



PROFESSIONAL CREDENTIAL SERVICES, INC.

Virginia Cosmetology Coordinator

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Virginia Board for Barbers and Cosmetology  
**TATTOO 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 *TATTOOER 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 Tattooer License Examination.

Curriculum requirements specified in 18 VAC 41-50-190 of the Virginia Board for Barbers and Cosmetology Tattooing 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><br>a. Microorganisms, viruses, bacteria, fungi<br>b. Transmission cycle of infectious diseases<br>c. Characteristics of antimicrobial agents  | Sponsor | Apprentice |
|  |         |            |
| <b>2. Immunization</b><br>a. Types of immunizations<br>b. Hepatitis A – G transmission and immunization<br>c. HIV/AIDS<br>d. Tetanus, streptococcal, zoonotic, tuberculosis, pneumococcal and influenza<br>e. Measles, mumps and rubella<br>f. Vaccines and immunization<br>g. General preventative measure to be taken to protect the body piercer and client | Sponsor | Apprentice |
|  |         |            |
| <b>3. Safety</b><br>a. Proper needle handling and disposal<br>b. How to avoid overexposure to chemicals<br>c. The use of Material Safety Data Sheets<br>d. Blood spill procedures<br>e. Equipment and instrument storage<br>f. First Aid and CPR   | Sponsor | Apprentice |
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|--|---------|------------|
| <b>4. Blood Borne Pathogen Standards</b><br>a. OSHA and CDC blood borne pathogen standards<br>b. Control plan for blood borne pathogens<br>c. Exposure control plan for tattooers<br>d. Overview of compliance requirements<br>e. Disorders and when not to service a client   | Sponsor | Apprentice |
|  |         |            |
| <b>5. Anatomy</b><br>a. Understanding of skin<br>b. Parts and functions of skin  | Sponsor | Apprentice |
|  |         |            |
| <b>6. Professional Standards</b><br>a. History of tattooing<br>b. Ethics<br>c. Record Keeping<br>(1) Client health history<br>(2) Consent forms<br>(3) HIPPA Standards<br>d. Preparing station, making appointments, parlor ethics<br>(1) Maintaining professional appearance, notifying clients of schedule changes<br>(2) Promoting services of the parlor and establishing clientele<br>e. Parlor Management<br>(1) Licensing requirements<br>(2) Taxes<br>f. Supplies<br>(1) Usages<br>(2) Ordering<br>(3) Storage | Sponsor | Apprentice |
|  |         |            |
| <b>7. Virginia Tattooing Laws and Regulations</b>  | Sponsor | Apprentice |
|  |         |            |

**B. 150 Hours**

|  |         |            |
|--|---------|------------|
| <b>8. Sanitation and Disinfection</b><br>a. Definition of terms<br>(1) Sterilization<br>(2) Disinfection and disinfectant<br>(3) Sterilizer or sterilant<br>(4) Antiseptic<br>(5) Germicide<br>(6) Decontamination<br>(7) Sanitation<br>b. The use of steam sterilization equipment and techniques<br>c. The use of chemical agents, antiseptics, disinfectants and fumigants<br>d. The use of sanitation equipment<br>e. Pre-service sanitation procedure<br>f. Post-service sanitation procedure | Sponsor | Apprentice |
|  |         |            |

