



**Skilled
Trades**
Ontario

**Métiers
spécialisés**
Ontario

Apprenticeship
Training Standard
Logbook

Hairstylist

332A

2010

Apprenticeship Training Standard

The Apprenticeship Training Standard or herein after referred to as “Logbook” is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario as an official record of training. It is to be used by the Apprentice and Sponsor/trainer to guide the process of skills development in a particular trade.

Training As An Apprentice

- ✓ Ensure you, your sponsor, and your witness sign a Training Agreement with the Ministry of Labour, Immigration, Training and Skills Development. Once it is registered, you will receive a copy of the registered Training Agreement for your records.
- ✓ Notify the local Service Delivery Office **immediately** if any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Logbook regularly with your trainer and sponsor to discuss your progress, ask questions, seek feedback and have the trainer **sign-off on competencies**
- ✓ Keep an accurate record of the hours you work.
- ✓ Attend classroom training when it is offered.
- ✓ Apply for the financial incentives for which you are eligible.



Completing Your Logbook

- ✓ **Complete the Sponsor Record Form** – A form must be completed for each Sponsor/Trainer used during your apprenticeship.
- ✓ **Confirm Skill Sign-off is Complete**
 - **You and your trainer** sign-off each required skill to confirm that you have demonstrated competency in that skill.
 - Shaded boxes in your Logbook mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.
- ✓ **Confirm Skill Set Sign-off is Complete**
 - After you and your trainer have signed-off all the required skills in a skill set, your sponsor signs the signature box on the form in **Appendix C – “Skill Set Completion for Sponsors”** to confirm your completion of all competencies within each skill set.

This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



Apprentice Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Trade: _____

Training Agreement # (for Compulsory and Non-Compulsory trades):

STO Account No. (for Compulsory trades only):

This document is the property of the Apprentice named herein and represents the official record of their training.

If you have questions about the use of this Logbook or about your Apprenticeship program, contact your local Service Delivery Office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.

Hairstylist Trade

Pathways to Certification



Registration

- Submit Application for Apprenticeship Training to Ministry of Labour, Immigration, Training and Skills Development (MLITSD) Apprenticeship Office
- Register a Training Agreement with MLITSD for apprenticeship in the Hairstylist trade i.e. sign Registered Training Agreement (RTA)**
- Obtain Apprenticeship Training Standard for the Hairstylist Trade from Skilled Trades Ontario
<https://www.skilledtradesontario.ca/trade-information/hairstylist/>

** Individuals enrolled in Private Career College (PCC) or Diploma programs need to be registered with the Ministry in order to complete the 2,000 hour on-the-job requirements. Registration may occur before, during or after completion of the 1,500 hour program. If you are currently working as a Hairstylist Apprentice, you must be registered. For information on registration, see box to the left.*

① Hairstylist (Regular Pathway)

② Hairstylist (Ontario College Diploma or Private Career College Program)

Apprenticeship

Complete in-school training
in all units as set out in the Curriculum Standard at an approved training delivery location; 480 hours.

Apprentices eligible to apply for apprenticeship incentive grants (Red Seal trades) and loans.

Complete on-the-job training
competencies set out in the Apprenticeship Training Standard; competency benchmark is 3020 hours (completion requirements are set out in the completion chart in the training standard).

Optional Skill
Status assigned to shaded individual skills, skills sets or general performance objectives for which sign off is not required for the Apprentice to complete the program.

Complete diploma program
in a Hairstylist Diploma program at an approved private career or community college; 1500 hours*.

* Individuals who participated but did not complete a PCC hairstyling program AND individuals who participated and did not complete a college diploma/ 1,500 hours of vocational training at a community college must write the exemption test for each level they are requesting an exemption.

Complete on-the-job training
competencies set out in the Apprenticeship Training Standard; competency benchmark is 2000 hours.

Optional Skill
Status assigned to shaded individual skills, skills sets or general performance objectives for which sign-off is not required for the Apprentice to complete the program.

Hairstylist Certificate of Qualification

Certification

- Submit completed Apprenticeship Training Standard to local MLITSD Apprenticeship Office
- MLITSD issues Certificate of Apprenticeship
- Examination options (to schedule your examination, contact your local Service Delivery Office:
 1. Written Certificate of Qualification Exam
 2. Practical Exam for accommodation (prior approval from MLITSD is required)
- Upon successful completion of either examination option, a Provincial Certificate of Qualification is obtained. (Apprentices are eligible for the Apprenticeship Completion Grant (Red Seal)). Sponsors may be eligible for incentives, bonus or tax credits.

The Red Seal Endorsement is not available in Ontario, if you are interested in obtaining your Red Seal Endorsement, you will have to contact another jurisdiction in Canada.

Endorsement

**For on-line portal, please follow instructions for registration. You will need to create a *My Ontario* account to access online services.

Call to make a payment (647) 847-3000 or 1-(855) 299-0028.

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Please Note: This Standard has been revised to reflect the visual identity of Skilled Trades Ontario (STO) which replaced the Ontario College of Trades on January 1, 2022. The content of this Standard may refer to the former organization; however, all trade specific information or content remains relevant and accurate based on the original date of publishing.

Please refer to STO's website: skilledtradesontario.ca for the most accurate and up to date information. For information about BOSTA and its regulations, please visit [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#).

Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: [Skilled Trades Ontario.ca](https://skilledtradesontario.ca).

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Maintained with transfer to Skilled Trades Ontario 2010 (V100)

Foreword: Purpose, Terms and Conditions of the registered Training Agreement

Purpose:

- Prior to starting official apprenticeship activities, the apprentice, sponsor and a witness are required to sign a Training Agreement.
- The Training Agreement that you have signed is an important legal document that outlines your responsibilities as an apprentice and the responsibilities of your sponsor.
- Once registered, this training agreement (or contract) marks the start of your formal agreement between the apprentice, the sponsor and the Ministry.
- For compulsory trades, the apprenticeship registration document must be accessible when working.

The Apprentice agrees:

- **To inform the local Service Delivery Office of any change to your contact information or change in sponsor within 7 days;**
- To follow the Sponsor's and Trainer's lawful instructions and make every effort to acquire the skills identified in the Logbook for the Trade which is part of the apprenticeship program established by Skilled Trades Ontario for the trade;
- To obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Logbook for the trade have been met.
- When you receive an "Offer of Classroom Training", confirm your attendance by following the instructions in the offer. Failure to do so may result in losing your opportunity to attend school which delays the completion of your apprenticeship.

The Sponsor agrees:

- To ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by Skilled Trades Ontario for this trade;
- To review the progress of training with the Apprentice, and with the Trainer(s) where the Sponsor and the Trainer are not the same party.
- Release your apprentice from work to attend in-school training without penalty to the apprentice.
- To maintain the journeyperson/apprentice ratio for your trade, if applicable.
- To monitor their apprentice(s) progress
- To ensure that the Trainer(s) verifies, in writing, when each skill identified in the Logbook for the trade has been successfully completed by the Apprentice;
- To contact the Ministry should any changes in your capacity to train, your contact information, or your apprentice's status in the program change.

Trade Specific Resources and Links

Trade Specific Resource	Link
Red Seal Program	red-seal.ca
Apprenticeship in Ontario	ontario.ca/page/apprenticeship-ontario
Employment Ontario	employmentontario.ca
Service Canada	servicecanada.gc.ca
<i>Building Opportunities in the Skilled Trades Act, 2021</i>	Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28 - Bill 288 (ontario.ca)
Ministry of Labour, Immigration, Training and Skills Development	Ministry of Labour, Immigration, Training and Skills Development ontario.ca
Exam Preparation Guide	Exam Resources – Skilled Trades Ontario
Skills Zone (Ontario Skills Passport)	http://www.skillszone.ca/

**Please note, all website addresses are current at time of printing*

Methodology-Standard Development

A standard is developed with a broad group of trade representatives who form the initial working group. This includes subject matter experts/ tradespeople/ instructors and employers from a cross section of the sector/industry, with varying years of work experience in the field. The working group reviews, develops and recommends revision to the content of the standard. Their role also involves harmonizing and updating other supporting content for the product.

An essential part of the standard development is the validation process. This is the opportunity to have a broader representation of the sector provide feedback on the content of draft standard. This process is conducted in various ways and may include sending out a survey or the draft document (or both) directly to the sector. The comments received are reviewed by the working group and revisions are made as required based on a consensus model.

Introduction to the Logbook

This “on-the job” Logbook is the training standard for Hairstylist 332A and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

The Logbook is divided into skill sets, which are further divided into skills. These skill sets and skills are written in statements that describe what the Apprentice must perform and to what standard, in order to be considered competent in that skill.

