

What is required?

1. Completed application. This must be signed by the person who wishes to become an apprentice, the person who will be the master and the person who owns the salon. The master's license must be current and the salon license must be current or the application cannot be processed. The applicant's home address must be listed. We will not accept the salon address as the applicant's home address.
2. Copy of driver's license or non-driver's ID.
3. Copy of Social Security card. If your card requires DHS or INS authorization, you must send a copy of your Permanent Resident Card or other documentation that allows you to work.
4. Proof of completing at least the 10th grade in high school. We do not accept diplomas from the Internet.
5. One passport-type, head-and-shoulders, full frontal view, color photo. This may be purchased at businesses that provide passport photo services.
6. Money order or business check for the proper amount. **No** personal checks are accepted.

Hour sheets are due in the office by the 15th of the month. Mail or fax by the first working day of the month after the hours are earned to insure enough time to be received in our office by the deadline.

Alabama Board of Cosmetology
Phone: 334-242-1918; 800-815-7453
Fax: 334-242-1926

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ALABAMA BOARD OF
COSMETOLOGY

**THE
APPRENTICESHIP
PROGRAM**



What is the Apprenticeship Program?



The Apprentice program allows a person to work while learning a profession.

A Master or Instructor licensee agrees to apprentice a person. The Apprentice may **only** work under the Master/Instructor and may not work if Master/Instructor is not present. The Apprentice may work **only** in the salon listed on the permit.

An Apprentice may perform or assist in any practice while engaged in learning. The Master or Instructor **must supervise** the apprentice at all times that the apprentice is working.

An Apprentice may make up to three (3) changes in sponsor or salon during training.

An Apprentice may not begin work until the apprentice permit is in hand. Hour sheets to report monthly hours are included with the apprentice permit.

Apprentice monthly hour sheets are **due in the office by the 15th** of the month after they are earned. We recommend that you mail the sheet the first working day of the month after they are earned. For example, hours earned in May should be received in the Board Office by June 15th.

The Master's/Instructor's responsibilities:

1. Must maintain own personal license at master/instructor level during the entire period of apprenticeship.
2. Must validate hours for apprentice monthly. These hours are reported from the first of the month through the end of the month and must be in the Board's office no later than the 15th of the month after the hours have been earned. (Example: hours earned in January must be in the Board Office by February 15th.)
3. Must train the apprentice in all aspects of license so that apprentice is able to pass the written and practical examinations.
4. May be fined if hours are not turned in correctly or if hours are turned in that the apprentice did not work.



What if an apprentice quits or both parties decide to discontinue the apprenticeship? The Master/Instructor or Salon Owner must return the apprentice permit. If the Apprentice leaves with the permit or if the permit is lost, the Master/Instructor must write a letter stating he/she is no longer apprenticing this person and send it to the Board Office. The return of the permit or letter will remove the apprentice from under the Master's/Instructor's license.

The Apprentice's responsibilities:

Must work the hours listed on the hours sheet. May not project what hours will be worked.

May not work more than eight (8) hours per day.

May not work if the Master/Instructor is not present. Must work under assigned Master or Instructor and no one else. If change master/instructor or salon, must first apply to the Board office and receive new permit before beginning work.

No credit is given for partial hours. Please turn in whole hours only.

The Salon Owner's responsibilities:

1. Returns a discontinued apprentice permit to the office.
2. Displays the proper sign about apprentice working.
3. Makes sure a daily, monthly and accumulated total of apprentice's earned hours is kept up-to-date in the salon.
4. Must keep salon license current during the entire apprenticeship.



The hours required for completion of an apprenticeship:

Cosmetologist: at least 3,000
Esthetician: at least 3,000
Manicurist: at least 1,200