Master Barber II (Two-year Program)

8744 36 weeks / 420 hours

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Acknowledgments

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Course Description

**Suggested Grade Level:** 11 or 12  
**Prerequisites:** 8743

Students apply their knowledge of barbering skills in a clinical lab setting, using mannequins and live models for manipulative practice. The program emphasizes safety and sanitation, communication skills, and management of a barbershop or beauty salon. Related areas of study include psychology, ethics, and professional image. Competency completions prepare the students for the Virginia state licensing exam.

Barbering students must satisfy a minimum of 840 hours of instruction in a two- or three-year coherent sequence of courses to be eligible to take the Board for Barbers and Cosmetology licensing examination. Upon successful completion of the program, students may earn the Virginia Board for Barbers and Cosmetology license. For more information, see Superintendent’s Memo 075-16 and Superintendent’s Memo 072-17.

As noted in Superintendent’s Memo #058-17 (2-28-2017), this Career and Technical Education (CTE) course must maintain a maximum pupil-to-teacher ratio of 20 students to one teacher, due to safety regulations. The 2016-2018 biennial budget waiver of the teacher-to-pupil ratio staffing requirement does not apply.

**Task Essentials List**

- Tasks/competencies designated by plus icons (+) in the left-hand column(s) are essential
- Tasks/competencies designated by empty-circle icons (○) are optional
- Tasks/competencies designated by minus icons (−) are omitted
- Tasks marked with an asterisk (*) are sensitive.

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<td>✈ Sanitize hands before and after every service.</td>
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| 47 | Sanitize and disinfect electrical equipment. |
| 48 | Maintain equipment. |
| 49 | Sanitize rollers, clips, perm rods, and perm trays. |
| 50 | Launder towels, capes, and smocks. |
| 51 | Sanitize and disinfect work areas. |

**Gathering Client's History**

| 52 | List client's personal information and factors that could affect the service. |
| 53 | Record client's medical history to ensure client's health and safety. |

**Cutting Hair**

| 54 | Perform advanced haircutting techniques. |

**Performing a Permanent Wave**

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Legend: ☑ Essential ☐ Non-essential ☐ Omitted

Curriculum Framework

Demonstrating Safety, Sanitation, and Disease Control

Task Number 39

Sanitize hands before and after every service.

Definition

Sanitation should include

- wetting your hands with warm water
- using liquid soap or antibacterial soap
- scrubbing your hands together and working up a good lather for 15 to 20 seconds
- paying attention to areas between fingers, nails, and both sides of the hands
- rinsing your hands well with warm water
- drying your hands either using a disposable towel or an air blower.

Process/Skill Questions

- What is the difference between washing and sanitizing?
• Why should all employees wash their hands before and after every service?
• What kind of soap should be used to sanitize hands?

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**Task Number 40**

**Demonstrate standard treatment of an injury to a client and to oneself.**

**Definition**

Demonstration for treatment of the following injuries should be covered:

- bleeding and wounds
- burns
- choking
- fainting
- eye injury

**Process/Skill Questions**

- Why should all employees in a barbershop or salon receive first-aid training?
- What types of injuries commonly occur in a barbershop or salon?
- What severity of injury would require calling 911?

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**Task Number 41**

**Follow Occupational Safety and Health Administration (OSHA) guidelines for sanitizing and disinfecting implements after exposure to blood.**

**Definition**

Following guidelines should include

- National Interstate Board of Cosmetology (NIC) Health and Safety Standards Blood Spill Procedure
- procedures to ensure safety of both the students and clients.
Process/Skill Questions

- What is OSHA?
- What OSHA regulations apply to barbershops and salons? To classroom labs?
- What types of penalties can result from OSHA violations?
- What health dangers are associated with blood spills?

Task Number 42

Identify the components of a Safety Data Sheet (SDS).

Definition

Identification should include

- ingredients of product
- hazards
- storage
- exposure control
- handling
- treatment.

