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Chapter C 3

APPRENTICESHIPS IN COSMETOLOGY

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**C 3.01 Procedure for applying for permit.** (1) The manager to whom an apprentice is to be indentured shall contact the cosmetology examining board and the department of industry, labor and human relations for application forms.

- (2) Send to the cosmetology examining board:
  - (a) Completed application for permit
  - (b) Completed apprenticeship agreement
  - (c) Photostatic copy of proof of age or,
  - (d) If under 18—proof of education as required by s. 458.12 Stats.
  - (e) The fee specified in s. 440.05(6), Stats.

(3) Send completed indenture forms to department of industry, labor and human relations.

(4) An apprentice shall not engage in any cosmetology work or attend school until a permit has been issued by the board. A permit will not be issued until the indenture is completed with the department of industry, labor and human relations.

(5) An apprentice will be indentured to the manager of record and the salon owner. Any other manager who will assist in training must be included on the permit.

(6) The apprentice shall be provided with equipment necessary to learn all phases of cosmetology as listed in s. C 2.01(6).

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77; am. (2) (e), Register, February, 1979, No. 278, eff. 3-1-79; am. (1) (d), Register, October, 1987, No. 382, eff. 11-1-87.

**C 3.02 Theory instruction.** (1) It shall be necessary for apprentices to attend a technical school for 288 hours of instruction in the theory of cosmetology and related subjects. This instruction, plus 3,712 hours of training in a beauty salon, in not less than 2 years shall be completed before an apprentice may make application for admission to the examination for an operator's license. The employer shall pay the apprentice for the hours they attend school.

(2) An apprentice when authorized by the board may be allowed to complete the instruction in theory through an equivalent home study course approved by the board of vocational, technical and adult education. An apprentice completing theory instruction on the home study program will be allowed at least an average of 4 hours per week as study time, for which the apprentice shall be paid.

(3) Apprentices shall be provided at least one cosmetology text and such other reference material as may be necessary prior to or at the time of commencing training.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.

**C 3.03 Transfers.** (1) Apprentices transferring from one salon to another within the state shall contact the board for transfer procedures. An apprentice cannot transfer without the approval of the board.

(2) Apprentices transferring from out of state may be granted credit for the amount of training completed toward the required apprenticeship training in Wisconsin provided the applicant is otherwise qualified to enter the apprenticeship program. An official certification from the cosmetology agency of the state where the applicant was receiving training as an apprentice must be furnished to show the total number of hours completed and the inclusive dates of training in that state.

(3) Students transferring from cosmetology schools to the apprenticeship program may receive credit for their school training at a ratio of 8 apprentice hours for each 3 school hours. The credit must also be related in training months.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.

**C 3.04 Completion, cancellation and interruption.** (1) Upon completion of an apprenticeship, the manager shall submit to the board a signed statement of hours certifying completion of training.

(2) On cancellation of an apprenticeship the manager must return the apprentice permit and send in a report of the hours credited to the apprentice.

(3) Upon interruption of an apprenticeship, the manager will notify the board or its representatives, the date interruption began and the date training resumes.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.

**C 3.05 Hours and training.** Hours worked and training received by the apprentice must be recorded on forms provided by the board. These records are to be submitted to the board or its representatives by the 10th working day of each month. A copy of these records shall be kept in the salon. These records shall also be available to the department of industry, labor and human relations representatives who also require a record be kept of wages paid the apprentice.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.

**C 3.06 Responsibility of manager.** The manager must devote sufficient time to teach the apprentice all branches of cosmetology as listed in C 2.13, syllabus for cosmetology schools. The manager is wholly responsible for both theory and practical training even though assistance is given by the board of vocational, technical and adult education in the form of a home study program or the local vocational school.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.