



APPRENTICE CONTRACT AND PERMIT APPLICATION INFORMATION

STEPS TO OBTAIN AN APPRENTICE PERMIT:

1. **Contact the Department of Workforce Development (DWD)** to find an employer who has been approved to train apprentices. To locate the Apprentice Training Representative in your area, please go to the following website: <http://dwd.wisconsin.gov/apprenticeship/contacts.htm>. Locate your area of the state on the map. Each area has a designated Training Representative and his/her contact information is listed.
Central Office Phone: (608) 266-3332 Fax: (608) 266-0766
2. If the employer wishes to hire you, he/she will submit an apprentice application to DWD. If DWD determines that you meet the Bureau of Apprenticeship Standards qualifications, you will be given a **credential notice**.
3. Apprentice will complete "Application for Apprentice Contract and Permit" and pay the \$10.00 fee online via LicenseE, <https://license.wi.gov/>.
4. Upload the DWD credential notice into your LicenseE application, <https://license.wi.gov/>.
5. You or your employer need to upload the Barbering or Cosmetology Apprentice Certification of Employer ([Form 1489](#)) into LicenseE. Please see form instructions for details.
6. Manager and Apprentice Responsibilities (**You** will upload a copy **AND** the **manager** will upload a copy.)
 - a. If you are applying for a **Barber Apprenticeship**, you and the manager will each need to upload a copy of [Form 1491](#) into LicenseE.
 - b. If you are applying for a **Cosmetology Apprenticeship**, you and the manager will each need to upload a copy of [Form 1490](#) into LicenseE.
7. If you have ever been:
 - Convicted of a felony committed while engaged in the practice of barbering or cosmetology, **and/or**
 - Convicted of a felony, misdemeanor, or other violation of federal or state law involving the use of alcohol or other drugs,

you will be **required** to submit [Form #2253](#), \$8.00 fee, and accompanying documents, <https://dps.wi.gov/Credentialing/Business/Fm2253.pdf>.

8. The **Department of Safety and Professional Services will issue the apprentice permit** after the application is approved. You may begin to work after your permit is issued. Your permit will be valid for three (3) years.
9. 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 the 6-month temporary permit, please apply online with DL Roope Administrations Inc. at <http://www.dlroope.com/wisconsin.cfm?state=10>. Information on the exam content can be found on this website.
10. When an apprentice **completes or discontinues training**, the Bureau of Apprenticeship Standards must be notified immediately.

ESTABLISHMENT EQUIPMENT AND SUPPLIES
TO BE PROVIDED FOR USE AND TRAINING APPRENTICES

SANITATION AND SAFETY

Closed containers with sanitizing agent
Band-Aids
Rubber gloves
Storage for clean and dirty supplies
EPA-registered germicidal preparation
Topical disinfectant
**(iodine, 70% isopropyl alcohol
or 6% stabilized hydrogen peroxide or equivalent)**

SHAMPOOING AND STYLING

Shampoo bowl or tray
Hot and cold water
Capes
Curling iron
Towels
Shampoo (**assorted**)
Conditioner (**assorted**)
Rollers (**assorted sizes**)
Clips
Bobby and hair pins
Combs
Hair nets
Spray
Setting lotion
Hair dryer
Pressing comb and heater

SHAVING

Straight razor (**detachable blades acceptable**)
Steam towels

HAIRCUTTING

Clip
Razor with blade
Scissors
Thinning shears
Clippers

HAIR COLORING

Bleaches
Permanent tints
Semi and Demi Color
Temporary rinses
Brushes/bowls/applicator bottles
Foils/bowls/applicator bottles
Foils/tipping cap and hook
Tinting capes
Towels

SCALP TREATMENTS AND HAIR CONDITIONING

Tonics
Creams
Conditioners

FACIALS, COSMETICS, AND ARCHES

Cleansing cream
Lubricating cream
Base
Disposable applicators
Powder
Lipstick
Eyeliner
Mascara
Tweezers
Depilatories/Waxing
Rouge

MANICURING (Cosmetology Only)

Manicure table
Nippers
Pusher
Orange wood sticks
Emery boards
Buffer
Files
Cuticle remover
Nail polish
Polish remover
Base coat
Sealer
Hand cream
Cotton

PERMANENT WAVING AND CHEMICAL HAIR STRAIGHTENING

Chemical solutions
Wave rods (**assorted sizes**)
End papers
Waving solutions
Applicators
Cotton
Protective cream
Neutralizers (**solutions and shampoo**)
Protective gloves