

Work Experience Form - Trades Qualification **Hairstylist**

*This completed Work Experience Form, Employer letter(s), Statutory Declaration, where applicable and appropriate fee must accompany a **Trades Qualification With Examination** application.*

A statement of work experience is a letter on company letterhead from your employer(s) covering your work experience during the last ten years and must include:

- *exact dates of employment and total hours worked;*
- *a description of all tasks completed with approximate percentage of time spent in each task area.*

Where it is not possible to obtain employer letters due to:

- *self employment,*
- *employer address is unknown, or*
- *cessation of employer's business*

Complete this Work Experience Form and A Statutory Declaration signed by a Notary Public. If you are self-employed, include your full company name, location and registration number.

- *All documents must be submitted in one of the two official languages.*

Fee Schedule

- To apply for a Provincial Certificate of Qualification "With Examination".....**\$250.00**

*Non-refundable fees are payable as a cheque or money order to the **Minister of Finance**. A \$20.00 service fee will be applied to all NSF cheques. You can also pay by credit card or in person by debit card.*

The following information is required in order to qualify for a Provincial Certificate of Qualification as a Hairstylist through the process of **Trades Qualification With Examination**. Also list professional development activities taken in the last five years and attach copies of verification of course attendance. Please use additional paper if required.

Employer (Include Address)	Dates of Employment	Experience (Indicate # months)	Total # Hours

Note: *Additional information required on reverse side of page.*

Fees are collected under *The Apprenticeship and Trades Qualification Act* and its Regulations, and information is used to verify hours and place of employment. The information is protected by the provisions of the *Freedom of Information and Protection of Privacy Act*.

This personal information is being collected under the authority of the *Apprenticeship and Trades Qualifications – General Regulation* for the purposes of verifying the number of hours worked in the trade and place of employment. It will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act*.

Your personal information is protected by *The Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of personal information on this form, contact:

Apprenticeship Branch
 1010-401 York Avenue
 Winnipeg MB, R3C 0P8,
 (204) 945-3337 (Phone)
 1-877-978-7233 (Toll Free in Manitoba)
 (204) 948-2346 (Fax)

Work Experience Form

Hairstylist	<i>Percentage of time spent performing this task</i>
<i>During the last ten years, what percentage of time have you spent performing the following tasks? Percentages must total 100%.</i>	

<ul style="list-style-type: none"> • Job Skills, Workplace Health and Safety and Sanitation Procedures <i>Includes:</i> preparing for client service and completing service; -maintaining a safe workplace environment, using personal protective equipment; -caring for and sanitizing common tools and equipment capes and smocks; and -delivering services according to safe practices and handling hazardous materials safely. 	%
<ul style="list-style-type: none"> • Treating Scalp and Hair <i>Includes:</i> shampooing hair, giving a scalp treatment and applying hair conditioners. 	%
<ul style="list-style-type: none"> • Cutting Hair* <i>Includes:</i> cutting long hair with and without graduation using scissors; -cutting short hair with scissors, tapering hair using a razor; and -cutting hair using electric clippers and texturing hair with razor or thinning shears. 	%
<ul style="list-style-type: none"> • Styling Hair* <i>Includes:</i> preparing for style; -styling hair with blow dryer, curling iron, electric comb, rollers and/or pins or clips; and -styling hair with hot rollers on clean dry hair, using finger waves; braiding and finishing style. 	%
<ul style="list-style-type: none"> • Waving and Straightening Hair* <i>Includes:</i> preparing hair for chemical waving or straightening; -giving cold wave/heat wave for straightening hair; -performing soft-curls for kinky, overcurly hair; and -finishing wave. 	%
<ul style="list-style-type: none"> • Colouring Hair* <i>Includes:</i> performing basic colour-related options; -colouring hair using a temporary colour, semi-permanent colour, colouring virgin hair with permanent colour; applying permanent colour and lightener to new growth; -lightening and toning virgin hair, removing artificial hair colour; and -streaking hair using cap, foil, plastic method or the painting method. 	%
<ul style="list-style-type: none"> • Applying Wigs, Hairpieces and Hair Extensions <i>Includes:</i> performing related operations for wigs, hairpieces and hair extensions. 	%
<ul style="list-style-type: none"> • Performing Facial Treatments and Manicures <i>Includes:</i> shaping eyebrows, colouring lashes and brows, removing superfluous hair; -applying make-up, colouring and shaping moustaches, beards and sideburns; and -preparing and performing manicures. 	%
<ul style="list-style-type: none"> • Performing Retail and Salon Management Functions <i>Includes:</i> performing reception duties, salon management functions and retail sales. 	%
<ul style="list-style-type: none"> • Other Tasks <i>Includes:</i> any other tasks that you may have been assigned. If applicable, please identify these tasks and give a percentage of time spent working on them. 	%
Total	100%

**Mandatory tasks.*

I verify that, to the best of my knowledge, the information I am submitting is true and accurate.

Name (please print): _____

Signature: _____ **Date:** _____

Apprenticeship

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HAIRSTYLIST INTERPROVINCIAL THEORETICAL EXAMINATION TABLE OF CONTENTS

SECTION	TITLE	QUESTIONS	TOTAL
1	Basic Job Skills	1 - 10	10
2	Performing Sanitization Procedures	11 - 22	12
3	Treating Scalp and Hair	23 - 33	11
4	Cutting Hair	34 - 54	21
5	Styling Hair	55 - 72	18
6	Waving and Straightening Hair	73 - 96	24
7	Colouring Hair	97 - 122	26
8	Applying Wigs, Hairpieces and Hair Extension	123 - 126	4
9	Performing Facial Treatment	127 - 132	6
10	Manicuring, Pedicuring and Other Services (Piercing and Sun-tanning)	133 - 138	6
11	Performing Retail and Salon Management Functions	139 - 150	12
Total Questions			150

- ◆ This is a multiple-choice examination.
- ◆ Maximum time allowed for this examination is 3 hours.
- ◆ Passing standard is 70%.
- ◆ Table of Contents is subject to change.