The successful performance of these skills is tracked in the Logbook. Once achieved, this skills’ sign-off, along with the completion of in-school program requirements or equivalent, is how the apprenticeship program is completed and apprentices receive a Certificate of Apprenticeship.

The Sponsor/trainer and Apprentice are required to sign-off and date each skill after the Apprentice has demonstrated proficiency in these skills. However, if a skill is shaded, it is optional and does not need to be signed-off, though it has been defined as a part of the scope of practice for the trade.

All practices described in this standard must be performed by the apprentice according to the specific criteria identified. In general, the standard of performance for this trade is to be performed according to all applicable jurisdictional codes and standards and all health and safety standards must be respected and observed.

All skills within the Apprenticeship Training Standard are to be performed, as applicable, according to and in compliance with the following:

- Occupational Health and Safety Legislation and Regulations;
- Other applicable legislation, regulation, codes and standards;
- Industry best practices;
- Company policies and procedures.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application. Please refer to the Skilled Trades Ontario website for the most accurate and up-to-date information: skilledtradesontario.ca

Roles and Responsibilities

Under the [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#)

Skilled Trades Ontario (STO) is responsible for:

- Establishing and maintaining qualifications;
- Establishing Apprenticeship Programs and other training programs including training Standards, curriculum standards and certifying examinations;
- Issuing certificates for the purposes of this Act such as Certificates of Qualification;
- Maintaining a Public Registry for compulsory trades skilledtradesontario.ca/public-register/;
- Determining whether the experience and qualifications obtained by applicants for a certificate of qualification who do not complete an apprenticeship are equivalent to those received through completing an apprenticeship (Trade Equivalency Assessments)
- Promoting the skilled trades and conducting research.
- Conducting research and evaluate whether a trade should be prescribed as a trade for the purposes of this Act and to make recommendations on these matters to the Minister.

Ministry of Labour, Immigration, Training and Skills Development (MLITSD)

is responsible for:

- Classifying trades as compulsory trades;
- Prescribing scopes of practice for trades;
- Approving which persons may provide in-class training for apprenticeship programs (TDAs);
- Registering Training Agreements;
- Providing those who successfully complete an apprenticeship program with a certificate of apprenticeship (CofA);
- Administering examinations, including certifying examinations;
- Promoting the skilled trades and conducting research;
- Exercising such other powers and perform such other duties and functions as are provided for in this Act or the regulations.

For any matter related to your registered Training Agreement or completing your apprenticeship, you must contact your local Service Delivery Office.

Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a registered Training Agreement (refer to Foreword: *“Purpose, Terms and Conditions of TA” page 1*) with a Sponsor to receive training in a trade as part of an apprenticeship program established by Skilled Trades Ontario. As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

1. As an Apprentice, you signed the Training Agreement and have entered into a contract with the Ministry of Labour, Immigration, Training and Skills Development and your Sponsor.
2. If you are registered as an Apprentice in a compulsory trade, your name will automatically appear in the Skilled Trades Ontario Public Register.
3. You are responsible for informing the staff at your local Service Delivery Office regarding changes to the following:
 - Your Sponsor’s address;
 - Your name and address; and/or,
 - Your Sponsor, including starting employment with a new Sponsor
4. As an Apprentice, you are responsible for completing skills or skill sets in this Logbook (as detailed in the *“Eligibility for Apprenticeship Program Completion”* section of this document) and ensuring that they are dated and signed by both you and your Trainer.
5. Once you have demonstrated competency in all the mandatory skills and received a sign off on each skill by your sponsor/trainer, you must have the Skill Set Completion Form completed and signed by your current Sponsor.
6. Submit your Logbook to your local Service Delivery Office.
7. Present your Apprentice Completion Form (Please refer to Appendix B), along with your authorized Logbook to your local Service Delivery Office.

Roles and Responsibilities of Sponsors and Trainers

Sponsors are responsible for ensuring all terms are met as per the registered Training Agreement. They are named on the registered Training Agreement as the entity responsible for ensuring Apprentices receive the training required as part of an apprenticeship program. As a signatory to this agreement, they are designated as the 'Signing Authority' for the Apprentice's Skill Set Completion Form and are required to attest to successful achievement by signing the appropriate box at the completion of each skill set. Some sponsors may also act as the Trainer.

A **Trainer** is an individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice.

In compulsory trades, a Trainer must hold a valid Certificate of Qualification and be registered with Skilled Trades Ontario.

In non-compulsory trades, a Trainer is an individual who holds one of the following:

- A Certificate of Qualification;
- A Certificate of Apprenticeship in the trade; or,
- Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training components of the trade's apprenticeship program; or,
- Has workplace experience equivalent to the apprenticeship program) and has the skills outlined in the Logbook.

Competency means being able to perform to the required standard (please refer to *"Introduction to the Logbook"*). Trainers/Sponsors and Apprentices are required to sign-off and date the skills in the Logbook following each successful acquisition. The Logbook forms a record of this achievement.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The Trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

Health and Safety

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance for apprenticeship programs in Ontario. These responsibilities are shared and require the joint efforts of government, sponsors, employers, supervisors, workers, apprentices and the public to achieve the goal of making Ontario's workplaces safe and healthy.

The [Occupational Health and Safety Act](#) (OHSA) provides us with the legal framework and the tools to do this. It sets out the rights and duties of all parties in the workplace, placing ultimate responsibility on the employer for the health and safety of workers (in this case apprentices) by ensuring procedures, controls, and training are established for dealing with workplace hazards. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury, illness or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident injury or illness.

A sponsor who is not the employer is reminded that the employer has legal responsibilities respecting health and safety over the apprentice who is their worker. The sponsor should encourage safe work habits and adherence to the employer's occupational health and safety requirements for the workplace.

It is generally recognized that a positive attitude about safety in partnership with health and safety competency contributes to an accident-free environment. Everyone will benefit as a result of a healthy attitude towards the prevention of accidents.

Workers and apprentices can be exposed to a multitude of hazards and, therefore, should be familiar with the Occupational Health and Safety Act and regulations.

The Internal Responsibility System:

One of the primary purposes of the Occupational Health and Safety Act (OHSA) is to facilitate a strong Internal Responsibility System (IRS) in the workplace. To this end, the OHSA lays out the duties of employers, supervisors, workers, apprentices, constructors and workplace owners.

Workplace parties' compliance with their respective statutory duties is essential to the establishment of a strong IRS in the workplace.

Simply put, the IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy. Workers and apprentices in the workplace who see a health and safety problem such as a hazard or contravention of the OHSA in the workplace have a statutory duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations and acquaint workers with any hazard in the work that they do.

The IRS helps support a safe and healthy workplace. In addition to the workplace parties' compliance with their legal duties, the IRS is further supported by well-defined health and safety policies and programs, including the design, control, monitoring and supervision of the work being performed.

Roles and Responsibilities under the Occupational Health and Safety Act

Employer's Responsibilities include but are not limited to the following:

- Instruct, inform and supervise workers and apprentices to protect their health and safety.
- Appoint competent persons as supervisors.
- Inform a worker, apprentice, or a person in authority, about any hazard in the workplace and train them in the handling, storage, use, disposal and transport of any equipment, substances, tools, material, etc.
- Take every precaution reasonable in the circumstances for the protection of a worker/apprentice.
- In workplaces in which more than five workers are regularly employed, prepare and post a written occupational health and safety policy and set up and maintain a program to implement it.
- Prepare and post policies with respect to workplace violence and workplace harassment and develop programs supporting workplace harassment and workplace violence policies.
- Ensure knowledge of applicable legislative, regulatory, codes and standards so requirements to be followed are clear to all workers/apprentices.

Trainer/Supervisor Responsibilities include but are not limited to the following:

- Ensure that a worker or apprentice works in compliance with the Act and regulations.
- Ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker or apprentice.
- Advise a worker/apprentice of any potential or actual health or safety dangers known by the supervisor.
- Take every precaution reasonable in the circumstances for the protection of workers.

Worker/Apprentice Responsibilities include but are not limited to the following:

- Work in compliance with the Act and regulations.
- Use or wear any equipment, protective devices or clothing required by the employer.
- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker.
- Report any hazard or contravention of the Act or regulations to the employer or supervisor.
- Not remove or make ineffective any protective device required by the employer or by the regulations.
- Not use or operate any equipment or work in a way that may endanger any worker.