Process/Skill Questions

- Why is it important for all cosmetology employees to understand the ingredients of the chemicals used in the lab/shop?
- What are the dangers of improper use of chemicals?
- What is the appropriate location for information concerning a medical reaction to products?

Task Number 43

Demonstrate prescribed procedures for attending to a contaminated (i.e., by blood spill, disease) work area.

Definition

Demonstration should include following sanitation and disinfection guidelines and procedures
• soaking implements in appropriate disinfectant
• disinfecting and sanitizing work area
• properly disposing of towels and swabs.

Process/Skill Questions

• What is the difference between sterilization and disinfection? Why are both important in the lab/shop?
• Why is it particularly important to dispose of soiled towels correctly?

Task Number 44

Demonstrate knowledge of blood-borne pathogens, including blood poisoning, hepatitis C, and Acquired Immune Deficiency Syndrome (AIDS).

Definition

Demonstration of knowledge should include

• open sores
• unclean hands, implements, and supplies
• use of an implement on both infected areas and non-infected areas
• unsanitary conditions.

Process/Skill Questions

• What diseases can be transmitted through blood contact?
• Why are blood-borne pathogens a serious health threat?
• What are Universal Precautions?

Task Number 45

Demonstrate safety practices when working with all chemicals.

Definition
Demonstration should include

- washing and sanitizing hands before and after every service
- reading and following manufacturer's directions for products being used
- wearing protective gloves when necessary
- removing products completely from skin of employee and client
- keeping chemicals properly secured.

Process/Skill Questions

- Why is it necessary to examine the client's skin, hands, and feet for abrasions, disorders, and diseases?
- What should be done if the client has skin damage?
- Why is it necessary to read and follow manufacturer's directions for chemicals?
- When should gloves be worn?
- What can happen if the entire treatment product is not removed from skin?
- When is it necessary to apply a moisturizer at the completion of a service?

Maintaining, Sanitizing, and Disinfecting Implements, Equipment, and Facilities

Task Number 46

Sanitize and disinfect combs, brushes, shears, and other implements.

Definition

Sanitizing and disinfecting should include the following steps:

- Remove hair from combs, brushes and other implements.
- Cleanse implements with soap and water.
- Disinfect implements.

Process/Skill Questions

- Who is responsible for maintaining implements in a sanitized state?
- What consequences may arise from the use of improperly sanitized implements?
- What is the correct way to store sanitized implements?
Task Number 47
Sanitize and disinfect electrical equipment.

Definition
Sanitizing and disinfecting should include

- removing hair and product from electrical equipment
- using appropriate disinfectant.

Process/Skill Questions

- Who is responsible for maintaining electrical equipment in a sanitized state?
- What consequences may arise from the use of improperly sanitized equipment?
- What safety issues should be considered when cleaning electrical equipment?

Task Number 48
Maintain equipment.

Definition
Maintenance of equipment (e.g., styling chairs, shampoo station, styling station) should include

- regular cleaning
- inspection for safety and proper working order.

Process/Skill Questions

- Who is responsible for maintaining equipment?
- What consequences may arise from the use of improperly maintained equipment?
- What safety issues should be considered when cleaning equipment?

Task Number 49
Sanitize rollers, clips, perm rods, and perm trays.

Definition
Sanitizing should include removal of hair, end wraps, and product from implements.

**Process/Skill Questions**

- Who is responsible for maintaining rollers, clips, rods, and containers in a sanitized state?
- What consequences may arise from the use of improperly maintained rollers, clips, rods, and containers?
- What safety issues should be considered when cleaning rollers, clips, rods, and containers?

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**Task Number 50**

**Launder towels, capes, and smocks.**

**Definition**

Laundering should include washing in hot water and detergent, with bleach or another disinfectant added to the rinse water.

**Process/Skill Questions**

- Who is responsible for maintaining towels, capes, and smocks?
- What consequences may arise from the use of improperly maintained towels, capes, and smocks?
- What sanitary measures and safety issues should be considered when cleaning towels, capes, and smocks?

