



CIRCULAR LETTER #13/4	
DATE	7/10/2014
TO	Approved Apprentice Sponsors Approved Pre-Apprentice Training Course Providers
CC	Division of Apprentice Standards Field Offices Glen Foreman, Deputy Chief John Dunn, Department of Education
SUBJECT	Apprentice Desk / Incomplete Applications/ Updated Procedures

In an effort to provide excellent service to The Board of Barbering and Cosmetology's (Board) apprentice applicants, there will be some changes made for the apprentice desk.

As of 05/15/2013 Ross Wright is no longer working the apprentice desk. The desk was moved to Sandra Torres who will be reviewing office procedures to expedite the processing of applications. If you have any questions please contact her at Sandra.Torres@dca.ca.gov or 916-575-7128. Sandra is currently working with a co-worker who is assisting her with the processing of these applications.

For the month of May, all applications were put aside to review for deficiencies. First priority for cleaning up the apprentice desk was issuing deficiency letters, processing new applications and exam applications. Adding multiple trainers, transfers and discontinuance forms were set as second priority.

The Board understands there was a delay in processing these applications and apologizes for any inconvenience. As of 06/15/2013 all complete applications for apprentice licensure and applications for examination were processed. Exam dates for applicants will be mailed out to the applicant.

If the application was deficient, a deficiency letter was sent to the applicant and the original application and copy of the deficiency letter were returned to the Program Sponsor with instructions on sending a completed application back.

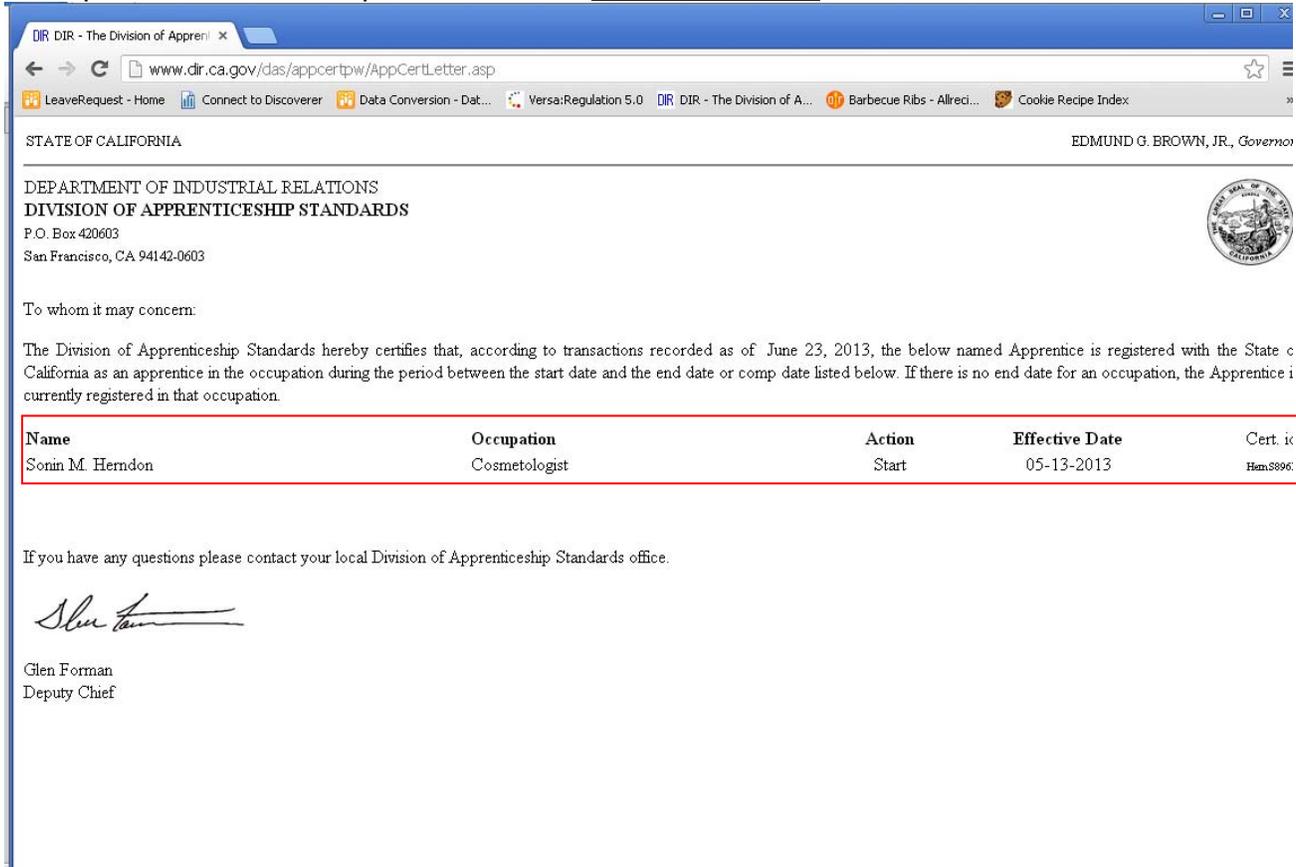
Incomplete Applications

Not having a completed application is causing delays in processing times. Additional time is then taken when the file has to be pulled when the application is returned with the corrections made. All deficient applications will be sent back to the Program Sponsor. It is the responsibility of the Program Sponsor to ensure the application is complete and ready to be processed.