The Three Rights of Workers/Apprentices

The OHSA gives workers and apprentices three important rights:

1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

Ministry of Labour, Immigration, Training and Skills Development

The Ministry of Labour, Immigration, Training and Skills Development conducts periodic inspections of workplaces to ensure that safety acts and regulations are being followed. Please direct any questions to the Occupational Health and Safety Contact Centre at 1-877-202-0008.

Apprenticeship Program Summary/Guidelines

Scope of Practice

The Scope of Practice for the trade of Hairstylist is set out in section 58 of Ontario Regulation 875/21 under BOSTA and reads as follows:

58. The scope of practice for the trade of hairstylist includes performing, for remuneration, any of the hairstyling services of cutting, designing, permanent waving, relaxing and straightening and colouring.

*While the Logbook draws on the scope of practice regulation (Section 58 of Ontario Regulation 875/21 under BOSTA). The Logbook does not purport to add to or modify the scope of practice as provided in regulation. *

Program Guidelines

On-the-Job Training Duration

Industry has identified 3020 hours as the benchmark necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

- For regular apprentices – 3020 hours and
- For graduates of private career college or community college 1500 hour programs – 2000 hours benchmark

In-Class Training Duration

Industry has identified 480 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

- Regular apprentices – 480 hours
- Participants in private career college or community college program – 1500 hours

Total Training Hours

3500 hours

Journeyman to Apprentice Ratio

Industry Recommended Ratios:

While some of the trades regulated under BOSTA are subject to Journeyman to Apprentice ratios set out in regulation, this trade is not one of them. Instead, **industry has recommended a Journeyman to Apprentice ratio guideline of 1 Journeyman (or individual who is deemed equivalent to a journeyman) to 1 Apprentice** as the ratio necessary for an Apprentice to be properly trained on the job in this program.

Program Requirements

Compulsory and Non-compulsory Classification

Regulations under the *Building Opportunities in the Skilled Trades Act, 2021*, classify each trade as either “compulsory” or non-compulsory.” This trade is compulsory.

It is the responsibility of an Apprentice to maintain a training record in the form of a Logbook. The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved.

Skills for Success Summary

Skills for Success are needed in a quickly changing world for work, learning and life. They are foundational for building other skills and important for effective social interaction.

Everyone benefits from having these skills as they help individuals get a job, progress at their current job and change jobs. They also help individuals become active members of their community and succeed in learning.

Through extensive research and consultations, the Government of Canada launched the new Skills for Success model renewing the previous Essential Skills framework to better reflect the needs of the current and future labour market.

The occupational specific Essential Skills profiles are available online. These will be updated over time to align with the new Skills for Success model found here: [Skills for Success model](#)

Standard of Performance

In general, the standard of performance for the trade of Hairstylist are to be performed, as applicable, according to and in compliance with the following:

Industry Safety Standards which are based upon:

- Occupational Health and Safety Legislation and Regulations;
- Jurisdictional legislation and regulations, codes and standards (municipal bylaws etc.)
- Company policies and procedures
- All applicable manufacturers specifications and engineering specifications

Other Suggested or Required Certification(s) and Training

While an apprentice receives health, safety and occupational specific training and/or certification in a variety of fields during their apprenticeship, it is important to be aware that other occupational health and safety training and certification renewal or updating may also be required during their career before performing new types of work.

Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work procedures early to create good habits;
- Use your Logbook as a journal to keep track of the skills you have achieved;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Discuss your training needs with your Trainer and/or Sponsor;
- Listen to the suggestions of your Trainer;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and,
- Upon demonstration of competency, ensure that you and your Trainer sign-off the individual skills.

To get the most from this mentoring experience, request exposure to the full scope of the trade; meet regularly with your Sponsor/Trainer to discuss your progress, ask questions and seek feedback.

Tips for Sponsors

- Select Trainers with good communication skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g. Train the Trainer, Mentor, Coach, etc.);
- Set out clear expectations and involve both the Apprentice and Trainer in developing the training plan
- Encourage safe work habits;
- Allow time for the Trainer to train and demonstrate skills to the Apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Recognize good performance;
- Observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Logbook as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills.

- The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

Tips for Trainers

Trainers are responsible for ensuring the Apprentice is developing the skills outlined in this document. Here is a list of tips and tools to help Trainers in their supervision of Apprentices:

- Demonstrate model safe work habits;
- Provide opportunities and time for the Apprentice to learn the trade;
- Treat Apprentices fairly and with respect;
- Review the Logbook with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Expose Apprentices to the full scope of the trade by providing training on the skills outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- **Meet regularly with the Apprentice to discuss the apprentice's progress**
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency, and,
- Use the Logbook as a guide to evaluate competence in each skill area. By using the Logbook, Trainers will be able to guide the process to and assist Apprentices to develop skills outlined in this document.

The best mentoring experience is when an Apprentice is given as much training/exposure to the full scope of the trade as possible. If this is not possible, help them to determine other ways this may be possible.

Notice of Collection of Personal Information

1. At any time during your apprenticeship training, you may be required to show this Logbook to the local Service Delivery Office. You will be required to submit the signed Apprenticeship Completion form to the Service Delivery Office in order to complete your program. The Service Delivery Office will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Service Delivery Office will disclose information about your program completion and your Certificate of Apprenticeship to Skilled Trades Ontario, as it is necessary for Skilled Trades Ontario to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry of Labour, Immigration, Training and Skills Development under the authority of the *Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Labour, Immigration, Training and Skills Development
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
TTY: 1-866-533-6339 or 416-325-4084

List of Trainers

Trainer's Name (Please Print)	Trainer's Signature	Date of start with Trainer (day/month/year)

5341.0 Work Place Health and Safety Procedures**General Performance Objective**

Comply with work place health and safety procedures by practicing good housekeeping in the workplace; removing hazardous material, wearing, adjusting, maintaining and replacing personal protective clothing and equipment; and draping client.

Skills

5341.01 Practice good housekeeping in the workplace by keeping work station clean and clear of obstructions and hazards; storing tools, cords and equipment safely; cleaning up liquids and hair on floor, so that the potential for accident and injury is minimized according to employer standards and health and safety requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

5341.02 Remove hazardous material by determining disposal options and disposing of item, according to employer standards, health and safety requirements and manufacturer's specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5341.03 **Wear, adjust, maintain and replace personal protective clothing and equipment**, including gloves, masks, and smocks, as determined by health risk or job function, to ensure personal protection, and prevent spread of communicable disease(s), according to health and safety requirements and employer standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5341.04 **Drape client** by selecting wet or dry cape for service, determining barrier required between skin and cape, and securing cape around client's neck to ensure client comfort and safety, according to health and safety requirements and employer standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5342.0 Perform Sanitization Procedures**General Performance Objective**

Perform sanitization procedures by handling, storing and disposing of hazardous and caustic materials; removing waste, identifying and responding to health risks; sanitizing and decontaminating tools, implements, equipment and materials.

Skills

5342.01 Handle, store and dispose of hazardous and caustic materials, such as razors, blades, developers, and cleaning products, by accessing and interpreting manufacturer's Material Safety Data Sheets, to protect individuals from injury and the environment from contamination, according to environmental and health and safety requirements and employer standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

5342.02 Remove waste by identifying recyclable and non-recyclable items, sorting items, determining disposal options, and disposing of item, according to employer standards, health and safety requirements and manufacturer's specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5342.03 Identify and respond to health risks including abrasions, cuts, bleeding, and communicable diseases, to protect individuals, according to health and safety requirements and employer standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5342.04 Sanitize tools, implements, equipment and materials by using wet, chemical or ultra violet method, to minimize the spread of disease, according to manufacturer’s specifications, health and safety requirements and employer standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5342.05 Decontaminate tools, implements, equipment and materials by using a chemical method, to minimize the spread of disease, according to manufacturer’s specifications, health and safety requirements and employer standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5343.0 Perform Routine Salon Functions**General Performance Objective**

Perform routine salon functions by presenting a professional image; receiving, communicating, and consulting with client; resolving client problems; draping client; marketing salon products; completing financial transactions and completing service.

Skills

5343.01 Present a professional image by wearing approved clothing and footwear and following a hygiene regimen so that personal appearance and hygiene are not offensive to clients or co-workers, according to employer standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

5343.02 Receive client by greeting salon visitors, answering telephone promptly, speaking clearly and courteously, booking appointments, according to employer standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5343.03 **Communicate with client** by speaking clearly and concisely, listening attentively, and by recapping details of the conversation, to ensure there is a shared understanding of the service to be performed, according to employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5343.04 **Consult with client** by using chart and resources to identify skin tone, facial shape, hair type, discussing lifestyle in relation to hair needs, establishing time, cost and maintenance, to ensure optimum outcome, according to client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5343.05 **Resolve client problems** by recognizing an escalating situation, remaining calm, focusing on the problem and offering options to client, including alternative services and taking a report for referral to management, according to employer standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5343.06 Market salon products by assessing product inventory, ordering and displaying products, promoting products to clients, describing and recommending a range of professional hair care products for home use and using sales closing techniques, to achieve optimum sales, according to client requirements, employer standards and manufacturer's specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5343.07 Complete financial transactions by receiving payment from customers, reconciling all transactions for services completed, and recording transactions for daily deposits, according to employer standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5343.08 Complete service by pre-booking next appointment, completing transaction, and updating records, according to employer standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5344.0 Perform Service Fundamentals

General Performance Objective

Perform Service Fundamentals by identifying disorders and abrasions; analyzing scalp for a non- chemical or chemical service; analyzing hair for a non-chemical service; performing a hair porosity test and elasticity test.

Skills

5344.01 Identify disorders and abrasions by visually inspecting the scalp to determine if desired service can be performed, according health and safety requirements, and employer standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

5344.02 Analyze scalp for a non-chemical or chemical service by parting hair with hands or comb, visually identifying disorders such as flaking, cuts, or lice to ensure safety, according health and safety requirements, and employer standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5344.03 Analyze hair for a non-chemical service by parting with comb and hands to identify growth patterns, texture, density and disorders, visually and manually inspecting hair characteristics and condition; selecting products, tools and procedures, according to client requirements, health and safety requirements, and employer standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5344.04 Perform a hair porosity test to analyze hair for a chemical service by sliding fingers against the grain of the cuticle layer; selecting products, tools and procedures, according to client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5344.05 Perform an elasticity test to analyze hair for a chemical service by stretching a single strand of hair to identify its strength; selecting products, tools and procedures, according to client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5345.0 Treat Scalp and Hair**General Performance Objective**

Treat scalp and hair by shampooing and conditioning client and treating scalp and/or hair with selected product.

Skills

- 5345.01 Shampoo hair** at basin by seating draped client, reclining client, placing hand under back of head to support client's neck, saturating hair with warm water, selecting shampoo, applying to hands and massaging into client's hair, rinsing with warm water to remove shampoo, and removing excess water with hands or towel, to cleanse hair, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

- 5345.02 Condition hair** at basin by seating draped client, reclining client, placing hand under back of head to support client's neck, saturating hair with warm water, selecting conditioner, applying to hands and massaging into client's hair, rinsing with warm water to remove conditioner, and removing excess water with hands or towel, to condition hair, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5345.03 **Treat scalp** using product based on analysis by applying treatment product, manipulating and massaging scalp by hand or by equipment, rinsing and removing product using water and hands, to achieve optimum health and condition of scalp, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5345.04 **Treat hair** using product based on analysis by applying treatment product, manipulating hair, rinsing and removing product using water and hands, to achieve optimum health and condition of hair, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5346.0 Cut Hair**General Performance Objective**

Cut hair by: maintaining manual and electrical cutting tools; cutting hair with and without graduation; cutting hair using clippers or trimmers; customizing hair and cutting facial and nape hair.

Skills

- 5346.01 Maintain manual and electrical cutting tools** by removing debris, sanitizing, cleaning and oiling blades to ensure tool is in good working order, according to manufacturer's specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

- 5346.02 Cut hair without graduation** using cutting tools establishing the natural fall by sectioning and sub-sectioning client's hair with comb and clips, establishing a stationary guide, cutting remaining sub-sections with equal tension at guideline, maintaining moisture, combing hair from scalp to ends ensuring control and evenness, completing desired shape and style, according to health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5346.03 **Cut hair with graduation** using cutting tools establishing the natural fall by sectioning and sub-sectioning client's hair with comb and clips, cutting perimeter to desired length, creating a traveling guideline, cutting remaining sub-sections equally with elevation to create graduation, combing hair from scalp to ends with even tension and moisture, cross- checking to complete desired shape and style, according to health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5346.04 **Cut hair using clippers or trimmers** by selecting clipper guards and blades, holding clipper and comb at desired angle to establish guideline, cutting guideline to desired length, cutting remaining sub-sections, moving clipper in the opposite direction of hair growth to control natural growth patterns, cross-checking to remove demarcation steps or unwanted lines completing desired shape, using an edging technique to remove unwanted nape, ear and eyebrow hair using clippers and trimmers, according to health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5346.05 **Customize hair** using cutting tools and selected techniques by removing excess weight or bulk in an identified area, manipulating hair to determine if more detailing is required, completing desired shape, to personalize haircut, according to health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5346.06 **Cut facial and nape hair** by determining outline and shape according to client preference and natural growth patterns, selecting clipper or trimmer guide to establish length of facial hair, detailing facial and nape hair by inverting trimmer or clipper around the perimeter to create clean shape and lines, according to health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5347.0 Style Hair**General Performance Objective**

Style wet or dry hair by maintaining manual and electrical tools and filters; preparing for styling or setting client's hair; using selected drying equipment and styling tools, rollers, curling irons and flatirons, free style techniques, and specialized techniques to create desired hair shape and style.

Skills

5347.01 Maintain manual and electrical tools and filters by removing debris and build- up, sanitizing, and cleaning to ensure tool is in good working order, according to manufacturer's specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

5347.02 Prepare for styling or setting client's hair by using pre-drying techniques, adding styling products, working product through the hair with hands, and combing from scalp to ends ensuring even distribution, to give hair hold, manageability and shine, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5347.03 **Style wet hair** using drying equipment and styling tools by sectioning and sub- sectioning hair, holding blow-dryer or placing hood-dryer at safe distance from hair and scalp, directing blow-dryer nozzle in coordination with tools, determining air-flow temperature, speed and direction for safety, comfort and desired dryness, to achieve desired shape and shine, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5347.04 **Style wet or dry hair** by selecting type and size of roller according to specific hair type and style, sectioning and sub-sectioning hair, directionally placing rollers, clips or pins into sectioned hair to create desired curl pattern, drying hair under heat source, verifying hair is completely dry, allowing rollers to set or cool, removing rollers, clips or pins, combing or brushing into direction of style, applying finishing products to achieve desired shape, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5347.05 Thermal style dry hair using electrical tools including curling irons and flat irons by sectioning and sub-sectioning hair, determining the heat setting according to hair texture and condition, protecting scalp with comb, using pressure and tension to avoid marks on the hair, curling or waving hair through or on tool to create smooth ends, curl pattern and shape allowing hair to cool without disturbing base, applying finishing products, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5347.06 Style hair using free style techniques including manipulating hair with fingers, air drying, random twisting and securing of damp hair. by selecting and applying products specific for technique, manipulating hair with hands and/or tools, to achieve desired shape, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5347.07 **Style hair using specialized techniques** including braiding, brushing, molding, shaping, back-combing and attaching hair additions by using tools specific for technique, sectioning and sub-sectioning hair, creating foundation, support, balance and focal points, inserting pins discreetly and securely, applying finishing products, to achieve desired shape, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5348.0 **Perform a Chemical Wave**

General Performance Objective

Perform a chemical wave by maintaining wave tool components; preparing and performing a chemical wave; removing solution and neutralizing.

Skills

5348.01 **Maintain wave tool components** such as elastics, rods, and benders by removing debris and solutions, sanitizing, and cleaning as required to ensure tool is in good working order, according to manufacturer’s specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

5348.02 Prepare for a chemical waving service by cleansing hair, selecting waving solution and tools according to hair analysis, selecting protective cream and cotton strip to protect client, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5348.03 Perform a chemical waving service by sectioning and sub-sectioning hair for a specific pattern, combing hair smooth, placing end paper on evenly distributed hair, winding hair on tool with consistent tension and moisture, securing tool in place in relation to scalp, hair and adjacent tools, applying protective cream and cotton strip, saturating all waving tools evenly with waving solution, replacing cotton strip whenever saturated, timing the waving process, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5348.04 Remove solution and neutralize by setting water temperature and pressure, removing cotton strip around hairline and towel, rinsing solution from hair, towel-blotting hair on each waving tool to remove excess moisture, replacing cotton strip around hairline and towel around neck, saturating all waving tools evenly with neutralizer, timing process, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5349.0 Perform Chemical Texture Services

General Performance Objective

Perform chemical texture services by: preparing hair for chemical relaxing; straightening hair; removing relaxer and neutralizing; preparing; performing; neutralizing and finishing a soft curl.