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**Task Number 51**

**Sanitize and disinfect work areas.**

**Definition**

Sanitizing should include, but is not limited to

- using Environmental Protection Agency (EPA) registered sanitation chemicals
- washing surfaces after each use
- removing dust and dirt from areas
- disposing of regular and hazardous waste in proper containers
for the appropriate process of sanitizing the lounge, stock room, individual station, and shampoo area.

**Process/Skill Questions**

- Who is responsible for maintaining work areas?
- What sanitary measures and safety issues should be considered when sanitizing work areas?
- What is the role of the EPA?

**Gathering Client's History**

**Task Number 52**

**List client's personal information and factors that could affect the service.**

**Definition**

List should include

- client's name, address, e-mail, and phone number on record card after consultation
- client's lifestyle (e.g., athletic, professional consultant, daycare teacher, stay-at-home mom).

**Process/Skill Questions**

- What should you do with the information that is gathered during the client's consultation?
- Why is it important to record the results of the service on the client's record card?

---

**Task Number 53**

**Record client's medical history to ensure client's health and safety.**

**Definition**

Record should include

- past history of skin sensitivities and reactions to skin care products
• pertinent medical history (e.g., high blood pressure, allergies).

Process/Skill Questions

• Why is it important to know the client's past history of skin reactions to skin care products?
• Why is it necessary to know the client's medical history?
• Why is it important to keep the information on the client's card in a secure location?

Cutting Hair

Task Number 54

Perform advanced haircutting techniques.

Definition

Performance should include the application of all learned techniques to create a variety of effects and styles.

Process/Skill Questions

• What elevations are used when creating an asymmetrical hair style?
• What are other examples of advanced hair styles?

Performing a Permanent Wave

Task Number 55

Consult with client regarding a permanent wave.

Definition

Consultation should include

• client's personal information
• description of hair's length, texture, type, and porosity
• condition of hair
• type of permanent wave
• result of permanent wave.

Process/Skill Questions
• What is meant by reflective listening?
• Why is it so important to keep accurate records when performing a chemical service?

Task Number 56

Analyze hair and scalp condition.

Definition

Analysis should include the physical properties (e.g., elasticity, porosity, texture, density, growth pattern) of the client's hair and the condition of the scalp.

Process/Skill Questions

• What scalp conditions would prevent the permanent wave service?
• How should the cosmetologist determine the type of permanent wave to be used?

Task Number 57

Perform a preliminary strand test for a permanent wave.

Definition

Performance should include

• wrapping one rod in each area of the head (i.e., top, side, nape)
• applying cotton
• processing according to manufacturer's directions
• performing a test curl.

Process/Skill Questions

• What is the purpose of a strand test?
• What product should be used to perform the test?
• What information can be obtained from performing a strand test?

Performing Soft-Curl Permanent
Task Number 58

Select rod type for desired result.

Definition

Student should demonstrate a working knowledge of selecting rod size for a soft-curl permanent.

Process/Skill Questions

- What determines the size of the rod used?
- How many times should the hair encircle the rod?
- Why is it necessary to use a rod at least two times larger than the natural curl?

Task Number 59

Select wrap method, sectioning pattern (single halo, double halo, straight back, piggyback, style wrap, or others) using appropriate tension and based on desired results.

Definition

Student should demonstrate the knowledge of

- how to select the wrap method
- how to select the sectioning pattern
- how to determine the amount of tension used for wrapping a soft-curl perm.

Process/Skill Questions

- What are the different wrap methods?
- What are the different types of sectioning patterns?
- What effect does the amount of tension have on the hair?

Task Number 60
Give soft-curl permanent according to manufacturer's guidelines.

Definition

Student should follow these steps:

- Read manufacturer's directions.
- Examine scalp.
- Shampoo and rinse thoroughly.
- Remove tangles.
- Part hair into sections (4 or 5).
- Wear gloves.
- Apply gel or cream.
- Comb gel or cream through the entire head first with a wide tooth comb, then a small tooth comb.
- Rinse with tepid water.
- Section hair into 8 or 9 sections, subsectioning as you wrap.
- Wrap on desired rods.
- Place cotton around hairline.
- Apply gel or cream.
- Cover with plastic cap.
- Put client under dryer or as directed by manufacturer’s directions.
- Take test curl.
- Rinse hair again.
- Use prepared neutralizer as directed by the manufacturer.
- Remove rods.
- Rinse hair with warm water.

