

MICHIGAN COSMETOLOGY APPRENTICESHIP GUIDE

COSMETOLOGY ESTABLISHMENT CHECKLIST FOR CONDUCTING AN APPRENTICESHIP PROGRAM

APPRENTICE REGISTRATION APPLICATION

- Online Application for an Apprentice Registration must be applied for by the licensed cosmetology establishment that will be conducting the apprenticeship. Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting www.michigan.gov/miplus - once logged into MiPLUS click on “modification” next to the cosmetology establishment license number and then select cosmetology apprentice registration.
- All apprenticeship programs must take place in a licensed cosmetology establishment and must be approved by the Department prior to commencing.
- Application Processing Fee \$25.00: (Must be paid by Visa, Mastercard, or Discover credit or debit card)

ONCE APPRENTICE PERMIT HAS BEEN ISSUED THE FOLLOWING IS REQUIRED OF THE COSMETOLOGY ESTABLISHMENT:

- An apprentice is not required to be in attendance for more than 40 hours per week. Keep a daily record of the attendance of each apprentice, a copy of which shall be sent to the department monthly, establish grades, and require the apprentice to pass an examination before certifying to the department that an individual has completed training. Click [HERE](#) to access instructions on “How to upload apprentice documents-timesheets to “MiPLUS” Timesheets mailed to the Bureau will be returned and directed to upload online.
- Permit an apprentice to practice on the public only after completing at least 350 hours of instruction in the general cosmetology curriculum, including both theory and practical hours. An apprentice in natural hair cultivation, manicuring, skin care, or electrology curriculum may practice on the public only after completing at least ¼ of the hours required by the applicable curriculum, including both theory and practical hours.
- Furnish a copy of the Occupational Code and Administrative Rules for Cosmetology to each apprentice.
- Maintain permanent records of each apprentice for not less than 7 years after the last date of attendance of the apprentice.
- School credit hours shall not be credited to apprenticeship training and apprenticeship months of training shall not be credited to school credit hours.
- A cosmetology establishment which has successfully trained 1 apprentice is eligible to train additional apprentices except that a cosmetology establishment shall not have more than 2 apprentices at the same time.

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ONCE APPRENTICE HAS COMPLETED THEIR APPRENTICESHIP PROGRAM THE FOLLOWING IS REQUIRED:

- The cosmetology establishment conducting the apprenticeship must ensure all required timesheets have been uploaded to their MiPLUS account along with the Certification of Completion of Apprenticeship Training Program form. Timesheets mailed to the Bureau will be returned and directed to upload online.
- After the Department has reviewed the Certification of Completion of Apprenticeship Training Program form and timesheets and verified all statute and rule requirements are met, the Examination Registration Form (ERF) will be emailed to the establishment.
- The apprentice may apply via MiPLUS for his/her license. The applicant will need to register with MiPLUS if an online account does not already exist.
- The apprentice will submit the ERF, along with the appropriate required fee, to PSI. Please allow 2 weeks for processing. For additional information regarding PSI please visit www.psiexams.com
- After the ERF and payment have been processed, the applicant will receive an eligibility email notice from PSI. The notice provides the candidate ID number and approval to schedule examination with PSI.
- Upon successful completion of the exams, our office will issue the appropriate license.

WHAT IF APPRENTICESHIP IS TERMINATED?

- The cosmetology establishment conducting the apprenticeship will upload the Certification of Termination of an Apprenticeship Training Program form along with any outstanding timesheets to their MiPLUS account.
- If the apprentice is choosing to terminate the apprenticeship, the apprentice can notify our office by emailing bplhelp@michigan.gov

WHAT IF THE LICENSE OF THE COSMETOLOGY ESTABLISHMENT CONDUCTING THE APPRENTICESHIP LAPSES?

- A person shall not conduct or operate a cosmetology establishment without an establishment license issued under Article 12 of the Occupational Code.
- Therefore, if the cosmetology establishment license lapses, the apprenticeship permit is made null and void. Any apprentice hours completed while the establishment license is lapsed will not be accepted by our office.
- If the cosmetology establishment chooses to relicense, a relicensure application will need to be applied for via MiPLUS.
- Once the cosmetology establishment has been relicensed, in order to continue with an apprenticeship program, a new online application for apprentice registration will need to be submitted via MiPLUS.

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WHAT IF THE COSMETOLOGY ESTABLISHMENT HAS A LOCATION OR OWNERSHIP CHANGE?

- Pursuant to MCL 339.1204(4) the transfer of ownership or location of a cosmetology establishment voids the license. The filing of a new license application is a predicate to the change in ownership or location of an establishment.
- Therefore, if the cosmetology establishment changes ownership or location, a new cosmetology establishment application will be required to be submitted via MiPLUS.
- If the cosmetology establishment changing ownership or location has an active apprenticeship, this also will be voided if there is a change in ownership or location.
- Once the cosmetology establishment license is issued, in order to continue with an apprenticeship program, a new online application for apprentice registration will need to be submitted via MiPLUS..

HELPFUL RESOURCES AND FORMS

- PSI Contact Information: (P) 1-800-733-9267 (F) 702-932-2666
- PSI Inquiries: cosmetology@psionline.com
- To access the Candidate Information Bulletin visit www.psiexams.com
- By visiting www.michigan.gov/occupationallicense and clicking on the cosmetology link you can access the following helpful resources and forms:

Resources:

- Occupational Code
- Administrative Rules for Cosmetology
- Monthly Apprentice Time Reporting Sheet
- Guide on How to Upload Apprenticeship Documents in MiPLUS