Skills

5349.01 Prepare hair for chemical relaxing by selecting relaxing products and tools based on hair analysis, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

5349.02 **Straighten hair** by applying protective cream to ensure client safety, applying relaxer ensuring even distribution, smoothing relaxer through hair with adequate tension, timing process to individual hair analysis, performing hair tests such as strand test in various areas to determine stage of process, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5349.03 **Remove relaxer and neutralize** by rinsing to remove all traces of chemical relaxer, towel-blotting hair to remove excess moisture, applying neutralizer to processed hair, establishing neutralizing time, rinsing hair to remove neutralizing product, verifying hair condition, applying conditioning product as required, according to individual hair analysis, manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5349.04 **Prepare hair for a soft curl** by shampooing hair using deep cleansing shampoo applying base cream according to manufacturer’s recommendations, and selecting soft curl cream, lotion and perm rods, according to specific hair type, manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5349.05 **Perform a soft curl**, after applying a relaxer specific to the soft curl process, for the hair type by applying booster product, wrapping hair using end papers, maintaining tension and moisture level, applying protective cream and cotton around hairline, timing process and performing test curl to determine finished curl for the rod size, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5349.06 **Neutralize a soft curl** by rinsing solution, removing excess water from hair, replacing cotton strip around hairline, applying neutralizer to saturate all rods evenly, and timing process, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5349.07 **Finish a soft curl** by removing rods, rinsing neutralizer, applying conditioning product and towel-drying, so that the hair is moisturized and conditioned, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5350.0 Perform Colour Services**General Performance Objective**

Perform colour services by: maintaining colouring tools; performing a patch test and a preliminary strand test; preparing hair for colour application; colouring virgin hair lighter and darker; colouring re-growth hair; preparing hair for lightening and toning application; colouring hair using special effects; bleaching virgin hair; decolourizing previously coloured hair; bleaching re-growth; bleaching hair using special effects; toning pre-lightened hair; and performing color correction.

Skills

5350.01 Maintain colouring tools such as bowls, colour brushes, and bottles by removing debris and solutions, rinsing, sanitizing, and cleaning as required to ensure tool is in good working order, according to manufacturer's specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

5350.02 Perform a patch test by selecting test area from behind the ear or the inside of the elbow, cleansing a small area with mild soap, drying area, mixing a small amount of colour formula, applying to test area using sterile cotton swab, leaving undisturbed for 24-48 hours, examining the test area for redness or irritation, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5350.03 Perform a preliminary strand test by consulting client, performing hair and scalp analysis, draping client to protect skin and clothing, parting a ½ in. square strand of hair in the lower crown area, applying colour formula to strand, checking development at regular intervals, shampooing strand, adjusting formula timing or application method, recording results on client's information card, proceeding with colour service, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5350.04 Prepare hair for colour application by identifying natural level, underlying and predominant pigment, percentage of grey from client record or a colour chart, determining start point based on percentage of grey, consulting with client, cleansing, applying protective cream, sectioning hair, selecting colour formula and product, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5350.05 **Colour virgin hair lighter** by mixing colour formula, applying colour formula half inch from scalp through the mid-shaft, avoiding porous ends, ensuring colour saturation, establishing and monitoring time, applying colour formula to hair at scalp and ends, completing processing time to ensure evenness of colour, removing product to stop processing action, shampooing, applying conditioning product, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5350.06 **Colour virgin hair darker** by mixing colour formula, applying colour formula from scalp to ends ensuring even distribution, establishing and monitoring time, removing product to stop processing action, shampooing, applying conditioning product, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5350.07 **Colour re-growth hair** by mixing colour formula, applying colour formula to re- growth area ensuring even distribution and preventing overlap of product, establishing and monitoring time, emulsifying by working product through shaft to ends to refresh colour, removing product to stop processing action, shampooing, applying conditioning product, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5350.08 **Prepare hair for lightening and toning application** by reading client record or using a colour chart to determine natural and desired level of hair colour, selecting lightening and toning product, sectioning hair for even application, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5350.09 Colour hair using special effects by mixing colour formula, selecting colouring technique such as freehand, slicing, weaving and blocking, applying product to ensure even distribution using tools such as comb, brush, and foils, establishing time for process based on strand test, monitoring results until desired levels reached, removing product to prevent bleeding of colours and to stop processing action, shampooing hair, conditioning hair, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5350.10 Bleach virgin hair by mixing bleach formula, applying product half inch from scalp through the mid-shaft avoiding porous ends ensuring saturation, establishing time for de- colourizing process based on strand test, monitoring results until desired levels reached, applying product to hair at scalp and ends, completing processing time to ensure evenness of de-colourization, removing product to stop processing action, shampooing, applying conditioning product, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5350.11 Decolourize previously coloured hair based on preliminary strand test and existing state of hair, by determining product formulas, processing time and application technique, mixing decolourizing formula, applying product to pre-determined area, visually monitoring process until desired level is reached, removing product to stop processing action, shampooing, applying conditioning product, and continuing application based on exposed underlying pigment, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5350.12 Bleach re-growth by mixing formula, applying product to re-growth area ensuring even distribution and preventing overlap of product, establishing time for de- colourizing process based on strand test, monitoring results until desired levels reached, removing product to stop processing action, shampooing, applying conditioning product, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5350.13 Bleach hair using special effects by mixing bleaching formula, selecting application technique such as freehand, slicing, weaving and blocking, applying product to ensure even distribution using tools such as comb, brush, and foils, establishing time for de- colourizing process based on strand test, monitoring results until desired levels reached,, removing product to stop processing action, shampooing hair, conditioning hair, recording results on client’s information card, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5350.14 Tone pre-lightened hair by determining degree of predominant tone to be neutralized or enhanced, mixing colour formula, applying product to newly bleached hair, establishing time for tonal development based on strand test, monitoring results until desired tone and levels reached, removing product to stop processing action, recording results on client’s information card, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5350.15 Perform color correction by determining formulas and processing time needed according to preliminary strand test and existing state of the hair, selecting sequence of product application, mixing colour formula, applying product, monitoring process visually to ensure development of colour and to detect adverse chemical reactions, performing strand test during processing to determine when product has reached desired result, removing product to stop processing action, continuing application based on predetermined sequence, recording results on client's information card, according to manufacturer's specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5351.0 Work with Wigs, Hairpieces and Extensions**General Performance Objective**

Work with wigs, hairpiece or extensions by: assessing, fitting, styling, maintaining and removing the hair addition.

Skills

- 5351.01 Assess client requirements for hair addition** such as wig, hairpiece or extensions by consulting with client, assessing amount of hair present, matching hair addition visually to existing hair to blend density and colour, matching hair addition visually to complement skin tone, choosing fastening method, according to hair addition and amount of natural hair present, according to client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

- 5351.02 Fit hair addition** such as wig, hairpiece or extensions to head by measuring client's head for sizing of hair addition to ensure fit and comfort, apply fasteners to secure hair addition, adjusting hair addition for placement, according to manufacturer's specifications, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5351.03 **Style hair addition** such as wig, hairpiece or extensions by using a colour chart to determine natural and desired level of hair colour, selecting application method and products, colouring hair addition on head form, cutting or thin hair addition to desired length, thickness and style, blending hair addition into natural hair using styling or cutting tools, creating finished look using styling tools for fibre type such as synthetic and natural, according to manufacturer’s specifications, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5351.04 **Maintain hair addition** such as wig, hairpiece or extensions by cleaning and conditioning hair addition, by selecting and applying cleaning product materials, repositioning and tightening hair addition, according to manufacturer’s specifications, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

5351.05 **Remove hair extensions without damaging natural hair and scalp** by selecting removal product according to attachment method, removing product, according to manufacturer’s specifications, health and safety requirements, employer standards and client requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

Trade Related Glossary

This glossary was developed for the exclusive purpose of providing consistent training in this trade.

GLOSSARY OF TERMS

Activator	Chemical agent employed to start the action of chemical products on hair; an additive used to quicken the action or progress of a chemical. Another word for booster, accelerator, protenator or catalyst.
Adhere	To remain in contact; to unite.
Alopecia	Scalp disorder causing hair loss
Antiseptic	Chemical agent that may kill, retard, or prevent the growth of bacteria.
Apprentice	One who learns a trade by working and studying under the direction of others who are already skilled in the trade.
Barrier Cream	See protective cream.
Base Cream	Oily cream used to protect the scalp during a hair straightening process.
Bleach	Chemical product used to remove pigment from the hair
Booster	Oxidizer added to hydrogen peroxide to increase its chemical action.
Braiding	Weaving, interlacing and twining of hair
Chemical Hair Relaxer	Also called straightener; a chemical agent that is used to straighten super curly hair.
Chemical Service	Service which alters the structure of hair; i.e., permanent, colour, straightener.
Chemical waving	Process to alter the structure of straight hair to curly
Client Record	Special form to keep a record of the services performed, formula prepared, supplies used, and any client requirements.
Colour Chart	Chart of colours produced by manufacturers of haircolouring products, to serve as a guide in selecting appropriate colours; the colour is shown as it would appear after application to white hair.

