1. **Introduction to Professional Tattooing or Body Piercing**
   1. History of tattooing/body piercing as it applies to permanent tattooing or body piercing
   2. Overview of the different types of machines and devices available
2. **Consultation**
   1. Client profile
      1. Analyze character of client and client selection
      2. Client expectations
      3. Discuss overall aspects of permanent tattooing or body piercing
   2. Medical history/client information forms
      1. Identify potential problems of permanent tattooing or body piercing
      2. Determine when to contact a physician if a review is advised
   3. Consent Forms
      1. Discuss Informed Consent Forms & Liability issues
3. **Office set-up**
   1. Physical setting -- General Equipment (Tables, chairs, work surfaces, lighting)
   2. Building Codes
4. **Sanitation and Sterilization**
   1. Equipment
      1. Discuss acceptable forms of sterilization
         1. Autoclave -- Statim
      2. Overview of other means of sterilization
      3. Disinfectants and antiseptics
   2. OSHA and CDC guidelines regarding Bloodborne Pathogens
   3. Artist safety
      1. Handwashing
      2. Hepatitis B vaccination
      3. Gloves
   4. Proper handling of devices, needles, pigments, jewelry, et cetera
   5. Sanitary measures during procedure set-up
   6. Sanitary measures during procedure clean-up
5. **Client preparation**
   1. Pre-procedure care
   2. Preparing the client’s skin
   3. Ways of marking the skin
6. **Color and pigment theory (tattoo)**
   1. Knowledge and use
   2. Pigments (Preparation, mixing & storage)
7. **Skin anatomy** 
   1. Composition/layers
   2. Healing process of skin and its care
   3. Diseases, disorders and conditions
      1. Infection
      2. Hepatitis
      3. Moles, warts, freckles
      4. Psoriasis, eczema
      5. Reactions
8. **Machine theory**
   1. Review machine (device) for technical aspects
      1. Operation and maintenance
      2. Use: speed, pressure, angle
      3. Trouble-shooting
   2. Evaluate capabilities of machines
   3. Many types of machines (devices) will be taught
9. **Needles**
   1. Appropriate needle selection and applications (groups, numbers, configurations)
   2. How mechanically used in the skin
   3. Maintenance
      1. Check for damage
      2. Storage and disposal
      3. Preparation for sterilization
10. **Photography and Portfolio**
    1. Rationale
    2. Equipment and methods
       1. Clarity
       2. Presentation
11. **After Care**
    1. Client Follow-up
    2. Forms and instructions to provide
12. **Procedure Observation experience (several of each complete procedures): Outline only, Black and Grey/shading, and full color tattoos**
    1. Review issues, discuss
       1. Skin
       2. Variations
    2. Work on pigskin
    3. Observe procedures
    4. Hands-on work (NO TATTOOING or BODY PIERCINGS ALLOWED ON HUMANS)
13. **Business Set-up**
    1. Basic business and marketing guidelines
    2. Legal requirements
    3. Insurance/liability

**WEEK #1**

Day 1 – Introduction to Tattooing or Body Piercing – 8 hours

Day 2 – Skin Studies Aseptic Technique – 8 hours

Day 3 – Online Microbiology Study – 8 hours

Day 4 – Sanitation & Disinfection – 8 hours

Day 5 – Personal Protection Equipment – 8 hours

Weekly Hours = 40

**WEEK #2**

Day 1 – Tattoo or Body Piercing Theory (Ethics) – 8 hours

Day 2 – Online Safety OSHA Training – 8 hours

Day 3 – Tattoo or Body Piercing Application Observation – 8 hours

Day 4 – Personal Protection Equipment – 8 hours

Day 5 – Tattoo or Body Piercing History – 8 hours

Weekly Hours = 40 (TOTAL HOURS = 80)

