LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

MICHIGAN COSMETOLOGY APPRENTICESHIP GUIDE

OVERVIEW:

The cosmetology apprentice permit allows a cosmetology establishment to conduct an apprenticeship program where an apprentice completes courses of training.

An apprentice is an individual who is engaged in learning cosmetology in a cosmetology establishment.

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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ESTABLISHMENT 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 cosmetology establishment license number, then select **Apprentice Registration.**

- ☐ Application Processing Fee: $25.00 (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 COSMETOLOGY ESTABLISHMENT

- Before a licensed cosmetology establishment begins training an apprentice, the owner of the establishment must obtain proof that the student 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 cosmetology establishment conducting the apprenticeship shall ensure that all the apprentice's training is performed by an individual who holds an active cosmetology profession license issued by this state.

- Require the apprentice be in attendance not more than 40 hours per week.

- Maintain a daily record of the attendance of each apprentice. A copy of the record must be submitted to the department monthly via upload to your MiPLUS account.

- Establish a grading system and require the apprentice to pass an examination before certifying to the department that the apprentice has completed training.

- Only permit an apprentice to practice on members of the public after completing at least 350 hours of instruction in the general cosmetology curriculum, including both theory and practical hours. An apprentice in a natural hair cultivation, manicuring, skin care, or electrology curriculum may only practice on the public after completing at least ¼ of the hours required by the applicable curriculum, including both theory and practical hours.

- Maintain complete records of each apprentice for not less than 7 years after the last date of attendance of the apprentice.

- A school cannot transfer credit of hours that were earned in an apprenticeship program. An apprenticeship program cannot transfer credit of hours that were earned as a student.

- A cosmetology establishment 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 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 along with any outstanding timesheets to their MiPlus account.

UPON COMPLETION OF THE APPRENTICESHIP PROGRAM THE FOLLOWING IS NEEDED

- 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.

- Upon receipt, our office will review the timesheets and 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 cosmetology establishment 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.

- The cosmetology establishment 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 establishment must notify the department in writing by uploading the Certification of Termination of an Apprenticeship Training Program form along with any outstanding timesheets to their MiPLUS account.

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 submitted.

- Once the cosmetology establishment 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 establishment license is active, and the new apprentice registration is approved. Hours completed will not be counted if they were earned while either the establishment was not licensed, or the apprentice was not registered.

WHAT IF THE COSMETOLOGY ESTABLISHMENT HAS A SALE OR OTHER TRANSFER OF THE COSMETOLOGY ESTABLISHMENT, OWNERSHIP, OR CHANGE IN THE LOCATION?

- Pursuant to MCL 339.1204(4), An owner's cosmetology establishment license is considered void if there is a sale or other transfer of the cosmetology establishment, a sale or other transfer of ownership, or, except for a mobile salon, a change in the location of the cosmetology establishment. Therefore, the cosmetology establishment license is considered void.

- If the voided cosmetology establishment had an active apprenticeship(s) at the time the cosmetology establishment license was made VOID, this will also VOID the apprentice permit(s).

- Apprentice training cannot occur until both the establishment license is active, and the new apprentice registration is approved. Hours completed will not be counted if they were earned while either the establishment 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 https://test-takers.psiexams.com/micos or contact PSI at:
  - Phone: 855-579-4635

- By visiting www.michigan.gov/occupationallicense and clicking on the cosmetology link you can access the following helpful resources and forms:

  Resources:
  - Michigan Occupational Code
  - Administrative Rules for Cosmetology
  - Guide on How to Upload Apprenticeship Documents in MiPLUS

  Forms:
  - Monthly Apprentice Time Reporting Sheet
  - Certification of Completion Form
  - Apprentice Termination Form

FREQUENTLY ASKED QUESTIONS

1. How long are apprentice permit license types valid?

Cosmetology 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 cosmetology establishment 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 cosmetology establishment that conducts an apprenticeship program shall not charge a fee for the teaching of cosmetology services to apprentices on the premises.

5. When can the apprentice practice on members of the public?

After the apprentice completes 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 only practice on the public after they complete at least ¼ of the hours required by the applicable curriculum, including both theory and practical hours.

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

The records are required to be maintained for not less than 7 years. This includes a summary of the attendence record, a summary of practical and theory hours, including the subjects and number of practical applications, practical hours, and theory hours, the date of enrollment and last date of attendance, final grades, and a copy of the contract.

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

Once 1 apprenticeship has been successfully completed, the owner of the cosmetology establishment may allow the training of 2 apprentices at the same time. Not more than 2 apprentices may be trained at the same time.

8. How do I upload my apprentice timesheets?

Log into your MiPlus account at www.michigan.gov/miplus. Once you are logged in, go to the 'Licenses' or 'My Records' tab. Click on the apprentice permit number -> Record Info -> Attachments -> Add. Once the document has been selected and is 100% uploaded, click 'Continue'. In order for the document to successfully save, select the type of document and save.

9. 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 obtain full licensure in a cosmetology profession, the applicant must not be less than 17 years of age.