GLOSSARY OF TERMS

Colour Contouring	Process used to shade or highlight the contours of a hairstyle with hair colour; to use make-up to create shading or highlighting on the contours of the face.
Colour Mixture	Combination of two or more colours together, to obtain some in-between shade or tint, creating a custom colour.
Colour remover	Chemical product used to remove artificial colour from the hair.
Complete Coverage	Complete coverage refers to the desired degree to which gray, white or other colours of hair have been covered by the colouring process.
Conditioning	Task of applying a chemical product to hair in order to restore its strength and condition.
Consultation	Verbal or written communication with a client to determine desired result.
Contour of Hairstyle	Outline of the finished hairstyle.
CPR	Cardio Pulmonary Resuscitation describes the combined basic life support procedures of artificial circulation and respiration applied to sustain life in a person, who has stopped breathing and whose heart has stopped beating.
Curl Pattern	Pattern of hair resulting from permanent waving or pincurling.
Demarcation line	Point at which colour changes along the hair shaft.
Deposit	Describes a colour product in terms of its ability to add colour pigment to the hair.
Developer	Oxidizing agent, such as 20-volume hydrogen peroxide solution; when mixed with an oxidation dye, it supplies the necessary oxygen gas to develop colour molecules and create a change in hair colour.
Directional	Action to direct the hair forward or backward, to create a specific style.
Disinfecting	Destroying or killing bacteria and a broad spectrum of viruses (but does not kill bacteria spores).
Distribution	Process of dispersing hair over an area; or to arrange and distribute hair directionally, in relation to its base parting.

GLOSSARY OF TERMS

Dress Code	Employer's standards for business clothing and footwear required in the workplace.
Edging Technique	Process of cutting the sideburn and nape area.
Elasticity	Ability of the hair to stretch and then to spring back to its original state.
Elevation	Term employed in hair cutting and styling, to indicate the angle or degree hair is held from the head.
Employer Standards	Standards of work performance required by employer.
Emulsifying	Making into an emulsion, which is a substantially permanent mixture of two or more liquids that are normally non-soluble, and are held in suspension by emulsifiers, which are substances that help keep oils and liquids in suspension to prevent separation of ingredients.
Estimate	To determine an approximate amount.
Exothermic	Characterized by or formed with the giving off of heat.
Filler	Preparation used to recondition and/or add colour to lightened, tinted, or damaged hair; a commercial product used to provide fill for porous spots in the hair during tinting, lightening, permanent waving, and chemical relaxing.
Finger Wave	Loose wave made by dampening and shaping the hair without heat, using only fingers and comb.
Graduation	Haircut in which sub-sections of hair are cut in layers longer from the inner layer to the outer layer; a haircut displaying up- angle cutting.
Guideline	Hair strand used for a general shaping or cutting pattern; hair cut to a specific length, to serve as a guide for determining the length of the rest of the sections.
Hair additions	May include a temporary hair piece, tiara, veil, flower, barrette or pin; it is meant to enhance the hairstyle not to disguise hair loss.
Hair analysis	Examination of the general conditions of the hair: type, texture, density, breakage, oiliness, dryness, elasticity, porosity, quantity, colour, and chemical and medical history.

GLOSSARY OF TERMS

Hair Cuticle	Outer, keratinized layer of the hair shaft that surrounds the polypeptide chains; made of transparent overlapping protective cells.
Hair Density	Number of hair strands in a given area; i.e. thin, medium and thick.
Hair texture	Thickness of the individual hair strands; i.e. coarse, medium and fine.
Hair type	Way to classify hair; i.e. straight, wavy, curly and super curly.
Heat Activated	Method of permanent waving using machines or chemicals to produce heat.
Highlighting	Colouring some of the hair strands lighter than the existing colour, to add the illusion of sheen; generally not strongly contrasting from the natural colour; applying a lighter cosmetic to a facial feature to improve its contours.
Highlighting or Lowlighting Cap	Plastic or rubber head covering with punctured holes.
Journey person	One who is certified in a trade and can train apprentices how to perform the skills of the trade, on the job.
Level	Analysis of the lightness or darkness of hair.
Lightening	Chemical process involving the lightening of natural pigment or artificial colour from the hair.
Manufacturer's Specifications	Manufacturer's directions in product literature.
Moisture Level	Amount of moisture in the skin or hair.
MSDS	Material Safety Data Sheet is the required manufacturer's documentation, according to Workplace Hazardous Material Information System legislation.
Natural fall	Natural movement of hair determined by the growth pattern.
Natural Level	Term used to describe a specific colour that is natural to the client.
New Growth	Part of the hair shaft between the scalp and the area of the hair that has previously received chemical treatment.

GLOSSARY OF TERMS

OHSA	Occupational Health and Safety Act.
On-scalp bleach	Application using a liquid, cream, or gel form of lightener (bleach) that can be used directly on the scalp.
Overlapping	Applying a chemical solution, such as tint or lightener, beyond the limits of the new growth of hair.
Painted Method	Technique in hair colouring, in which the hair is darkened or lightened in thin strands with a brush.
Patch or Predisposition Test	Required test for determining allergy to a specific substance.
Pattern	Diagram showing where and in which direction hair rollers or pincurls are placed, in order to achieve the finished style; a head shape or design from which a hair piece is constructed.
Perimeter	Outer line of a hairstyle or haircut; the silhouette line.
Permanent Colour	Permanent tint; a hair colour mixed with developer that allows the colour to remain in the hair until the new hair grows.
pH	Symbol of hydronium-ion concentration in water; the relative degree of acidity or alkalinity; pH values are arranged on a scale from 1 to 14; above 7, represents alkalinity, below 7, represents acidity. A pH of 7 is neutral.
Porosity	Ability of the hair to absorb or reject moisture.
Preliminary strand test	Test to determine how hair will react to a formula and how long formula should be left on hair.
Pre-softening	Treating grey or resistant hair to allow for better penetration of colour.
Processing	Action of a chemical solution in permanent waving, hair straightening, or hair colouring.
Protective cream	Cream applied to the skin, to protect it against chemicals used during a perm, colour or straightening treatment.
Rapport	Establishment of a congenial or harmonious relationship.
Recapping	Review or summarize the facts stated.
Reconcile	Settle or submit the accounts of a business.

GLOSSARY OF TERMS

Resolution Skills	Problem solving skills.
Re-touch Application	Application of hair colour, lightener, or chemical hair relaxer to new growth hair.
Sanitize	Remove dirt to aid in preventing the growth of microbes; sanitizing does not kill germs or spores.
Section	Divide the hair by parting into separate areas for control.
Self-Activating Wave	Method of permanent waving using chemicals which create heat.
Semi-permanent Colour	Process of hair colouring that is formulated to last through four to six shampoos. It penetrates the hair shaft and stains the cuticle layer, slowly fading with each shampoo.
Slicing	Method of sectioning hair.
Soft Curl	To chemically change super curly hair into a different curl pattern.
Stationary Guide	Guideline to which all other hair is cut.
Structure	Inter-related composition or arrangement of a finished hair design.
Sub-section	Dividing a section into smaller parts; the part created by this division.
Superfluous Hair	Excessive hair; more than is wanted and needed.
Tactile Inspection	Inspecting by touching.
Temporary Colour	Non-permanent colour made from preformed dyes that may be removed by shampooing.
Tension	Stress caused by stretching or pulling.
Test Curl	Method to pre-determine how the client's hair will react to permanent waving solution and neutralizer; process of testing the hair to determine curl formation during the permanent wave.
Texturizing	Cut for effect within the hair length.
Thermal	Heat applied to hair.
Tint Back	Restore the hair to its original colour.