Process/Skill Questions

- Why is each step of the soft-curl perm process necessary?

Task Number 61

Complete client record card for chemical services.

Definition

Student should record the consultation information and any difficulties encountered. All analysis notes, strand test information, results, timing, and suggestions for future services should be included on the record card.
Process/Skill Questions

- Why should the record card include complete information about the client?
- Why is it important to record all analysis notes, strand test information, results, and timing?
- Why should suggestions for future services be recorded?

Performing Chemical Relaxing

Task Number 62

Identify straightening techniques and chemical straightening products.

Definition

Identification could include various types of straightening services

- Keratin straightening/smoothing treatments
- Japanese thermal straightening.

Process/Skill Questions

- What are the advantages and disadvantages of using current straighteners?
- Can these products be used with other straightening services? Why, or why not?

Task Number 63

Analyze hair prior to straightening it.

Definition

Analysis should include

- testing for porosity
- testing for texture
- determining density
- testing for elasticity
- defining growth pattern.
Process/Skill Questions

- What procedure is used to test for porosity?
- What procedure is used to find the growth pattern of a client's hair?
- Why is testing for elasticity important before performing a chemical service?

Task Number 64

Examine scalp.

Definition

Examination should include checking for

- scalp abrasions
- scalp irritations
- scalp disorders
- scalp diseases.

Process/Skill Questions

- What should be done if scalp abrasions are found in the examination?
- What is meant by a normal, tight, or flexible scalp condition? How will the scalp analysis change for each condition?

Task Number 65

Consult with client about prior chemical relaxers used.

Definition

Consultation should gather information about the client's past chemical history and desired results.

Process/Skill Questions

- Why is it necessary to know the client's past chemical history?
- What kinds of communication skills are needed for a successful client consultation?
Task Number 66

Select correct chemical.

Definition

Selection should include knowledge of

- hydroxide relaxer
- ammonium thioglycolate relaxer.

Process/Skill Questions

- What is the difference between a virgin relaxer and a retouch relaxer?
- What are normalizing solutions? Why are they used?

Task Number 67

Select appropriate strength of relaxer.

Definition

Selection should include determining what strength (e.g., mild, regular, super) of relaxer is necessary for desired results.

Process/Skill Questions

- What determines the strength of relaxer needed?
- Why is a strand test important for choosing the correct strength of relaxer?

Task Number 68

Apply relaxer.

Definition

Application should be performed according to manufacturer's directions and should include the following guidelines:
• Read and follow manufacturer's directions for the application of a chemical relaxer.
• Apply relaxer to hair shaft.
• Perform periodic strand test.
• Rinse relaxer from hair with cool water with a steady flow of water away from the scalp.
• Shampoo hair with a neutralizing shampoo as directed by the manufacturer's directions.
• Recondition the hair.
• Towel dry the hair.
• Re-examine the scalp.
• Style as desired by client.

Process/Skill Questions

• Why is it important to read and follow the manufacturer’s directions for the application of a chemical relaxer?
• How is relaxer applied to the hair?
• Why should the scalp be re-examined?

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Task Number 69

Complete client record card for chemical services.

Definition

Completion should include

• consultation information
• difficulties encountered
• analysis notes
• strand test information
• results
• timing
• suggestions for future services.

Process/Skill Questions

• What is a client release form? Why is it important?
• What are the different types of strand tests? What does each test analyze?

Lightening and Coloring Hair

Task Number 70
Consult with client regarding previous chemical use.

Definition

Consultation should include

- information about the client's past chemical use
- desired results from this service
- visual aids.

Process/Skill Questions

- How can visual aids be used effectively during the consultation?
- What kind of communication skills are needed for a successful client consultation?

