

**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 the exam vendor listed above.

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 18VAC 41-50-200 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**

**1. Microbiology**

- a. Microorganisms, viruses, bacteria, fungi
- b. Transmission cycle of infectious diseases
- c. Characteristics of antimicrobial agents

Sponsor	Apprentice

**2. Immunization**

- 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 tattooer and client

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**3. Safety**

- 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

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**4. Bloodborne Pathogen Standards**

- a. OSHA and CDC bloodborne pathogen standards
- b. Control plan for bloodborne pathogens
- c. Exposure control plan for tattooers
- d. Overview of compliance requirements
- e. Disorders and when not to service a client

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**5. Professional Standards**

- a. History of tattooing
- b. Ethics
- c. Record Keeping
  - (1) Client health history
  - (2) Consent forms
  - (3) HIPPA Standards
- d. Preparing station, making appointments, parlor ethics
  - (1) Maintaining professional appearance, notifying clients of schedule changes
  - (2) Promoting services of the parlor and establishing clientele
- e. Parlor Management
  - (1) Licensing requirements
  - (2) Taxes
- f. Supplies
  - (1) Usages
  - (2) Ordering
  - (3) Storage

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**6. Anatomy**

- a. Understanding of skin
- b. Parts and functions of skin

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**7. Virginia Tattooing Laws and Regulations\***

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**B. 150 Hours**

**8. Sanitation and Disinfection**

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

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

**9. Tattooing**

- a. Client consultation
- b. Client health form
- c. Client disclosure form
- d. Client preparation
- e. Sanitation and safety precautions
- f. Implement selection and use
- g. Proper use of equipment
- h. Material selection and use
- i. Needles
- j. Ink
- k. Machine
  - (1) Construction
  - (2) Adjustment
  - (3) Power supply
- l. Art, drawing
- m. Portfolio

Sponsor	Apprentice

**10. Tattooing Performances - 100**

Sponsor	Apprentice

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

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

Virginia Apprenticeship License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Contact Numbers  
 \_\_\_\_\_ Primary Telephone      \_\_\_\_\_ Alternate Telephone

Apprenticeship Dates:  
 \_\_\_\_\_ Start Date      \_\_\_\_\_ Completed Date

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

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

Sponsor's VA Tattooing License No. \_\_\_\_\_

Parlor Name \_\_\_\_\_

Virginia Parlor License No. \_\_\_\_\_

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

Contact Numbers  
 \_\_\_\_\_ Primary Telephone      \_\_\_\_\_ Alternate Telephone