# Wisconsin Department of Safety and Professional Services

Office Location: 4822 Madison Yards Way
Madison, WI 53705
Phone Number: (608) 266-2112

LicensE: <a href="https://license.wi.gov">http://dsps.wi.gov</a>
Website: <a href="https://dsps.wi.gov">http://dsps.wi.gov</a>

#### 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 <u>number of hours</u> completed for each procedure on that workday.
- 3. For the last column, "Daily Hours," enter the <u>Total Apprentice Work Hours</u> for that day. <u>Do not</u> 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 <a href="http://dsps.wi.gov">http://dsps.wi.gov</a> 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 <a href="http://dsps.wi.gov">http://dsps.wi.gov</a> 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 <a href="http://dwd.wisconsin.gov/apprenticeship/contacts.htm">http://dwd.wisconsin.gov/apprenticeship/contacts.htm</a>.

#1502 (Rev. 2/13/2024) Wis. Stat. ch. 454 i

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## APPRENTICE DAILY RECORD

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

Name of Apprentice				Name of Establishment			1	License Number		
Month/Year					Name of Manager					
Month/Tear					Name of Manager					
PRACTICAL HOURS: Cosmetology Apprentices: 3,712 hours Barbering Apprentices: 1,712 hours										
	I	II	III		IV	V		VI	Daily Hours	
Date: (mm/dd/yyyy)	Sterilization	Hair Cutting	Coloring  Remove ant Waying		Shaving/Waxing		Misc	D		
	Sanitation	Shampooing Curling	Permanent Waving		Facials Beard/Mustache	Pedicuring				
	Bacteriology	Blow Drying	Hair Straightening		Shaping/Trimmir	ng (Cos. Only)	)			
Signature of Apprentice						Hours this Month				
Signature of Manager							Previous Hours			
(If unable to provide a digital signature print and sign form.)						Hours to Date				

#1502 (Rev 2/13/2024) Wis. Stat. ch. 454

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