Task Number 71

Formulate desired color for client.

Definition

Formulation should include knowing the

- natural hair color
- target haircolor
- level and tone
- contributing pigment
- type of haircolor product.

Process/Skill Questions

- What techniques could be of assistance in selecting the client's desired haircolor?
- What is the difference between hair color and haircolor?
- Why is the contributing pigment important?

Task Number 72

Select appropriate strength of developer for desired results.
Definition

Selection should include

- use of cream or liquid developer
- appropriate strength of developer for desired results.

Process/Skill Questions

- When is a liquid developer used?
- When is a cream developer used?
- How is the strength of developer determined?

Task Number 73

Apply first-time (virgin) lightener.

Definition

Application should include the following steps:

- Clean and sanitize implements and work area.
- Read manufacturer's directions.
- Apply lightener to 1/2 inch from scalp, up to but not including the last inch.
- Apply near the scalp ends with fresh lightener.
- Test for lightening action.
- Rinse lightener from hair with cool water.
- Shampoo hair with acid-balanced shampoo.
- Recondition hair.
- Towel dry hair.
- Reexamine the scalp and hair.
- Apply toner if necessary.

Process/Skill Questions

- Why is it important to read manufacturer's directions?
- How is desired lightening tested?
- What is an acid-balanced shampoo, and why is it used?
- Why is reconditioning needed?
- What is the purpose of towel drying the hair?
- What is being looked for when reexamining the hair?
- What is toner, and when is it necessary to use it?
- How are implements cleaned and sanitized?
Task Number 74

Apply lightening retouch.

Definition

Application should include the following steps:

- Clean and sanitize implements and work area.
- Read manufacturer's directions.
- Apply lightener to new growth of hair shaft.
- Test for lightening results to match previously lightened hair.
- Rinse lightener from hair with cool water.
- Shampoo hair with acid-balanced shampoo.
- Recondition hair.
- Towel dry hair.
- Reexamine the scalp and hair.
- Apply toner, if necessary.

Process/Skill Questions

- What is the line of demarcation?
- Why is it important to lighten the new growth first?
- Why are cream lighteners generally used?

Task Number 75

Apply first time (virgin) permanent tint to hair.

Definition

Application should include the following steps:

- Follow manufacturer's directions.
- Apply tint to 1/2 inch from scalp, but not including the last inch.
- Apply on the scalp and ends with fresh tint.
- Strand test for desired results.
- Rinse color from hair with cool water.
- Shampoo hair with acid-balanced shampoo.
- Recondition hair.
- Remove stains from skin.
- Towel dry hair.
- Re-examine the scalp and hair.
- Clean and sanitize implements and work area.

**Process/Skill Questions**

- What volume of peroxide should be used? Why?
- What is meant by *single-process haircoloring*?

---

**Task Number 76**

**Apply permanent tint retouch.**

**Definition**

Application should include the following steps:

- Follow manufacturer's directions.
- Apply permanent tint to regrowth.
- Perform a strand test for desired results.
- Rinse color from hair with cool water.
- Shampoo hair with acid-balanced shampoo.
- Recondition hair.
- Remove stains from skin.
- Towel dry hair.
- Re-examine the scalp and hair.
- Clean and sanitize implements and work area.

**Process/Skill Questions**

- Why is it important to only apply the tint on the new growth? What can happen if the tint is applied to previously tinted hair?
- What can be done to refresh faded ends?

---

**Task Number 77**

**Demonstrate special hair color effects.**

**Definition**
Demonstration should include special effect highlighting.

Task Number 78

Tint beard and mustache.

Definition

Student should

- read manufacturer's directions for beard and mustache tint
- place client in reclining position
- apply protective cream
- apply tint to mustache and beard
- shampoo color from mustache and beard
- remove stains from skin
- soothe skin with lotion or cream
- clean and sanitize work area.

