

MICHIGAN BARBER APPRENTICESHIP GUIDE

BARBERSHOP CHECKLIST FOR CONDUCTING AN APPRENTICESHIP PROGRAM

APPRENTICE REGISTRATION APPLICATION AND FEES

- Online Application for an Apprentice Registration must be applied for, on behalf of the apprentice, by the barbershop 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 select “**Modification**” next to the barbershop license number, then select Apprentice Registration.
- Application Processing Fee \$20.00: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

**ONCE APPRENTICE PERMIT HAS BEEN ISSUED
THE FOLLOWING IS REQUIRED OF THE BARBERSHOP:**

- Before a licensed barbershop accepts an apprentice, the owner of the barbershop must obtain proof that the apprentice has a high school education, or the equivalent of a high school education. This does not apply to a student who is enrolling in a program offered as a part of the regular curriculum of a public school and approved by the state board of education.
- Ensure the apprentice is not required to be in attendance for more than 40 hours per week.
- Keep and maintain the following records for each apprentice for at least 3 years:
 - A daily attendance record
 - A record of the types of services and practical applications performed during the apprentice’s training
 - The date the apprentice began participating in the apprenticeship program
 - A copy of the apprentice's contract
 - An evaluation and progress records of the apprentice's work
 - A proposed completion date of the apprentice's participation in the apprenticeship program
- Establish a grading system.
- Require the apprentice to pass an examination before certifying to the department that the apprentice has completed training.
- A barbershop where 1 apprentice has been successfully trained may allow the training of additional apprentices at the establishment, except that not more than 2 apprentices may be trained at the same time.

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

- The barbershop conducting the apprenticeship must ensure the Certification of Completion of Apprenticeship Training Program form has been uploaded to their MiPLUS account.
- Once the apprenticeship program has been completed, the individual can apply for their license at www.michigan.gov/miplus. If the applicant has not already done so, the applicant will need to register an account with MiPLUS.
- Once the license application has been received, our office will review the Certification of Completion of Apprenticeship Training Program form that is uploaded to MiPLUS by the barbershop. When all requirements are confirmed as met, our office will email the completed Exam Registration Form (ERF) to the barbershop that conducted the apprenticeship.
- The barbershop will then mail or fax the ERF to PSI. For additional information regarding PSI please visit www.psiexams.com.
- Once the ERF and payment have been successfully processed by PSI, the candidate will receive an eligibility notice by email from PSI containing their candidate ID number to be used to schedule their examination with PSI.
- Once the eligibility notice is received from PSI, the candidate will schedule their exam with PSI. Upon successful completion of the exams, our office will issue the appropriate license.

WHAT IF THE APPRENTICESHIP IS TERMINATED?

- The barbershop conducting the apprenticeship will upload the Certification of Termination of an Apprenticeship Training Program form to their MiPLUS account.

WHAT IF THE LICENSE OF THE BARBERSHOP CONDUCTING THE APPRENTICESHIP LAPSES?

- A person shall not operate as a barber from premises not licensed under Article 11 of the Occupational Code. Therefore, if the barbershop license lapses, the apprenticeship registration is made null and void. Any apprentice hours completed while the barbershop license is lapsed cannot be counted towards completion of the apprenticeship program.
- If the barbershop chooses to relicense, a relicensure application will need to be submitted.
- Once the barbershop has been relicensed, to continue with an apprenticeship program, the online application for apprentice registration will again need to be submitted. Apprentice training cannot resume until both the barbershop license is active, and the new apprentice registration is approved. Hours

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completed cannot be counted if they were earned while either the barbershop was not licensed, or the apprentice was not registered.

WHAT IF THE BARBERSHOP HAS A TRANSFER OF OWNERSHIP OR LOCATION?

- Pursuant to MCL 339.1111(3) The transfer of ownership or location of a barbershop shall automatically revoke its license. Therefore, the barbershop license is considered void if there is a transfer of ownership or location. A new license application will be required to be submitted to obtain a new license to continue to provide barbering services under a new owner or at a new location.
- If the barbershop has an active apprenticeship(s) at the time the barbershop license is VOID, this will also VOID the apprentice registration(s).
- When the new barbershop license is issued, if the intention is to conduct an apprenticeship program, the online application for apprentice registration will need to be submitted via MiPLUS through the new barbershop license. Apprentice training cannot occur until both the barbershop license is active, and the new apprentice registration is approved. Hours completed cannot be counted if they were earned while either the barbershop was not licensed, or the apprentice was not registered.

HELPFUL RESOURCES AND FORMS

- For exam related questions, to schedule your exam, or to access the Candidate Information Bulletin visit www.psiexams.com or contact PSI at:
 - Phone: 855-579-4635
 - Fax: 702-932-2666
 - Email: barber@psionline.com
- By visiting www.michigan.gov/occupationallicense and clicking on the barbers link you can access the following helpful resources and forms:

Resources:

- Occupational Code
- Administrative Rules for Barbers
- Guide on How to Upload Apprenticeship Documents in MiPLUS

Forms:

- Certification of Completion Form
- Apprentice Termination Form