GLOSSARY OF TERMS

Towel-Blotting	Technique of gently pressing a towel over the hair to remove excess moisture or lotion.
Travelling Guide	Guideline that moves from the previous sub-section and establishes the cut.
Tone (noun)	Warmth or coolness of a colour.
Tone (verb)	Alter the warmth or coolness of a colour.
Ultraviolet Equipment	Cabinet used for storage of sanitized implements.
Verbal Cues	Spoken clues to indicate behaviour.
Virgin Application	First application of a chemical process to natural hair; i.e., bleaching, colouring, permanent waving or straightening.
Visual Inspection	Inspecting by looking or observing.
Volume	Amount (bulk or mass); the lift, elevation, and height created by the formation of curls or waves in the hair; measure of potential oxidation of varying strengths of hydrogen peroxide.
Weaving Method	Technique accomplished by weaving and colouring separate strands of hair, to achieve an accented effect.
WHMIS	Workplace Hazardous Materials Information System legislation.
Work Station	Area where the hairstylist performs related hairstyling functions.

Definitions

Apprentice

- An individual who, pursuant to a registered Training Agreement, is receiving or is to receive training in a trade that is required as part of an apprenticeship program
- Holds a Training Agreement in either a compulsory or non-compulsory trade;
- Are subject to any ratios that have been set out in regulation and or recommended by industry for their trade(s);
- Remain as an Apprentice until they receive their Certificate of Apprenticeship

BOSTA

Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)

Certificate of Apprenticeship (C of A)

A certificate issued to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

Certificate of Qualification (C of Q)

A certificate issued to an individual who has completed an apprenticeship or equivalent AND passed the Certificate of Qualification examination.

Competence

The ability of an individual to perform a skill, consistently without assistance, in the workplace as set out in the Logbook.

Competency Analysis Profile (CAP Chart)

A chart that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated during an apprenticeship program.

Journeyman

Journeyman means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journeyman in a non-compulsory trade who does not hold a certificate of qualification and has equivalent experience in that trade.

Mandatory Skill

Status assigned to unshaded individual skills, skill sets or general performance objectives which must be signed-off for the Apprentice to complete their program.

Optional Skill

Status assigned to shaded individual skills, skills sets or general performance objectives for which sign-off is not required for the Apprentice to complete the program.

Provisional Certificates of Qualification

- A Provisional Certificate of Qualification is issued to an individual who has obtained a Certificate of Apprenticeship (in both compulsory and non-compulsory trades) in a program that has a Certificate of Qualification examination, to which the individual has not yet passed the Certificate of Qualification examination.
- A Provisional Certificate of Qualification shall have the prescribed term or, if no term is prescribed, a term of one year.
- In a compulsory trade, the Provisional Certificate of Qualification allows a person to continue working legally in the trade for up to 12 months while they work to pass the certifying exam.
- Individuals with a Provisional Certificate of Qualification are subject to any ratios that have been set out for their trade(s).

Ratios

For the purpose of an Apprenticeship program, a ratio is the maximum number of Journeypersons to Apprentices. The purpose of ratios is to provide consistent supervision, training and continuity of work.

Sign-off

Signature of the Sponsor of record, or an individual to whom that Sponsor has delegated signing authority, (e.g. Trainer) indicating an Apprentice's demonstration of competence.

Skill

Individual competency/task described in the Logbook.

Skill Sets

Group or selection of individual skills found in the Logbook.

Skill Set Completion for Sponsors

Listing for all skill sets and includes space for sign-off by Sponsor of record.

Sponsor

Means a person that has entered into a registered Training Agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade as part of an apprenticeship program.

Sponsor of Record

Refers to the Sponsor documented as being signatory to the registered Training Agreement or Contract of Apprenticeship. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified persons or the equivalent on site, and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by the Industry representatives for the trade.

Trainer

An individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. For a compulsory trade, a qualified Trainer is an individual who holds a Certificate of Qualification. In a non-compulsory trade, a Trainer is an individual who either holds a CofQ, CofA, or is considered equivalent.

Ready to Write Your Exam?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to hold yourself out as a Journeyman and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

1. Provincial (Ontario) examinations - which lead to a Certificate of Qualification.
2. Red Seal examinations – which lead to a Certificate of Qualification with an Interprovincial Red Seal endorsement.

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination. To access the Red Seal preparation guide please visit: red-seal.ca

Ontario's Exam Preparation Guide

[Exam Resources – Skilled Trades Ontario](#)

Basic Examination Details for You to Know

- You will have **up to four hours to write your examination.**
- Accommodations must be requested and approved prior to scheduling your examination.
- You can leave the examination centre if you complete the examination in less than four hours.
- Exam questions are multiple choice with four options from which you must choose the correct answer. Your examination may have between 90 and 150 multiple choice questions.
- You need a mark of 70% to pass.

Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the Skilled Trades Ontario website: [Exam Scheduling – Skilled Trades Ontario](#)

Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with Skilled Trades Ontario.
2. Contact Client Services at Skilled Trades Ontario to pay your examination fee.
3. Contact the local Service Delivery Office to schedule your examination in their examination centre: <https://www.ontario.ca/page/employment-ontario-apprenticeship-offices>

Instructions for Recording a Change in Sponsor

1. Record your first sponsor's information in Sponsor Record #1 – this would be the sponsor who has signed your initial apprenticeship Training Agreement for this trade.
2. If you do change sponsors prior to completing this apprenticeship, please contact your local Service Delivery Office immediately to update your sponsor record.
3. Please make sure you record all the information regarding any additional sponsors of record towards your apprenticeship using the Sponsor Records on the following pages (if applicable).

You must fill out a Change of Sponsor Record each time you change your sponsor.

Sponsor Record #1

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #2

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #3

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #4

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Appendix A — Instructions for Apprenticeship Program Completion

Once an Apprentice has completed all the classroom training and benchmark on-the-job hours specified for the trade and has acquired all the mandatory skills included in this Logbook.

The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.

1. They sign the forms and submit them to their local Service Delivery Office. To find the closest office, check the contact information at ontario.ca/page/employment-ontario-apprenticeship-offices or call the Employment Ontario toll free number at (1-800-387-5656).
2. For All Trades: All mandatory skills (or the combination indicated in the completion requirements for the trade) in the Logbook must be signed-off. The recommended hours are a benchmark. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Service Delivery Office by mail, fax, or email (as a scanned document), they should not include their Logbook; if they are presenting this form in person at the local Service Delivery Office, they should bring their Logbook with them.

After staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the local Service Delivery Office will issue a Certificate of Apprenticeship to the Apprentice.

Skilled Trades Ontario will receive notification of this completion.

- If the Apprentice has completed a program in a **compulsory trade**, Skilled Trades Ontario will automatically register the Apprentice for a Provisional Certificate of Qualification to continue to work legally for one year while preparing for the certification examination.
- If an Apprentice completes their apprenticeship in a **non-compulsory trade** and there is a Certificate of Qualification exam, they must write and pass the exam to receive a Certificate of Qualification from Skilled Trades Ontario.

For permission to schedule an exam once completion is confirmed, the individual must first contact the Skilled Trades Ontario Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee. Once you have paid your exam fee with Skilled Trades Ontario, book your exam by contacting your nearest Employment Ontario local Service Delivery Office.

Appendix B — Apprentice Completion Form

Please fill out both sides of this form, including the Skill Set Completion for Sponsors (see back of form). Once both sides are completed, submit the form to your local Service Delivery Office (find contact information at ontario.ca/page/employment-ontario-apprenticeship-offices or by calling Employment Ontario at (1-800-387-5656).

Apprentice Information	
Name (print)	
Client ID # Issued by Ministry	
Telephone Number(s)	

Sponsor Information	
Legal Name	
Address	
Telephone Number(s)	
Sponsor's Signing Authority <i>(print name)</i>	
E-mail Address	

Program Information	
Trade Name	
Number of hours required as per Training Agreement <i>(hours-based trades only)</i>	
Hours completed? <i>(documentation attached)</i>	Yes () No () Not applicable ()
Classroom training completed or exempt?	Yes () No () Not applicable ()

I hereby confirm that the information submitted on both sides of this form is true and accurate.

X _____
Apprentice's Signature Date

X _____
Signature of Sponsor's Signing Authority Date

Appendix C — Skill Set Completion for Sponsors

You will find the skill set numbers and titles in the Logbook's Table of Contents. By signing off each skill set in the table below, you are providing final confirmation, as the Apprentice's Sponsor, that the Apprentice has demonstrated competency in all the mandatory skills included in the skill set.

