

**MICHIGAN COSMETOLOGY APPRENTICESHIP GUIDE**

**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 application can be completed by visiting [www.michigan.gov/miplus](http://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)

**ONCE APPRENTICE PERMIT HAS BEEN ISSUED 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.
- 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.

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- 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.

### ONCE AN 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.
- Once the apprenticeship program has been completed, the individual can apply for their license at [www.michigan.gov/miplus](http://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 timesheets and the Certification of Completion of Apprenticeship Training Program form that are uploaded to MiPLUS by the establishment. When all requirements are confirmed as met, our office will email the completed Exam Registration Form (ERF) to the establishment that conducted the apprenticeship.
- The establishment will then mail or fax the ERF to PSI. For additional information regarding PSI please visit [www.psiexams.com](http://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 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.

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### 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, 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, if the cosmetology establishment license is considered void a new license application will be required to be submitted to obtain a new license to continue to provide cosmetology services.
- If the cosmetology establishment has an active apprenticeship(s) at the time the cosmetology establishment license is VOID, this will also VOID the apprentice permit(s).
- When the new establishment 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 establishment license. 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 [www.psiexams.com](http://www.psiexams.com) or contact PSI at:
  - Phone: 855-579-4635
  - Fax: 702-932-2666
  - Email: [cosmetology@psionline.com](mailto:cosmetology@psionline.com)
  
- By visiting [www.michigan.gov/occupationallicense](http://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
- Guide on How to Upload Apprenticeship Documents in MiPLUS

### Forms:

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