



**PROFESSIONAL CREDENTIAL SERVICES, INC.**

Virginia Cosmetology Coordinator

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**Virginia Board for Barbers and Cosmetology  
BODY-PIERCING APPRENTICESHIP COMPLETION FORM**

UPON COMPLETION OF THE APPRENTICESHIP TRAINING, THE SPONSOR SHALL REVIEW THE APPRENTICE'S PROGRESS RECORD FOR THE TRAINING PERIOD, IF THE RESULTS OF THIS REVIEW INDICATE THE APPRENTICE IS NOW A CANDIDATE FOR THE BOARD'S EXAMINATION, THE SPONSOR SHALL COMPLETE AND SIGN THIS FORM. THE PROPERLY SIGNED FORM SHOULD BE SUBMITTED WITH THE **BODY-PIERCER LICENSE AND EXAMINATION APPLICATION** TO PCS.

Completion of the apprenticeship program shall qualify the apprentice to apply the Board to take the Board for Barbers and Cosmetology Body Piercer License Examination.

Curriculum requirements specified in 18 VAC 41-60-160 of the Virginia Board for Barbers and Cosmetology Body-Piercing Regulations shall be taught over a minimum of 1500 hours broken down into the following categories:

**HOURS OF INSTRUCTION AND PERFORMANCES**

Initial each category of instruction/performance to verify completion.

Apprentice Name \_\_\_\_\_  
Last First Middle Generation

**A. 350 Hours**

<b>1. Microbiology</b> a. Microorganisms, viruses, bacteria, fungi b. Transmission cycle of infectious diseases c. Characteristics of antimicrobial agents	Sponsor	Apprentice
<b>2. Immunization</b> a. Types of immunizations b. Hepatitis A – G transmission and immunization c. HIV/AIDS d. Tetanus, streptococcal, zoonotic, tuberculosis, pneumococcal and influenza e. Measles, mumps and rubella f. Vaccines and immunization g. General preventative measure to be taken to protect the body piercer and client	Sponsor	Apprentice
<b>3. Safety</b> a. Proper needle handling and disposal b. How to avoid overexposure to chemicals c. The use of Material Safety Data Sheets d. Blood spill procedures e. Equipment and instrument storage f. First Aid and CPR	Sponsor	Apprentice

<b>4. Professional Standards</b>	Sponsor	Apprentice
<ul style="list-style-type: none"> <li>a. History of body piercing</li> <li>b. Ethics</li> <li>c. Record Keeping <ul style="list-style-type: none"> <li>(1) Client health history</li> <li>(2) Consent forms</li> <li>(3) HIPPA Standards</li> </ul> </li> <li>d. Preparing station, making appointments, salon ethics <ul style="list-style-type: none"> <li>(1) Maintaining professional appearance, notifying clients of schedule changes</li> <li>(2) Promoting services of the salon and establishing clientele</li> </ul> </li> <li>Salon Management</li> <li>e. (1) Licensing requirements</li> <li>(2) Taxes</li> <li>f. Supplies <ul style="list-style-type: none"> <li>(1) Usages</li> <li>(2) Ordering</li> <li>(3) Storage</li> </ul> </li> </ul>		
<b>5. Body Piercing</b>	Sponsor	Apprentice
<ul style="list-style-type: none"> <li>a. Client consultation</li> <li>b. Client health information</li> <li>c. Client disclosure form</li> <li>d. Client preparation</li> <li>e. Sanitation and safety precautions</li> <li>f. Implement selection and use</li> <li>g. Proper use of equipment</li> <li>h. Material selection and use</li> <li>i. Grade of jewelry</li> <li>j. Metals to use</li> </ul>		
<b>6. Virginia Body-Piercing Laws and Regulations</b>	Sponsor	Apprentice

**B. 150 Hours**

<b>7. Sanitation and Disinfection</b>	Sponsor	Apprentice
<ul style="list-style-type: none"> <li>a. Definition of terms <ul style="list-style-type: none"> <li>(1) Sterilization</li> <li>(2) Disinfection and disinfectant</li> <li>(3) Sterilizer or sterilant</li> <li>(4) Antiseptic</li> <li>(5) Germicide</li> <li>(6) Decontamination</li> <li>(7) Sanitation</li> </ul> </li> <li>b. The use of steam sterilization equipment and techniques</li> <li>c. The use of chemical agents, antiseptics, disinfectants and fumigants</li> <li>d. The use of sanitation equipment</li> <li>e. Pre-service sanitation procedure</li> <li>f. Post-service sanitation procedure</li> </ul>		

**C. 1000 Hours Practical Training and 100 Performances**

<b>8. Body-Piercing Procedures</b> a. Ear lobe b. Helix – ear c. Concha – ear d. Tragus – ear e. Tongue f. Naval g. Eyebrow h. Lip i. Septum j. Nostril k. Male nipple l. Female nipple m. Monroe (face cheek) n. Prince Albert (male genitalia) o. Frenum (male genitalia) p. Clitoral hoods (female genitalia) q. Labia (female genitalia)	Sponsor	Apprentice
<b>9. Body-Piercing Performances - 100</b> a. Ear lobe Minimum of 5 b. Helix – ear Minimum of 5 c. Concha – ear Minimum of 5 d. Tragus – ear Minimum of 5 e. Tongue Minimum of 5 f. Navel Minimum of 5 g. Eyebrow Minimum of 5 h. Lip Minimum of 5 i. Septum Minimum of 5 j. Nostril Minimum of 5 k. Additional piercing of choice Minimum of 50	Sponsor	Apprentice

**D. Health Education**

<b>10.</b> Minimum of five hours of health education to include but not limited to bloodborne disease, sterilization, and aseptic techniques related to body-piercing, and first aid and CPR.	Sponsor	Apprentice

By signing below, we acknowledge that the foregoing information and hours are true and comply with the Virginia Body-Piercing Regulations and Apprenticeship Standards.

Apprentice Name \_\_\_\_\_

VA Apprentice License No. 

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Contact Phone Number \_\_\_\_\_

Signature of Apprentice \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE CONTINUE TO NEXT PAGE**

Sponsor's Name \_\_\_\_\_

VA Body Piercer License No. 

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Salon Name \_\_\_\_\_

VA Salon License No. \_\_\_\_\_

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Contact Phone Number \_\_\_\_\_