**WEEK #3**

Day 1 – Professional Standards – 8 hours

Day 2 – Tattoo or Body Piercing Safety & PPE – 8 hours

Day 3 – Tattoo or Body Piercing Application Observation – 8 hours

Day 4 – First Aid & Bloodborne Pathogens Training – 8 hours

Day 5 – Tattoo or Body Piercing History – 8 hours

Weekly Hours = 40 (TOTAL = 120)

**WEEK #4**

Day 1 – Health Department Regulations/Study – 8 hours

Day 2 – Tattoo or Body Piercing Laws/Study – 8 hours

Day 3 – Tattoo or Body Piercing Business/Study – 8 hours

Day 4 – Tattoo or Body Piercing Art Design – 8 hours

Day 5 – Tattoo or Body Piercing Application Observation – 8 hours

Weekly Hours = 40 (TOTAL = 160)

**WEEK #5**

Day 1- Anatomy Study – 8 hours

Day 2 – Universal Precautions – 8 hours

Day 3 – Disease Transmission/Study – 8 hours

Day 4 – Material Safety Data Sheet Training – 8 hours

Day 5 – Tattoo Application Observation – 8 hours

Weekly Hours = 40 (TOTAL = 200)

**WEEK #6**

Day 1 – Sterilization Procedures – 8 hours

Day 2 – Skin Studies/Wound Healing – 8 hours

Day 3 – CDC Guideline/Study – 8 hours

Day 4 – Client Consultation Training – 8 hours

Day 5 – Tattoo or Body Piercing History – 8 hours

Weekly Hours = 40 (TOTAL = 240)

**WEEK #7**

Day 1 – Client Charts & Documentation – 8 hours

Day 2 – Employability Skills Training – 8 hours

Day 3 – Tattoo or Body Piercing Equipment Training – 8 hours

Day 4 – Ethics & Professionalism Training – 8 hours

Day 5 – Tattoo or Body Piercing Application Observation – 8 hours

Weekly Hours = 40 (TOTAL = 280)

**WEEK #8**

Day 1 – Federal, State, & Local Regulations Training – 8 hours

Day 2 – Consent Forms & Medical history Training – 8 hours

Day 3 – Client Data Review Training – 8 hours

Day 4 – Tattoo or Body Piercing Application Observation – 8 hours

Day 5 – Tattoo or Body Piercing Theory – Needle Selection Training – 8 hours

Weekly Hours = 40 (TOTAL = 320)

**WEEK #9**

Day 1 – Skin Studies – 8 hours

Day 2 – Sterile Field-Aseptic Training – 8 hours

Day 3 – Tattoo or Body Piercing Business & Standards Training – 8 hours

Day 4 – Tattoo or Body Piercing Office Equipment Training – 8 hours

Day 5 – Tattoo or Body Piercing Application Observation – 8 hours

Weekly Hours = 40 (TOTAL = 360)

**WEEK #10**

Day 1 – Client Records Review Training – 8 hours

Day 2 – Tattoo or Body Piercing History Review – 8 hours

Day 3 – Tattoo or Body Piercing Equipment Review & Training – 8 hours

Day 4 – Tattoo or Body Piercing Safety Review & Training – 8 hours

Day 5 – 10 week Review & Test – 8 hours

Weekly Hours = 40 (TOTAL = 400)

**WEEK #11**

Day 1 – Health Department Regulations/Study – 8 hours

Day 2 – Client ID (fraudulent) Training – 8 hours

Day 3 – Tattoo or Body Piercing Application Observation – 8 hours

Day 4 – First Aid & Bloodborne Pathogens Training – 8 hours

Day 5 – OSHA Training – 8 hours

Weekly Hours = 40 (TOTAL = 440)

**WEEK #12**

Day 1- Tattoo or Body Piercing Needle Selection Training – 8 hours

Day 2 – Tattoo Fax Stencil (tattoo) or Body Piercing Preparation training – 8 hours

Day 3 – Tattoo or Body Piercing Placement & Skin Preparation – 8 hours

Day 4 – Tattoo or Body Piercing Design – Fit/Placement/Flow – 8 hours

Day 5 – Tattoo Color Theory Training or Body Piercing Jewelry Selection – 8 hours