Process/Skill Questions

- Why are the manufacturer's directions important?
- Why is the client seated in a reclining position?
- What is the purpose of protective cream?
- How is tint applied?
- Why is it important to shampoo color from beard and mustache?
- How are stains removed?
- When is it necessary to use a soothing lotion?
- How is the work area cleaned and sanitized?

Task Number 79

Perform corrective color services.

Definition

The student should

- establish the true color problem (tone and level)
- establish the cause of the problem (products used)
- establish the most suitable remedy for the client
• strand test for accuracy
• fill out record card.

Process/Skill Questions

• How and why do you need to identify the true color problem?
• Why is it important to know what caused the problem?
• How do you determine the most suitable remedy for the client?
• Why is it necessary to do a strand test before the application of corrective color?
• Why is it important to have a record card?

Caring for Skin, Hands, and Feet

Task Number 80

Remove unwanted hair.

Definition

Removal should include

• permanent
  o electrolysis
  o photo-epilation
  o laser
• temporary
  o shaving
  o tweezing
  o depilatories
  o waxing.

Process/Skill Questions

• When should electrolysis be used on a client?
• What is the procedure for tweezing hair?
• What safety precautions should be use when working with hot wax? Electrolysis?

Performing Artistry of Wigs and Hair

Additions

Task Number 81
Identify the differences of human hair versus synthetic hair.

Definition

Identification could include

- quality and costs
- advantages vs. disadvantages
- burning hair strand test.

Process/Skill Questions

- What type of hair should not have heat applied?
- What results are achieved through the burning test?

Task Number 82

Analyze hair and scalp condition to determine suitable hair enhancement.

Definition

Analysis should include determining if

- bonding
- sewing
- braiding
- placing

is the suitable method of applying hair enhancements to a client's hair.

Process/Skill Questions

- What should be included in a hair and scalp analysis?
- What determines the suitable method for applying artificial hair?
- What are the four basic methods of applying artificial hair?

Task Number 83
Assist client in selecting or caring for hair enhancements.

Definition

Assistance should include helping the client select an appropriate wig or hairpiece.

Process/Skill Questions

- What is the difference between a wig and a hairpiece?
- When should a wig be chosen?
- When should a hairpiece be chosen?
- What are some factors that will aid the client in the selection of an artificial hairpiece?
- What various types of wigs are available to clients?
- What various types of hairpieces are available to clients?

Task Number 84

Demonstrate how to order a custom-made wig or hairpiece.

Definition

Order should include certainty that the custom-made wig is accurately measured and designed to meet the needs of the individual client before it is ordered.

Process/Skill Questions

- What is a custom-made wig?
- What area of the client's head should be measured?
- What are the two basic types of wigs?
- What determines the type of wig that should be ordered for the client?

Managing the Barbershop

Task Number 85

Identify local, state, and federal regulations for operating a business.

Definition
Identification should include the varying regulations within the local, state, and federal regulations for operating a business.

**Process/Skill Questions**

- What jurisdiction does the locality have over the regulation for operating a business?
- What jurisdiction does the state have over the regulation for operating a business?
- What jurisdiction does the federal government have over the regulation for operating a business?
- What role does the Internal Revenue Service (IRS) play in business operations?
- What is OSHA, and what role does it play in operating a business? Who regulates OSHA?
- What is workers' compensation? Who regulates workers' compensation?

---

**Task Number 86**

**Explain the procedure for obtaining a lease or purchasing a building.**

**Definition**

Explanation should include

- getting professional advice
- having knowledge of how to acquire the necessary loans, insurance, permits, and licenses
- having a written agreement between yourself and the owner of the building.

**Process/Skill Questions**

- Who should be contacted to obtain the necessary financing to lease or purchase a location?
- Who should be consulted before the purchase or lease of a business?
- What are the advantages and disadvantages of purchasing a building?
- What are the advantages and disadvantages of leasing a building?

---

**Task Number 87**

**Explain the types of insurance coverage needed by barbershops and salons.**
Definition

Explanation should include

- liability
- fire
- health
- disability.

