

Wisconsin Department of Safety and Professional Services

COSMETOLOGY APPRENTICESHIP

COSMETOLOGY MANAGER AND APPRENTICE RESPONSIBILITIES

Both the Apprentice and the Cosmetology Manager need to complete a copy of this form. (Check one.)

APPRENTICE: Upload completed form into your online [LicensE](#) application.

COSMETOLOGY MANAGER: Upload completed form into the [LicensE Third-Party Portal](#). You will need the apprentice's DSPS application number below.

Apprentice Name: _____ DSPS Application Number: PAR- _____

- The apprentice shall receive 288 training hours of instruction in theory at an approved school of barbering or cosmetology and 3,712 hours of practical training. Training must be at least 32 hours per week and be completed in not less than 2 or more than 4 years.
An apprentice who has completed the training program may not continue to practice as an apprentice but may apply for a temporary permit under [Wis. Stat. § 454.06\(10\)](#) and [454.10\(2\)](#).
- Following issuance of an apprenticeship permit, an apprentice shall enroll in the first available course of theory instruction at a school of barbering and cosmetology and shall maintain acceptable attendance and progress in instruction and practical training. The manager shall pay the apprentice for the hours of school attendance and practical training per [Wis. Admin. Code § COS 6.02](#).
Caution: Employee absenteeism or tardiness at work or at school constitutes grounds for cancellation of the apprenticeship contract agreement per [Wis. Admin. Code § DWD 295.20\(5\)\(c\)](#).
- The apprentice shall not engage in any barbering and cosmetology work or attend school until a permit has been approved by the Cosmetology Examining Board. A permit will not be issued until the contract is completed with the Department of Workforce Development per [Wis. Admin. Code § COS 6.01\(4\)](#).
- Each apprentice shall enter an apprenticeship contract with an establishment owner or his or her designated agent who shall employ and make arrangements for training of the apprentice in accordance with [Wis. Stat. ch. 454](#) and the rules of the board per [Wis. Admin. Code § COS 6.01\(5\)](#).
- The cosmetology manager or a delegated practitioner who has completed at least 2,000 hours of licensed practice shall train and supervise an apprentice in accordance with [Wis. Admin. Code § COS 6.04\(1\)](#). The cosmetology manager shall supervise any temporary permit holders and training permit holders ([Wis. Admin. Code § COS 2.07\(1g\)](#)). Supervision and training shall be conducted by a currently licensed manager or practitioner with sufficient education, training, and experience to provide the supervision and training per [Wis. Stat. § 454.10](#).
- Establishments where apprentices are trained shall provide equipment, supplies, and products. The apprentice shall be provided a workstation with equipment and supplies necessary to adequately obtain knowledge and practice in **all** barbering and cosmetology services per [Wis. Admin. Code § COS 3.01\(8\)](#) and [Wis. Admin. Code § COS 6.01\(6\)](#). (See also, page ii in [Form 1488](#).)
- The apprentice shall be trained in all phases of practical work and in all subjects required to be taught in schools of barbering or cosmetology as prescribed by the Board by rule per [Wis. Stat. § 454.10\(3\)](#).
- The owner or his or her designee shall keep official daily records of the apprentice's activities, hours worked, training received, and the wages paid in order to provide a record to enable the apprentice to meet the requirements for licensure per [Wis. Admin. Code § COS 2.07\(1r\)](#).
- An apprentice transferring from one establishment to another within the state shall contact the Bureau of Apprenticeship Standards (BAS) or the Department for transfer procedures per [Wis. Admin. Code § COS 6.01\(7\)](#).
- If the cosmetology manager or delegated practitioner supervising the apprentice changes during the apprenticeship period, the Board office shall be notified in writing per [Wis. Stat. § 454.10\(3\)](#).

AFFIDAVIT OF MANAGER AND APPRENTICE APPLICANT Violations of the above-sated conditions or other laws and rules governing the apprenticeship program by the apprentice, manager, or owner, may result in loss of apprenticeship hours for the apprentice and action against the apprentice, manager, or owner, as provided in [Wis. Stat. ch. 454](#). Under penalties of perjury, I declare that the information provided is true to the best of my knowledge. I, the undersigned, have read, understand, and agree that the above conditions will be met in order to comply with laws and rules governing apprenticeships. **Any misrepresentation contained herein shall be grounds for denial of your request for an Apprentice.**

<input type="checkbox"/> Apprentice Signature OR <input type="checkbox"/> Cosmetology Manager Signature (If unable to provide a digital signature print and sign form.)	Date
	□□/□□/□□□□
Printed Name	Phone Number
	□□□ - □□□ - □□□□