Weekly Hours = 40 (TOTAL = 480)

**WEEK** **#13**

Day 1 – Tattoo or Body Piercing Application Observation – 8 hours

Day 2 – Tattoo Black & Grey Tonal Training (Body Piercing Instruction determined by Sponsor – 8 hours

Day 3 – Mastering Perspective Training – 8 hours

Day 4 – Client Comfort Training – 8 hours

Day 5 – Traditional Tattoo or Body Piercing Design Training – 8 hours

Weekly Hours = 40 (TOTAL = 520)

**WEEK #14**

Day 1 – Trade Secret Retention Training – 8 hours

Day 2 – Tattoo Machine Building & Equipment Maintenance (& Body Piercing) – 8 hours

Day 3 – Sterilization Technique Training – 8 hours

Day 4 – Tattoo & Body Piercing Application Observation – 8 hours

Day 5 – Tattoo Design or Jewelry Selection – 8 hours

Weekly Hours = 40 (TOTAL = 560)

**WEEK #15**

Day 1 – Tattoo & Body Piercing Application Observation – 8 hours

Day 2 – Skin Studies/Aseptic Technique – 8 hours

Day 3 – Online Microbiology/Study – 8 hours

Day 4 – Sanitation & Disinfection – 8 hours

Day 5 – Personal Protection Equipment – 8 hours

Weekly Hours = 40 (TOTAL = 600)

**WEEK #16**

Day 1 – Tattoo & Body Piercing Theory – 8 hours

Day 2 – Online Safety OSHA Training – 8 hours

Day 3 – Tattoo & Body Piercing Application Observation – 8 hours

Day 4 – Personal Protection Equipment – 8 hours

Day 5 – Tattoo & Body Piercing History – 8 hours

Weekly Hours = 40 (TOTAL = 640)

**WEEK #17**

Day 1- Professional Standards – 8 hours

Day 2 – Tattoo or Body Piercing Safety & PPE – 8 hours

Day 3 – Tattoo or Body Piercing Application Observation – 8 hours

Day 4 – First Aid & Bloodborne Pathogens Training – 8 hours

Day 5 – Tattoo or Body Piercing History – 8 hours

Weekly Hours = 40 (TOTAL = 680)

**WEEK #18**

Day 1 – Health Department Regulations/ Study – 8 hours

Day 2 – Tattoo or Body Piercing Laws/Study – 8 hours

Day 3 – Tattoo or Body Piercing Laws/Study – 8 hours

Day 4 – Tattoo or Body Piercing Art Designs – 8 hours

Day 5 – Tattoo or Body Piercing Application Observation – 8 hours

Weekly Hours = 40 (TOTAL = 720)

**WEEK #19**

Day 1 – Anatomy/Study – 8 hours

Day 2 – Universal Precautions – 8 hours

Day 3 – Disease Transmission/Study – 8 hours

Day 4 – Material Safety Data Sheets Training – 8 hours

Day 5 – Tattoo or Body Piercing Application Observation – 8 hours

Weekly Hours = 40 (TOTAL = 760)

**WEEK #20**

Day 1 – Sterilization Procedures – 8 hours

Day 2 – Skin Studies/Wound Healing – 8 hours

Day 3 – CDC Guidelines/Study – 8 hours

Day 4 – Client Consultation Training – 8 hours

Day 5 – Tattoo or Body Piercing History – 8 hours

Weekly Hours = 40 (TOTAL = 800)

**WEEK #21**

Day 1 – Client Charts & Documentation – 8 hours

Day 2 – Employability Skill Training – 8 hours

Day 3 – Tattoo or Body Piercing Equipment Training – 8 hours

Day 4 – Ethics & Professionalism Training – 8 hours

Day 5 – Tattoo or Body Piercing Application Observation – 8 hours

Weekly Hours = 40 (TOTAL = 840)

