



APPLICATION FOR INITIAL APPRENTICE CONTRACT AND PERMIT

The first step in obtaining an apprentice permit is to find placement in a licensed, full-service establishment. The department does not locate an establishment for you. The establishment must have been open for business at least one (1) year to qualify.

The second step is to complete the attached application, which must be signed by both you and the licensed manager, and mail it to the Bureau of Apprenticeship Standards. To locate the appropriate Bureau of Apprenticeship Standards representative, please go to the website <http://dwd.wisconsin.gov/apprenticeship/contacts.htm> and locate your area of the state on the map. Each area has a designated representative. You may contact that representative should you have any questions on how to begin the process.

After completing the application, send the application and the \$10 permit fee (check made payable to DSPS) the Bureau of Apprenticeship Standards at the address noted on the contact map. The Bureau of Apprenticeship Standards will process the application and contact the establishment for registration of the apprentice contract.

If the apprentice is requesting credit for previous barbering and cosmetology schooling, an official transcript with theory and practical hours designations must be attached to the application.

The Division of Professional Credentialing will issue the apprentice permit upon approval of your apprentice contract by the Bureau of Apprenticeship Standards.

When all theory and practical training hours have been completed, you **may not continue practicing in the establishment under the apprentice permit**. You **must** obtain a temporary practitioner's permit by completing an examination application and remitting the appropriate fees. To apply for the examination and 6-month temporary permit, please apply online with Pearson VUE at www.pearsonvue.com/wi/cos. Information on the exam content can be found on their website within the Candidate Handbook.

When an apprentice completes or discontinues training, the Bureau of Apprenticeship Standards must be notified immediately.

Please retain a copy of this apprenticeship information packet for future reference.

REMEMBER

**AN APPRENTICE MAY NOT BEGIN PRACTICING UNTIL
THE CONTRACT AND PERMIT HAVE BEEN APPROVED.**