Process/Skill Questions

- What are other types of insurance coverage?
- Is an employer required to provide health benefits? Why, or why not?
- What is malpractice insurance? Should barbershop and salon owners have this? Why, or why not?
- Who is responsible for the employee's liability insurance?

Task Number 88

Evaluate various barbering business types.

Definition

Evaluation may include the pros and cons of

- booth rental
- individual ownership
- partnership
- corporation
- franchise.

Process/Skill Questions

- What are the advantages and disadvantages of booth rental versus working for an employer?
- What are the advantages and disadvantages of individual ownership versus partnership?
- What is meant by corporation?
- What is a franchise?

Task Number 89
Design the layout of a barbershop.

Definition

Design should include

- equipment
- dispensary
- restrooms
- reception/waiting area
- retail and marketing

for an efficient and safe barbershop.

Process/Skill Questions

- What are the local, state, or federal regulations about barbershop equipment?
- What are the local, state, or federal regulations about the layout of a barbershop?
- How would you decide what furniture and equipment you would need to operate a barbershop?
- What cost factors should you consider when selecting furniture, equipment, and design?
- How much storage space should you allow for storing supplies?

Task Number 90

Demonstrate marketing strategies.

Definition

Demonstration should include how owners and employees would market business and self to build clientele. It should also include determining profits and losses for the business (i.e., profit and net worth of business).

Process/Skill Questions

- What types of advertisement are available for you as a hair stylist?
- Why is word-of-mouth the best form of advertising?

Task Number 91
Define inventory control.

Definition

Definition may include

- purchasing supplies and equipment for a barbershop
- maintaining inventory of retail products or consumption supplies.

Process/Skill Questions

- What are the advantages of renting equipment instead of buying equipment?
- How often should shelves be restocked?
- What are the differences between consumption supplies and retail products?
- Why is keeping track of inventory important?
- What role does an accurate inventory have in preparing a budget for the barbershop?

Task Number 92

Prepare financial records.

Definition

Preparation should include

- keeping accurate records for payroll
- paying the bills on time
- keeping record of tips
- completing W2 and W4 forms.

Process/Skill Questions

- How important is it to establish credit?
- What are the pros and cons of a business credit card?
- What is the importance of keeping accurate payroll records?
- Is it necessary to claim tips on your tax forms? Why, or why not?
- What is a W2 form? W4 form?

Task Number 93
Demonstrate knowledge of employee-management skills.

Definition

Demonstration should include

- practicing employability skills
- resolving client and employee complaints.

Process/Skill Questions

- Why is dependability so important in the workforce?
- What role does morality play in the workforce?
- What role does integrity play in the workforce?
- What role does courtesy play in the workforce?
- What is teamwork? What does it mean to be a team player?
- What is the advantage of a positive attitude in the workplace?
- What are the attributes of a good employee?
- What kinds of communication should be used to resolve complaints?

Task Number 94

Keep daily barbershop records.

Definition

Keeping daily shop records should include accurate record keeping (e.g., electronic database, customer cards) with regards to local, state, and federal regulations.

Process/Skill Questions

- What is the importance of keeping accurate records?
- Where should records be kept?
- How long should an appointment book be kept?
- How long should daily sales slips be kept?
- How long should deposit slips be kept?
- How long should bank records be kept?