**WEEK #22**

Day 1 – Federal, State & Local Regulations Training – 8 hours

Day 2 – Consent Forms & Medical History Training – 8 hours

Day 3 – Client Data Review Training – 8 hours

Day 4 – Tattoo or Body Piercing Application Observation – 8 hours

Day 5 – Tattoo or Body Piercing Theory/Needle Selection Training – 8 hours

Weekly Hours = 40 (TOTAL = 880)

**WEEK #23**

Day 1 – Skin Studies – 8 hours

Day 2 – Sterile Field/Aseptic Training – 8 hours

Day 3 – Tattoo or Body Piercing Business Standards Training – 8 hours

Day 4 – Tattoo or Body Piercing Office Equipment Training – 8 hours

Day 5 – Tattoo or Body Piercing Application Observation – 8 hours

Weekly Hours = 40 (TOTAL = 920)

**WEEK #24**

Day 1 – Client Records Review Training – 8 hours

Day 2 – Tattoo or Body Piercing History Review – 8 hours

Day 3 – Tattoo or Body Piercing Equipment Review & Training – 8 hours

Day 4 – Tattoo or Body Piercing Safety Review & Training – 8 hours

Day 5 – Review & Test – 8 hours

Weekly Hours = 40 (TOTAL = 960)

**WEEK #25**

Day 1 – Health Department Regulations/Study – 8 hours

Day 2 – Client ID (fraudulent) Training – 8 hours

Day 3 – Tattoo or Body Piercing Application Observation – 8 hours

Day 4 – First Aid & Bloodborne Training – 8 hours

Day 5 – OSHA Training – 8 hours

Weekly Hours = 40 (TOTAL = 1000)

**WEEK #26**

Day 1 – Tattoo or Body Piercing Needle Selection Training – 8 hours

Day 2 – Tattoo or Body Piercing Application Observation – 8 hours

Day 3 – Client Comfort Training – 8 hours

Day 4 – Traditional Tattoo or Body Piercing Design Training – 8 hours

Day 5 – Trade Secret Retention Training – 8 hours

Weekly Hours = 40 (TOTAL = 1040)

**WEEK #27**

Day 1 – Computer Training – 8 hours

Day 2 – Copy Machine & Client Records Training – 8 hours

Day 3 – Office Set-up Review & Test – 8 hours

Day 4 – First Aid, CPR & Bloodborne Pathogens Training Online – 8 hours

Day 5 – Microbiology Training Online – 8 hours

Weekly Hours = 40 (TOTAL = 1080)

**WEEK #28**

Day 1 – Universal Precautions Training – 8 hours

Day 2 – Personal Protective Equipment Training – 8 hours

Day 3 – Sanitation & Disinfection Training – 8 hours

Day 4 – Disease Transmission – 8 hours

Day 5 – Cross Contamination Prevention – Test – 8 hours

Weekly Hours = 40 (TOTAL = 1120)

**WEEK #29**

Day 1 – Sterility Field/Aseptic Training – 8 hours

Day 2 – Sanitation & Sterilization Review – Test - 8 hours

Day 3 – Skin Studies/Aseptic Techniques – 8 hours

Day 4 – Layers of the skin – 8 hours

Day 5 – Anatomy – 8 hours

Weekly Hours = 40 (TOTAL = 1160)

**WEEK #30**

Day 1 – Tattoo or Body Piercing Safety – 8 hours

Day 2 – Skin Studies & Diseases (wound healing) – 8 hours

Day 3 – Contraindications – 8 hours

Day 4 – Skin Anatomy Review & Test – 8 hours

Day 5 – Client Consultation, Consent Forms and Medical Training – 8 hours

Weekly Hours = 40 (TOTAL = 1200)

**WEEK #31**

Day 1 – Skin Preparation – 8 hours

Day 2 – First Aid, CPR & Bloodborne Pathogens Review – 8 hours

Day 3 – Professional Standards – 8 hours

Day 4 – Biohazardous Materials & Sharps – 8 hours

Day 5 – Universal Precautions & Aftercare Instructions – 8 hours

Weekly Hours = 40 (TOTAL = 1240)

