

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
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FAX #: (608) 251-3036
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Office Location: 4822 Madison Yards Way
Madison, WI 53705
E-Mail: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

BARBERING AND COSMETOLOGY EXAMINING BOARD **INFORMATION REGARDING APPRENTICE DAILY RECORD**

The manager of the establishment must keep a record of each phase of your training program. This record should be in the form of a monthly report, a copy of which should be maintained by both the apprentice and the manager and kept as long as the apprentice is in training. The next page of this document is a sample "Apprentice Daily Record" which you may make copies of and use for your monthly report. It is not required that you use this form.

Please follow the procedure listed below if you wish to copy and use the enclosed daily record form:

1. In the column headed "**Date**," record the date of the workday.
2. For columns I through VI, state the **number of hours** completed for each procedure on that workday.
3. For the last column, "**Daily Hours**," enter the **Total Apprentice Work Hours** for that day. **Do not** enter the number of services performed in this column.

Practical Work to be Taught to an Apprentice Includes the Following:

Sanitizing, shampooing, permanent waving, hair styling, hair cutting, setting and combing wigs and hairpieces, treating and conditioning scalp, tinting and bleaching, thermal press and curling, facials, shaving and shaping, hair straightening, and manicuring (cosmetology only), etc.

Theory Hours are **not** to be included on this record sheet.

For Cosmetology Apprentices: When you have completed the required 3,712 practical hours in an establishment and 288 theory hours, please refer to our website at <http://dsps.wi.gov> to obtain information on the practitioner examination.

For Barbering Apprentices: When you have completed the required 1,712 practical hours in an establishment and 288 theory hours, please refer to our website at <http://dsps.wi.gov> to obtain information on the practitioner examination.

Should you have any questions regarding the apprentice program, please contact DWD-Bureau of Apprenticeship Standards Representative at <http://dwd.wisconsin.gov/apprenticeship/contacts.htm>.

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APPRENTICE DAILY RECORD

(A completed copy of this form should be provided to the apprentice.)

| | | |
|--|--|--|
| Name of Apprentice <input type="text"/> | Name of Establishment <input type="text"/> | License # <input type="text"/> |
| Month/Year <input type="text"/> / <input type="text"/> | Name of Manager <input type="text"/> | |

PRACTICAL HOURS: Cosmetology Apprentices: 3,712 hours Barbering Apprentices: 1,712 hours

| Date: | I | II | III | IV | V | VI | Daily Hours |
|---|---|--|--|---|--|-------|-------------|
| | Sterilization Sanitation Bacteriology | Hair Cutting Shampooing Curling Blow Drying | Coloring Permanent Waving Hair Straightening | Shaving/Waxing Facials Beard/Mustache Shaping/Trimming | Manicuring Pedicuring (Cos. Only) | Misc. | |
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|--|----------------------|------------------|----------------------|
| Signature of Apprentice (Print and Sign Form) | <input type="text"/> | Hours this Month | <input type="text"/> |
| Signature of Manager (Print and Sign Form) | <input type="text"/> | Previous Hours | <input type="text"/> |
| | | Hours to Date | <input type="text"/> |