SOL Correlation by Task

[39] Sanitize hands before and after every service.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>40</td>
<td>Demonstrate standard treatment of an injury to a client and to oneself.</td>
</tr>
<tr>
<td>41</td>
<td>Follow Occupational Safety and Health Administration (OSHA) guidelines for sanitizing and disinfecting implements after exposure to blood.</td>
</tr>
<tr>
<td>42</td>
<td>Identify the components of a Safety Data Sheet (SDS).</td>
</tr>
<tr>
<td>43</td>
<td>Demonstrate prescribed procedures for attending to a contaminated (i.e., by blood spill, disease) work area.</td>
</tr>
<tr>
<td>44</td>
<td>Demonstrate knowledge of blood-borne pathogens, including blood poisoning, hepatitis C, and Acquired Immune Deficiency Syndrome (AIDS).</td>
</tr>
<tr>
<td>45</td>
<td>Demonstrate safety practices when working with all chemicals.</td>
</tr>
<tr>
<td>46</td>
<td>Sanitize and disinfect combs, brushes, shears, and other implements.</td>
</tr>
<tr>
<td>47</td>
<td>Sanitize and disinfect electrical equipment.</td>
</tr>
<tr>
<td>48</td>
<td>Maintain equipment.</td>
</tr>
<tr>
<td>49</td>
<td>Sanitize rollers, clips, perm rods, and perm trays.</td>
</tr>
<tr>
<td>50</td>
<td>Launder towels, capes, and smocks.</td>
</tr>
<tr>
<td>51</td>
<td>Sanitize and disinfect work areas.</td>
</tr>
<tr>
<td>52</td>
<td>List client's personal information and factors that could affect the service.</td>
</tr>
<tr>
<td>53</td>
<td>Record client's medical history to ensure client's health and safety.</td>
</tr>
<tr>
<td>54</td>
<td>Perform advanced haircutting techniques.</td>
</tr>
<tr>
<td>55</td>
<td>Consult with client regarding a permanent wave.</td>
</tr>
<tr>
<td>56</td>
<td>Analyze hair and scalp condition.</td>
</tr>
<tr>
<td>57</td>
<td>Perform a preliminary strand test for a permanent wave.</td>
</tr>
<tr>
<td>58</td>
<td>Select rod type for desired result.</td>
</tr>
<tr>
<td>59</td>
<td>Select wrap method, sectioning pattern (single halo, double halo, straight back, piggyback, style wrap, or others) using appropriate tension and based on desired results.</td>
</tr>
<tr>
<td>60</td>
<td>Give soft-curl permanent according to manufacturer's guidelines.</td>
</tr>
<tr>
<td>61</td>
<td>Complete client record card for chemical services.</td>
</tr>
<tr>
<td>62</td>
<td>Identify straightening techniques and chemical straightening products.</td>
</tr>
<tr>
<td>63</td>
<td>Analyze hair prior to straightening it.</td>
</tr>
<tr>
<td>64</td>
<td>Examine scalp.</td>
</tr>
<tr>
<td>65</td>
<td>Consult with client about prior chemical relaxers used.</td>
</tr>
<tr>
<td>66</td>
<td>Select correct chemical.</td>
</tr>
<tr>
<td>67</td>
<td>Select appropriate strength of relaxer.</td>
</tr>
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<td>68</td>
<td>Apply relaxer.</td>
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<td>69</td>
<td>Complete client record card for chemical services.</td>
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<td>70</td>
<td>Consult with client regarding previous chemical use.</td>
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<tr>
<td>71</td>
<td>Formulate desired color for client.</td>
</tr>
<tr>
<td>72</td>
<td>Select appropriate strength of developer for desired results.</td>
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<td>73</td>
<td>Apply first-time (virgin) lightener.</td>
</tr>
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<td>Apply lightening retouch.</td>
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Demonstrate knowledge of employee-management skills.

Keep daily barbershop records.

English: 11.5, 12.5

History and Social Science: GOVT.16

Appendix: Credentials, Course Sequences, and Career Cluster Information

Industry Credentials: Only apply to 36-week courses

- College and Work Readiness Assessment (CWRA+)
- Customer Service Examination
- Customer Service Specialist (CSS) Examination
- National Career Readiness Certificate Assessment
- Professional Communications Certification Examination
- Workplace Readiness Skills for the Commonwealth Examination

Concentration sequences: A combination of this course and those below, equivalent to two 36-week courses, is a concentration sequence. Students wishing to complete a specialization may take additional courses based on their career pathways. A program completer is a student who has met the requirements for a CTE concentration sequence and all other requirements for high school graduation or an approved alternative education program.

- Master Barber I (Two-year Program) (8743/36 weeks, 420 hours)

Career Cluster: Human Services

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<tr>
<td></td>
<td>Cosmetologist</td>
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