

**Record of Work Experiences  
Trade Qualifier or Pre-Apprenticeship Credits**

**HAIRSTYLIST**

**Note to Apprenticeship Applicants**

The work experiences on this form are for credit only and must have been performed prior to your registration as an apprentice.

**Applicant Information**

Name: \_\_\_\_\_  
Surname \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_  
  
Address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
P. O. Box/Street \_\_\_\_\_ City/Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
  
Telephone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

**Employer Information & Verification**

**Note to Employer**

By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the **Hairstylist Trade**.

Verified By: \_\_\_\_\_ CRA\* Business #: \_\_\_\_\_  
Company Name \_\_\_\_\_ 9 digits

Address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
P. O. Box/Street \_\_\_\_\_ City/Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_  
Employer or Representative \_\_\_\_\_

Employer or Representative Signature \_\_\_\_\_

Employer or Representative (Print) \_\_\_\_\_

Date of applicant's employment from: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year Month Day Year

Total hours of employment the applicant worked in the **Hairstylist Trade**: \_\_\_\_\_ Hours

\* CRA - Canada Revenue Agency

**Please check the appropriate box:**

Trade Qualifiers <input type="checkbox"/>	The <b>signature of the Journeyperson</b> following each of the required skills acknowledges the applicant has met the competencies in each of the skill areas according to the Industry Standard associated with this trade.
Pre- Apprenticeship Credits <input type="checkbox"/>	The <b>signature of the Journeyperson</b> following each of the required skills acknowledges the applicant has performed in each of the skill areas appropriate for this trade.

- The Advisory Committee in the **Hairstylist trade** has identified the work experiences or skills listed below as those required for the trade.
- Journeypersons must be certified in the trade stated by this document. A Journeyperson in another trade may sign certain sections if the skills are common to both trades.

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
<b>PERFORMS COMMON OCCUPATIONAL SKILLS</b>		
Disinfects tools and equipment.		
Sanitizes towels, capes and smocks.		
Maintains safe and hygienic work environment.		
Uses manual tools.		
Uses electric tools.		
Uses major equipment.		
Consults with client.		
Plans client services.		
Drapes client.		
Uses documentation.		
Uses communication techniques.		
Uses mentoring techniques.		
<b>PERFORMS HAIR AND SCALP CARE</b>		
Analyzes hair and scalp for non-chemical services.		
Analyzes hair and scalp for chemical services.		
Responds to unfavourable hair and scalp reactions.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
<b>PREPARES FOR CLIENT SERVICES</b>		
Brushes hair.		
Controls flow and temperature of water.		
Manipulates hair and scalp using shampoo and conditioner.		
Performs hair and scalp treatment.		
<b>CUTS HAIR</b>		
Cuts hair with elevation.		
Cuts hair without elevation.		
Customizes haircuts.		
Trims facial and nape hair.		
<b>STYLES HAIR</b>		
Uses styling aids for wet hair.		
Dries hair.		
Places hair using freestyle techniques.		
Sets wet hair into style pattern using setting tools.		
Styles hair using finger waves and pin curls.		
Sets wet hair into style pattern using setting tools.		
Uses styling and finishing aids for dry hair.		
Styles hair using thermal tools and equipment.		
Styles updos.		
Creates hairstyle with hair additions.		
Finishes hair.		
<b>ALTERS HAIR COLOUR</b>		
Colours virgin hair.		
Colours regrowth.		
Colours hair using colour placement and techniques.		
Lightens virgin hair.		
Lightens regrowth.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Lightens hair using customized placement and techniques.		
Tones pre-lightened hair.		
Determines process.		
Removes unwanted colour.		
Completes colour correction.		
<b>PERFORMS SALON OPERATIONS</b>		
Performs communication duties.		
Schedules appointments.		
Interacts with clients.		
Completes financial transactions.		
Maintains inventory.		
Prices retail products.		
Maintains retail displays.		
Develops business plan.		
Presents professionalism.		
Markets products and services.		

Skills based upon **2019 Red Seal Occupational Standard for the Hairstylist Trade.**

## Note to Journeypersons

- Journeypersons who have applied their signatures to the skills required for the certification section of this document must complete the following sections.
- The Apprenticeship and Trades Certification Division, for the purpose of verification, may contact Journeypersons who have applied their signatures to skills for applicants.

### **Journeyperson Supervisor Verification**

**Name:** \_\_\_\_\_  
Surname \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_

**Address:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
P. O. Box/Street \_\_\_\_\_ City/Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

**Telephone:** (\_\_\_\_) \_\_\_\_\_ **Cell phone:** (\_\_\_\_) \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Certificate Number:** \_\_\_\_\_ **and/or I.P. Number:** \_\_\_\_\_

**Name (signature):** \_\_\_\_\_

### **Journeyperson Supervisor Verification**

**Name:** \_\_\_\_\_  
Surname \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_

**Address:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
P. O. Box/Street \_\_\_\_\_ City/Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

**Telephone:** (\_\_\_\_) \_\_\_\_\_ **Cell phone:** (\_\_\_\_) \_\_\_\_\_

**e-mail:** \_\_\_\_\_

**Certificate Number:** \_\_\_\_\_ **and/or I.P. Number:** \_\_\_\_\_

**Name (signature):** \_\_\_\_\_

## For Office Use Only

Credit: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
month / day / year

### Note To Trade Qualifier Applicants

If employer verification is not possible, please contact the nearest Apprenticeship and Trades Certification Office to discuss available options.

### Contact Information

Avalon	Clarenville	Central	Western	Labrador
Apprenticeship and Trades Certification Division Industrial Training Section 1170 Topsail Road P.O. Box 8700 St. John's, NL A1B 4J6 Phone: (709) 729-2729 Fax: (709) 729-5878 Toll Free: 1-877-771-3737	Apprenticeship and Trades Certification Division Industrial Training Section 45 Tilley's Road Clarenville, NL A5A 1Z4 Phone: (709) 466-3982 Fax: (709) 466-3987 Toll Free: 1-877-771-3737	Apprenticeship and Trades Certification Division Industrial Training Section 42 Hardy Avenue Grand Falls-Windsor, NL A2A 2J9 Phone: (709) 292-4215 Fax: (709) 292-4502 Toll Free: 1-877-771-3737	Apprenticeship and Trades Certification Division Industrial Training Section 1-3 Union Street Aylward Building, 2 <sup>nd</sup> Floor P.O. Box 2006 Corner Brook, NL A2H 6J8 Phone: (709) 637-2366 Fax: (709) 637-2519 Toll Free: 1-877-771-3737	Apprenticeship and Trades Certification Division Industrial Training Section 163 Hamilton River Road Bursey Building P.O. Box 3014, Station "B" Happy Valley-Goose Bay, NL A0P 1E0 Phone: (709) 896-6348 Fax: (709) 896-6703 Toll Free: 1-877-771-3737

The personal information in this form is being collected under the authority of section 61(c) of the **Access to Information and Protection of Privacy Act, 2015** for the purpose of verifying work experience for apprenticeship credit. If you have any questions about the collection, use and disclosure of your personal information, please contact an Apprenticeship Program Officer at one of ATCD's regional offices, or email [app@gov.nl.ca](mailto:app@gov.nl.ca).