

MICHIGAN BARBER APPRENTICESHIP GUIDE

OVERVIEW:

The barber apprentice permit allows a barbershop to conduct a barber apprenticeship program where an apprentice completes courses of training in barbering.

An apprentice is an individual who is engaged in learning the theory and practice of serving as a barber and providing barber services.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.

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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 establishment that will be conducting the apprenticeship. Complete all fields, answer all questions, and upload any supporting documentation.
- Online applications 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)

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UPON ISSUANCE OF THE APPRENTICE PERMIT, 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.
- The barbershop conducting the apprenticeship shall ensure that all the apprentice's training is performed by an individual who holds an active barber license issued by this state.
- 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.
- In the event the apprentice's training is terminated prior to the completion of the training program, the establishment must notify the department in writing by uploading the Certification of Termination of an Apprenticeship Training Program form to their MiPLUS account.

UPON COMPLETION OF THE APPRENTICESHIP PROGRAM THE FOLLOWING IS NEEDED

- The barbershop conducting the apprenticeship must ensure the Certification of Completion of Apprenticeship Training Program form has been uploaded to their MiPLUS account.
- Upon receipt, our office will review the Certification of Completion of Apprenticeship Training Program form. When all requirements are confirmed as met, our office will email an exam authorization email including the completed Exam Registration Form (ERF) to the barbershop that conducted the apprenticeship. This email will include instructions on how to apply for licensure and how to register for exams with PSI.
- Upon receipt of the exam authorization email, the apprentice can proceed with registering for a MiPLUS account and submitting the appropriate license application at www.michigan.gov/miplus.

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- The barbershop will then email the ERF to PSI at MI.ApplicationProcessor@psionline.com. For additional information regarding PSI please visit www.psiexams.com.
- Once the ERF has been successfully processed by PSI, PSI will email the applicant notifying them that their registration has been approved and will provide instructions on how to proceed with scheduling and payment of their exams.
- Upon successful completion of the exams, our office will issue the appropriate license.

WHAT IF THE APPRENTICESHIP IS TERMINATED?

- In the event the apprentice's training is terminated prior to completion of the training program, the barbershop must notify the department in writing by uploading 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 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 SALE OR OTHER TRANSFER OF THE BARBERSHOP, OWNERSHIP, OR CHANGE IN THE 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 voided barbershop had an active apprenticeship(s) at the time the barbershop was made VOID, this will also VOID the apprentice permits(s).
- 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.

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HELPFUL RESOURCES AND FORMS

- For exam related questions, to schedule your exam, or to access the Candidate Information Bulletin visit <https://test-takers.psiexams.com/micos> or contact PSI at:
 - Phone: 855-579-4635
- 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

FREQUENTLY ASKED QUESTIONS

1. How long are apprentice permit license types valid?

Barber apprentice registrations do not expire and will remain valid until notification of completion or termination is received by the Department, or in the event the establishment license lapses or is closed.

2. If an apprenticeship is terminated who should report it?

The barbershop conducting the apprenticeship must report the termination of any apprentice to the Department by uploading 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 also notify our office by emailing bplhelp@michigan.gov.

3. Can apprentices receive compensation?

An apprentice cannot receive compensation.

4. Can I charge a fee for administrating an apprenticeship?

The owner of a barbershop that conducts an apprenticeship program shall not charge a fee for the teaching of barber services to apprentices on the premises.

5. How long should I keep complete records for each apprentice?

A barbershop conducting an apprenticeship program shall maintain records of each student or apprentice for not less than 7 years after the apprentice's last date of attendance. The records must include a daily attendance record, a record of services and practical applications performed, the date the apprentice began participation in the program, a copy of the apprentice's contract, the apprentices evaluation and progress records, and the apprentices proposed completion date, actual completion date, date of withdraw from the program, or the termination date.

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6. How many apprenticeships can I conduct at my cosmetology establishment?

The owner of 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.

7. Is there an age requirement for apprentices?

An apprentice is required to have a high school education, or the equivalent of a high school education.

To be obtain full licensure in the barber profession, the applicant must not be less than 17 years of age.