DAS Registration

Applications that were incomplete were due to the Division of Apprenticeship Standards (DAS) registration made up a large quantity of the deficient applications. **Starting July 15th all applications will need to have a print out of the applicants DAS registration.** The Board will not process any applications unless the DAS registration is attached to the application.

Example of a DAS screen print out with the current start date.



The screenshot shows a web browser window with the URL www.dir.ca.gov/das/appcertpw/AppCertLetter.asp. The page header includes "STATE OF CALIFORNIA" and "EDMUND G. BROWN, JR., Governor". The main content is from the "DEPARTMENT OF INDUSTRIAL RELATIONS, DIVISION OF APPRENTICESHIP STANDARDS". The certificate text states: "The Division of Apprenticeship Standards hereby certifies that, according to transactions recorded as of June 23, 2013, the below named Apprentice is registered with the State of California as an apprentice in the occupation during the period between the start date and the end date or comp date listed below. If there is no end date for an occupation, the Apprentice is currently registered in that occupation." A table with a red border contains the following data:

Name	Occupation	Action	Effective Date	Cert. #
Sonin M. Herndon	Cosmetologist	Start	05-13-2013	Hem.S896

Below the table, it says "If you have any questions please contact your local Division of Apprenticeship Standards office." and includes a signature of Glen Forman, Deputy Chief.

The occupation must be the course the applicant will be apprenticing in. The effective date will have to be dated within 2 months of the application being received. If the applicant is re-enrolling, a new start date will have to reflect for their re-enrollment. The action will need to match the type of application that is being sent in.

Action and type of applications:

- Start – Application for an Apprentice License / Re-Enrollments
- End – Discontinuance Forms (dropping an apprentice)
- Comp – Application for Examination

License Numbers

Applications with missing trainer's and establishment's license numbers are being sent in. It is not the Board's responsibility to figure out who the trainer is or where the apprentice will be training at. If the application is missing this information or it is not listed correctly, the original application will be sent back to the Program Sponsor.

Fine Holds

The Board is receiving applications for apprentice as well as trainers and establishment owners who have fine holds and/or expired licenses. No person involved with the apprentice program can have an outstanding fine. Please review this qualification with the apprentice when they are filling out their paperwork. There are tools online you and the licensee can use to verify this information.

Once the payment for the fine is paid, and you and the licensee can verify this online, a copy of the payment or screen printout of the valid license can send back with the original application to be processed.

919. Board Approved Trainers and Establishments

(b) Qualifications for apprentice trainer approval:

(1) Licensee shall possess a current, valid license issued by the board.

(2) Licensee shall have no disciplinary actions pending against him/her nor be on probation resulting from a board disciplinary action nor have completed probation resulting from past disciplinary action within the two year period immediately preceding his or her application to serve as an apprentice trainer.

(3) Licensee is not subject to denial pursuant to Section 480.

(4) The licensee has no unpaid fine issued pursuant to Article 12 of Chapter 10 of Division 3 of the Business and Professions Code.

(c) No apprentice shall work or train in an establishment until it has been approved by the board. Application for establishment approval shall be made on the same form specified in subdivision (a).

(d) Qualifications for establishment approval are:

(1) Establishment shall possess a current, valid license issued by the board.

(2) Establishment shall have no disciplinary actions pending against it nor be on probation resulting from a board disciplinary action nor have completed probation resulting from past disciplinary action within the two year period immediately preceding its application for establishment approval.

(3) Is not subject to denial pursuant to Section 480.

(4) The licensee has no unpaid fine issued pursuant to Article 12 of Chapter 10 of Division 3 of the Business and Professions Code.

(5) If the establishment is participating to train an apprentice in multiple locations under common ownership, there shall be an agreement between the establishments to employ the apprentice.

SSN Discrepancies

The Board required all applicants to have a valid Social Security Number. If during the course of the apprenticeship the applicant changes their SSN, please have them contact the local Social Security Administration Office so they can obtain a Verification of Social Security Number. A copy of a Social Security Card will not be accepted to verify a SSN.

Name Changes

If during the apprenticeship, the applicants name changes to something other than what is on the license they were issued they will have to update their name with the Board. The Name Change Form is located online under the Forms/Publications tab.

Prior Convictions

When filling out the application with the apprentice, please review the prior convictions question. If the apprentice has prior convictions, please read the instructions and submit the Disclosure Statement Regarding Criminal Pleas/Convictions located online under the Forms/Publications tab.