Skill Set #	Skill Set Title	Signing Authority Signature
5341.0	Work Place Health and Safety Procedures	
5342.0	Perform Sanitization Procedures	
5343.0	Perform Routine Salon Functions	
5344.0	Perform Service Fundamentals	
5345.0	Treat Scalp and Hair	
5346.0	Cut Hair	
5347.0	Style Hair	
5348.0	Perform a Chemical Wave	
5349.0	Perform Chemical Texture Services	
5350.0	Perform Colour Services	
5351.0	Work with Wigs, Hairpieces and Extensions	

Ministry of Labour, Immigration, Training and Skills Development use only:

Sponsor verified as most recent sponsor of record: Yes () No ()

Documentation to support completion of hours attached: Yes () No ()

Completion of classroom training verified: Yes () No ()

Staff Name _____ Signature _____

Date _____

Appendix D — Local Service Delivery Offices in Ontario

For current office listings visit: ontario.ca/page/employment-Ontario-apprenticeship-offices

Location	Contact	Location	Contact
Barrie 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	Marathon 807-346-1550	52 Peninsula Road, Suite 103 Marathon, Ontario, P0T 2E0
Belleville 613-968-5558 1-800-953-6885	135 North Front St, Belleville, ON K8P 3B5	Markham 905-513-2695	140 Allstate Parkway, Suite 505, Markham, Ontario L3R 5Y8
Brantford 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	North Bay 705-495-8515 1-800-236-0744	200 First Ave West, North Bay, ON P1B 3B9
Chatham 519-354-2766 1-800-214-8284	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	Ottawa 613-731-7100 1-877-221-1220	Preston Square, 347 Preston Street, Suite 310, Ottawa, ON K1S 3H8
Cornwall 613-938-9702 1-877-668-6604	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	Owen Sound 519-376-5790 1-800-838-9468	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
Dryden 807-456-2665 1-800-734-9572	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	Peel 905-279-7333 1-800-736-5520	The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 404, Mississauga, ON L5R 3K6
Durham 905-433-0595 1-800-461-4608	78 Richmond Street West, Oshawa, ON L1G 1E1	Pembroke 613-735-3911 1-800-807-0227	615 Pembroke St East, Pembroke, ON K8A 3L7
Elliot Lake 1-800-236-8817	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	Peterborough 705-745-1918 1-877-433-6555	901 Lansdowne St West, Peterborough, ON K9J 1Z5
Fort Frances 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	Sarnia 519-542-7705 1-800-363-8453	162 Lochiel Street, Suite 101, Sarnia, ON N7T 7W5
Geraldton 807-854-1966	208 Beamish Avenue West Geraldton, Ontario P0T 1M0	Sault Ste. Marie 705-945-6815 1-800-236-8817	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
Halton 905-842-5105 1-844-901-5105	700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3	St Catharines 905-704-2991 1-800-263-4475	Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4
Hamilton 905-521-7764 1-800-668-4479	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	Sudbury 705-564-3030 1-800-603-5999	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
Kapuskasing 705-465-5785 705-235-1950	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	Thunder Bay 807-346-1550 1-800-439-5493	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
Kenora 807-468-2879 1-800-734-9572	227 1/2 Second St South, Kenora, ON P9N 1G4	Timmins 705-235-1950 1-877-275-5139	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
Kingston 613-548-1151 1-866-973-4043	Alliance Business Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	Toronto Centre 416-927-7366 1-800-387-5656	2 St Clair West, 11 th floor Toronto, ON M4A 1L5
Kitchener 519-653-5758 1-866-877-0099	4275 King St East, Kitchener, ON N2P 2E9	Toronto South 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
London 519-675-7788 1-800-265-1050	1200 Commissioners Rd E, Unit 72, London, ON N5Z 4R3	Windsor 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Suite 200, Windsor, ON N8X 4Y8

Competency Analysis Profile (CAP) Chart

<p>5341.0 Work Place Health and Safety Procedures</p>	<p>5341.01 Practice good housekeeping in the workplace</p>	<p>5341.02 Remove hazardous material</p>	<p>5341.03 Wear, adjust, maintain and replace personal protective clothing and equipment</p>	<p>5341.04 Drape client</p>	
<p>5342.0 Perform Sanitization Procedures</p>	<p>5342.01 Handle, store and dispose of hazardous and caustic materials</p>	<p>5342.02 Remove waste</p>	<p>5342.03 Identify and respond to health risks</p>	<p>5342.04 Sanitize tools, implements, equipment and materials</p>	<p>5342.05 Decontaminate tools, implements, equipment and materials</p>
<p>5343.0 Perform Routine Salon Functions</p>	<p>5343.01 Present a professional image</p>	<p>5343.02 Receive client</p>	<p>5343.03 Communicate with client</p>	<p>5343.04 Consult with client</p>	<p>5343.05 Resolve client problems</p>
	<p>5343.06 Market salon products</p>	<p>5343.07 Complete financial transactions</p>	<p>5343.08 Complete service</p>		
<p>5344.0 Perform Service Fundamentals</p>	<p>5344.01 Identify disorders and abrasions</p>	<p>5344.02 Analyze scalp for a non-chemical or chemical service</p>	<p>5344.03 Analyze hair for a non-chemical service</p>	<p>5344.04 Perform a hair porosity test</p>	<p>5344.05 Perform an elasticity test</p>

Competency Analysis Profile: Hairstylist 332A *(all unshaded skill sets must be completed)*

5345.0 Treat Scalp and Hair	5345.01 Shampoo hair	5345.02 Condition hair	5345.03 Treat scalp	5345.04 Treat hair	
5346.0 Cut Hair	5346.01 Maintain manual and electrical cutting tools	5346.02 Cut hair without graduation	5346.03 Cut hair with graduation	5346.04 Cut hair using clippers or trimmers	5346.05 Customize hair
	5346.06 Cut facial and nape hair				
5347.0 Style Hair	5347.01 Maintain manual and electrical tools and filters	5347.02 Prepare for styling or setting client's hair	5347.03 Style wet hair	5347.04 Style wet or dry hair	5347.05 Thermal style dry hair
	5347.06 Style hair using free style techniques	5347.07 Style hair using specialized techniques			
5348.0 Perform A Chemical Wave	5348.01 Maintain wave tool components	5348.02 Prepare for a chemical waving service	5348.03 Perform a chemical waving service	5348.04 Remove solution and neutralize	

Competency Analysis Profile: Hairstylist 332A *(all unshaded skill sets must be completed)*

5349.0 Perform Chemical Texture Services	5349.01 Prepare hair for chemical relaxing	5349.02 Straighten hair	5349.03 Remove relaxer and neutralize	5349.04 Prepare hair for a soft curl	5349.05 Perform a soft curl
	5349.06 Neutralize a soft curl	5349.07 Finish a soft curl			
5350.0 Perform Colour Services	5350.01 Maintain colouring tools	5350.02 Perform a patch test	5350.03 Perform a preliminary strand test	5350.04 Prepare hair for colour application	5350.05 Colour virgin hair lighter
	5350.06 Colour virgin hair darker	5350.07 Colour re-growth hair	5350.08 Prepare hair for lightening and toning application	5350.09 Colour hair using special effects	5350.10 Bleach virgin hair
	5350.11 Decolourize previously coloured hair	5350.12 Bleach re-growth	5350.13 Bleach hair using special effects	5350.14 Tone pre-lightened hair	5350.15 Perform color correction
5351.0 Work with Wigs, Hairpieces and Extensions	5351.01 Assess client requirements for hair addition	5351.02 Fit hair addition	5351.03 Style hair addition	5351.04 Maintain hair addition	5351.05 Remove hair extensions without damaging natural hair and scalp

Notes

Completing Your Apprenticeship Program

Once your sponsor agrees you are competent in the required skills, your hours are complete and you have completed all the levels of classroom training required for your trade:

- ✓ Follow the completion instructions on the Completion Form (Appendix A) in the Logbook.
- ✓ Answer any questions that MLITSD staff may have and provide any additional completion documentation that may be required.
- ✓ Once completion is confirmed, MLITSD will issue you a Certificate of Apprenticeship and notify Skilled Trades Ontario.

After Your Apprenticeship

If you are in a trade with a certification exam, Skilled Trades Ontario will receive notice of your completion.

For compulsory trades, you will be issued a Provisional Certificate of Qualification which will allow you to work legally for up to 12 months until you write and pass your examination.

For a non-compulsory trade, once you pass your examination, you will be issued a Certificate of Qualification for your trade.

Preparing For Your Exam

- **To pay for a Certificate of Qualification examination, contact Skilled Trades Ontario** Client Services Department at: 647-847-3000 or toll free at 1-855-299-0028
- **To schedule your exam:** Once you have paid, contact your local Service Delivery Office to book your exam.
- **Download Skilled Trades Ontario exam preparation guide at:** [Exam Resources – Skilled Trades Ontario](#) and/or view the exam preparation guide for Red Seal trades at: red-seal.ca



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