Hair and Regrowth20 Hours

Outcome: *Perform virgin hair lightening service.*

1. Describe hair lighteners.
2. Describe hair developers.
3. Describe lightener formulation.
4. Describe developer formulation.
5. Describe mixing lighteners.
6. Describe mixing developers.
7. Describe lightening process.
8. Describe hair lightener applications.
9. Describe regrowth applications.
10. Describe removal of product from regrowth.
11. Demonstrate mixing of lighteners and developers.
12. Demonstrate procedures for application of lighteners to regrowth.
13. Demonstrate a virgin hair lightening service.

E. Lighten Hair Using Special Effects10 Hours

Outcome: *Lighten hair using special effects.*

1. Describe lighten hair using special effects.
2. Describe hair lighten formulation techniques.
3. Describe using special effects to lightening hair.
4. Describe product removal.
5. Demonstrate lightening hair colour using special effects.

F. Tone Pre-lightened Hair15 Hours

Outcome: *Tone pre-lightened hair.*

1. Describe toning pre-lightened hair.
2. Describe level of pre-lightened hair.
3. Describe level of underlying pigment.
4. Describe application of toners.
5. Describe removal of toners.
6. Demonstrate toning of pre-lightened hair.

G. Colour Correction10 Hours

Outcome: *Process colour correction.*

1. Describe colour correction.

2. Describe identification of existing colour.
3. Describe procedures to correct colour.
4. Describe product application techniques to correct colour.
5. Describe removal of colour correction product.
6. Demonstrate a colour correction service.

SECTION FOUR: SPECIALIZED SERVICES AND STANDARDS..... 25 HOURS

A. Hair Extensions..... 16 Hours

Outcome: Apply hair extensions.

1. Describe hair extension types.
2. Describe selecting extensions.
3. Describe hair extension applications.
4. Describe colour matching.
5. Describe texture matching.
6. Describe matching hair extensions to existing hair.
7. Describe various application procedures for adding extensions.
8. Describe blending extensions to existing hair.
9. Describe shaping extensions with the existing hair.
10. Describe hair extensions removal.
11. Demonstrate application of hair extensions.
12. Demonstrate hair extensions removal.

B. Wigs and Hairpieces 6 Hours

Outcome: Service hairpieces.

1. Describe wig types.
2. Describe hairpiece types.
3. Describe hairpieces selection.
4. Describe wig selection.
5. Describe hairpieces customization.
6. Describe wig customization.
7. Describe hairpiece sanitation.
8. Describe hairpiece maintenance.
9. Describe wigs maintenance.
10. Demonstrate hairpiece styling.
11. Demonstrate wig styling.
12. Demonstrate a hairpiece service.

C. Records Management and Manufacturer's Directions 2 Hours

Outcome: ***Maintain records.***

1. Describe record information.
2. Describe records maintenance.
3. Describe manufacturer's directions.
4. Describe client record database.
5. Demonstrate use of manufacturer's directions.
6. Demonstrate client record maintenance.

D. Interprovincial Standards Red Seal Program 1 Hour

Outcome: ***Use Red Seal products to challenge an Interprovincial examination.***

1. Identify Red Seal products used to develop Interprovincial examinations.
2. Use Red Seal products to prepare for an Interprovincial examination.

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