**WEEK #32**

Day 1 – Color Wheel & Lettering Training or Jewelry Make-up & Selection – 8 hours

Day 2 – Monochromatic Tattooing or Jewelry Placement – 8 hours

Day 3 – Various Tattoo Designs or Jewelry Sanitation – 8 hours

Day 4 – Hands-On Outline Procedure (with skin substitute) or Body Piercing Training TBD – 8 hours

Day 5 – Hands-On Color Procedure (with skin substitute) or Body Piercing Training TBD – 8 hours

Weekly Hours = 40 (TOTAL = 1280)

**WEEK #33**

Day 1 – Needle Application Observation, Damage, Disposal Training – 8 hours

Day 2 – Needle Safety & Disposal – 8 hours

Day 3 – Needle Configurations/Angles/Movement & Storage – 8 hours

Day 4 – Needle Training (Configurations, Making, Selection) & Application Observation – 8 hours

Day 5 – Needle Review & Test – 8 hours

Weekly Hours = 40 (TOTAL = 1320)

**WEEK #34**

Day 1 - Tattoo or Body Piercing Procedures Observation – 8 hours

Day 2 - Tattoo & Body Piercing After-Care Introduction & Healing Stages – 8 hours

Day 3 - Tattoo Highlights/Cover-ups/Touch-ups or Body Piercing Training TBD – 8 hours

Day 4 – Tattoo Machine/Set-up/Building/Protection or Body Piercing Training TBD – 8 hours

Day 5 – Tattoo Machine/Tuning/Maintenance/Trouble Shooting or Body Piercing TBD – 8 hours

Weekly Hours = 40 (TOTAL = 1360)

**WEEK #35**

Day 1 – Tattoo Machine Safety (liner & Shading), Power Cord & Clip Cord or Body Piercing TBD – 8 hours

Day 2 – Tattoo or Body Piercing Application (with skin substitute) – 8 hours

Day 3 – Tattoo (tubes, tips, grips) Sanitation & Body Piercing Sanitation – 8 hours

Day 4 – Tattoo or Body Piercing Healing Complications/Physician’s Review – 8 hours

Day 5 – Tattoo Machine Test – Body Piercing Review & Test

Weekly Hours = 40 (TOTAL = 1400)

**WEEK #36**

Day 1 – Tattoo or Body Piercing (Lotions, Ointments, Cleaning, Wrapping) – 8 hours

Day 2 – Tattoo or Body Piercings Healing Times/Infections Training – 8 hours

Day 3 – Inflammation & Healing Complications – 8 hours

Day 4 – Tattoo or Body Piercing Aftercare Review & Healing Stages – 8 hours

Day 5 - Tattoo or Body Piercing Review & Test – 8 hours

Weekly Hours = 40 (TOTAL = 1440)

**WEEK #37**

Day 1 – Introduction to Photography, Camera Selection/Before & After Photos – 8 hours

Day 2 – Introduction to Portfolios, Photo Selection, Session Photos & Arrangement– 8 hours

Day 3 – Introduction to Business, Insurance and Advertisement – 8 hours

Day 4 - Tattoo Business Standards, OSDH & OSHA Regulations

Day 5 – Tattoo & Body Piercing Review & Test

Weekly Hours = 40 (TOTAL = 1480)

**WEEK #38**

Day 1 – Tattoo or Body Piercing Hands-On Procedure (with skin substitute) – 8 hours

Day 2 – Tattoo or Body Piercing Laws & Regulations, CDC Guidelines – 8 hours

Day 3 – Tattoo or Body Piercing Review, Questions & Answers – 8 hours

Day 4 – Tattoo or Body Piercing--Final Overview – 8 hours

Day 5 – Tattoo or Body Piercing—Final Test – 8 hours

Weekly Hours = 40 (TOTAL = 1520)