Updated Procedures

Incomplete Applications

All incomplete applications will be sent back to the Program Sponsor. The reason behind this decision was because all applications should be complete and ready to be processed. Due to the amount of incomplete applications, matching up the application to the documents being sent in by Program Sponsors via phone, fax, email, mail and items dropped off here in the office was very time consuming. This was a huge factor in processing applications in a timely manner.

Also, applications should be filled out completely and neatly. The example below is unacceptable. The application should not have crossed out or scribble marks. If you need to change information on an application, a new application should be used. Each line should be initialed with the initials of the trainer, not check marked.

SECTION B: TRAINER INFORMATION AND CERTIFICATION		
Trainer Last Name YAMAT / AND MENDOZA	First Name FRIAN / GAMMENCIO	Middle Name HERNANDEZ / BUSTOS
I certify the following under penalty of perjury (initial each line below):		
<input checked="" type="checkbox"/> I possess a valid License issued by the Board (BBC): License Type: <u>B</u>	Number: <u>803 81</u>	
<input checked="" type="checkbox"/> My License is current and valid. Expiration Date: <u>09/30/2013</u>	<u>B 84015</u>	
<input checked="" type="checkbox"/> I have no outstanding fines or citations.		<u>VALID UNTIL JAN 31, 2014</u>
<input checked="" type="checkbox"/> I have no disciplinary action pending against me, nor have I completed a probationary period within the last 2 years.		
<input checked="" type="checkbox"/> I have signed a statement of trainer responsibilities that is maintained on the premise of the establishment listed.		
<input checked="" type="checkbox"/> I will supervise the above named apprentice applicant for a minimum of 32 hours per week.		

Photographic Identification

A copy of the applicants current, valid, government issued, photographic identification will need to be included with the initial apprentice application. This is to ensure the applicant has a valid photographic ID that can be viewed when an inspection is conducted. Inspectors have requested to view the apprentice's photographic ID and the apprentice state they do not have one.

904. Enforcement

(d) All persons performing acts of a barber, cosmetologist, esthetician, manicurist or electrologist, except students in schools, shall, upon request of an authorized representative of the board, present satisfactory proof of identification. Satisfactory proof shall be in the form of a photographic driver's license or photographic identification card issued by any state, federal, or other recognized government entity.

Original Applications

At this time, only original applications will be accepted. They can either be mailed or dropped off at the Board. The application should be either typed or clearly printed. Crossed out, scribbled and whited out information is not acceptable. This is very confusing for the person processing the application. Signatures for all persons, trainers and establishment owners who will be participating in the program must be present on the application. The following applications will have to be original.

- Application for an Apprentice License
- Application for Examination
- Verification of Training for a *****, Certification of Discontinuance Form
- Verification of Training for a *****, Certification of Completion Form

Faxed Applications

The following forms can be faxed to expedite processing. Please be sure to add a cover page with the amount of pages that are being faxed.

- Transfer Requests
- Adding/Dropping Trainers

Dropping an Apprentice

There has been an issue with dropping apprentice, then contacting the Board to say there was an error made and to re-instate the apprentice. All efforts should be made to contact the apprentice before dropping them from your program.

If your program has decided to drop an apprentice, you will then need to complete a Verification of Training for a Cosmetology, Barbering or Electrology Apprentice, Certification of Discontinuance Form. This form and hours the apprentice has completed will go on file for the apprentice. **Copies of any correspondence to the apprentice regarding this issue will need to be submitted with the request to drop an apprentice.**

Cont....

Emails will no longer be accepted for dropping an apprentice. There have been times an apprentice will question why they were dropped. Since the Board does not make the decision to drop apprentice, a Verification of Training for a Cosmetology, Barbering or Electrology Apprentice, Certification of Discontinuance Form is needed for their records. It is the Program Sponsors responsibility to record and track the apprentice registered with their program.

Re-Enrolling an Apprentice

There has been an issue with dropping apprentice, then contacting the Board to say there was an error made. All efforts should be made to contact the apprentice before dropping the apprentice. If your program requests an apprentice license be re-instated they will have to meet the following criteria:

- They will need to be able to complete the 3200 hours in the time remaining on the apprentice license.
- A letter explaining why they were dropped and why they are requesting to be re-enrolled. This letter is to be signed by the apprentice, trainer and program sponsor
- **A signed copy of their Verification of Training for a Cosmetology, Barbering or Electrology Apprentice, Certification of Discontinuance Form that was sent in when they were dropped (this is to ensure the apprentice knows how many hours the Board has on file for them when they were dropped.)**

Program Sponsor and Pre-Apprentice Trainer Codes

For reporting purposes, please use the following codes when filling out your paperwork.

Program Sponsor code will be used on:

- Application for an Apprentice License
- Application for Extension
- Verification of Training Completion/Discontinuance
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Pre-Apprentice Training code will be used on:

- Pre-Apprentice Training Certificate

Program Sponsor Name	Program Sponsor Code	Pre-Apprentice Trainer Code