

ON THE JOB TRAINING GUIDE

Requirement = 100 Hours

Who qualifies for On the Job Training?

Students who have successfully completed and passed all aspects of cosmetology core topics as laid out in the cosmetology course outline may qualify for a maximum of 100 hours of On the Job Training (OJT).

When does OJT begin and end?

OJT will take place following completed instruction and the instructor's evaluation of each topic and subtopic of the student's cosmetology core 100hrs as laid out in the cosmetology course outline. OJT will take place over a maximum of 4 weeks.

****Students who wish to be recommended for the OJT program must have completed WHMIS, First Aid and OHS training prior to participating in the OJT program.***

Where can I do my OJT?

Any salon/spa currently registered and in good standing with the Cosmetology Association of Nova Scotia ("CANS") may apply to accept a cosmetology program participant for OJT in their establishment provided they are willing to complete the training evaluation forms attached and have a master cosmetologist (or specific license holder with a minimum 5 years experience in the industry) who is willing to supervise and positively encourage the skill and ability of the OJT participant during the program.

Who can I work with and what am I allowed to do?

OJT must take place under the direct supervision of a master cosmetologist (or specific license holder with a minimum 5 continuous years' experience in the industry) who is in good standing with CANS. The supervising cosmetologist must hold a valid licence in the same area of practice in cosmetology as the OJT participant. An OJT participant **cannot** work alone **nor** can they take on their own clients for "fee, gain or reward" as per the *Cosmetology Act, 2012, c. 39, s. 3*. OJT participants are students of cosmetology and do not hold a license to practice until the cosmetology exam has been successfully completed. OJT participants in a salon/spa environment may assist and practice their skills under the direct supervision of a licensed cosmetologist (as specified above).

What is the purpose of the OJT experience?

The purpose of the OJT experience is to expose the OJT participant to the “real world” working salon/spa environment. The goal is for the participant to experience and practice first hand the comprehensive skills required to become a successful cosmetologist in today’s competitive work force and to familiarize themselves with the expectations of a salon/spa owner/manager.

Salons/spas who participate in the OJT experience will have the opportunity to provide unbiased feedback in relation to the OJT participant and in the experience as a whole, on the evaluation forms (attached). This feedback should be constructive in nature in order to better prepare the OJT participant for a successful career in cosmetology.

OJT Student Program Salon/Spa Guide

Qualification requirements:

The salon/spa must:

- be currently registered and in good standing with CANS
- currently offer the same scope of practice in cosmetology as the OJT participant’s course of study
- currently employ a master cosmetologist or a specific licence holder with a minimum of 5 or more consecutive years’ experience in the cosmetology industry
- be willing to provide direct supervision to the OJT participant (OJT participants cannot work alone)
- have a supervisor accurately and ethically fill out all required forms and paperwork
- be willing to have an OJT participant in the facility for a minimum 100 hours over a maximum 4 week period (a work schedule may be created at the supervisor’s discretion, subject to Nova Scotia labour laws)

Additional information:

- ❖ OJT is mandatory.
- ❖ Participating in the OJT program does not obligate the participant(s) to engage in an ongoing working relationship once OJT is complete. There should be no expectation by either party to hire or be hired after the OJT has concluded.
- ❖ Either party participating in the OJT program may terminate the offer to supervise at anytime (in writing). This termination must be returned to the participant’s college instructor promptly and if no subsequent OJT placement is arranged, the

student should return to the school of cosmetology in which they are enrolled to continue their course of study for the remaining hours required.

- ❖ CANS reserves the right to
 - *refuse or revoke the application of the salon/spa who wishes to participate in the OJT program*
 - *refuse or revoke the “request to supervise” from the cosmetologist who wishes to supervise an OJT participant*

- ❖ A school of cosmetology and cosmetology instructors may choose to recommend or not recommend a student of cosmetology for participation in the OJT program. OJT is a cosmetology program extension that may or may not be available to all students. The decision to participate in the OJT program will be implemented only by a cosmetology instructor’s recommendation and on a case by case basis, in accordance with student contract obligations, successful completion of course requirements to date, and in accordance with the
 - *Cosmetology Act, 2012, c. 39*
 - *Private Career Colleges Act, 1998, c. 23; 2015, c. 3*
 - *Community Colleges Act, 1995-96, c. 4; 2014, c. 3*
 - *Labour Standards Code, RS c. 246*

and any other relevant contributing factors that may arise regarding a specific student and the OJT program.

Salon/Spa Owners: please return the following pages to the appropriate school of cosmetology and cosmetology instructor(s) in a sealed envelope.

Registration/application for salon/spa and master cosmetologist or specific licence holder supervising an OJT participant:

Salon/Spa Name:	License No.:
Salon Owner/Manager Name:	License No.:
<p>I, _____ agree to accept _____, member # _____, into my salon/spa as part of the OJT program and to provide adequate guidance and mentorship while the above-named student cosmetologist is under my supervision. I further agree to prudently document the number of hours and practical applications and to provide constructive unbiased feedback regarding the OJT participant and the overall OJT experience as a whole. I agree to maintain all current license(s) during this OJT period.</p>	
<p>Signature of Salon/Spa Owner/Manager</p>	

Name of Master Cosmetologist:	License No.:
Salon Name and License No.:	
<p>I, _____ agree to accept _____, member # _____, into my salon/spa as part of the OJT program and to provide adequate guidance and mentorship while the above-named student cosmetologist is under my supervision. I further agree to prudently document the number of hours and practical applications and to provide constructive unbiased feedback regarding the OJT participant and the overall OJT experience as a whole. I agree to maintain all current license(s) during this OJT period.</p>	
<p>Signature of Master Cosmetologist</p>	

Name of Specific Licence Holder:	License No.:
Salon Name and License No.:	
<p>I I, _____ agree to accept _____, member # _____, into my Salon/Spa as part of the OJT program, to provide adequate supervision and mentorship while the above named Student Cosmetologist is under my supervision. I also agree to carefully document the number of hours and practical applications along with constructive unbiased feedback regarding the OJT participant and the experience as a whole. I agree to maintain current license(s) during this supervision.</p>	
Signature of Specific Licence Holder	

NOTE: an OJT Participant may work in more than one salon/spa and be supervised by more than one master cosmetologist. An OJT participant must register (with CANS) each master cosmetologist and salon/spa where they are obtaining hours and practical experience.

Submit pages 4 and 5 in full even if only registering one master cosmetologist. Photocopy these pages if necessary for use at multiple locations (salon/spas or more than two supervisors signing hours).

Verification of OJT Hours (100 hours)

Student Name _____

Student No. _____

OJT Start Date: _____

OJT End Date: _____

<i>DATE</i>	<i>TOTAL HOURS</i>	<i>SIGNATURE OF SUPERVISOR</i>	<i>LICENCE NO.</i>

OJT Participant Evaluation

Please evaluate the OJT participant’s experience under your supervision using constructive and professional, plain language.

Punctual

- Yes
- No

Worked the required scheduled shifts

- Yes
- No

Positive professional work ethic(s)

- Yes
- No

Displayed a professional image

- Yes
- No

Practiced infection control

- Yes
- No

Demonstrated skills and knowledge in expected scope of practice

- Yes
- No

Would recommend for hire

- Yes
- No

Notes:
