Barbering and Cosmetology Apprenticeship

Application for Apprentice Contract and Permit

The first step to obtain a barbering and cosmetology apprenticeship is to find placement in a licensed, full service establishment. The Bureau of Apprenticeship Standards does not do placement.

The second step is to complete the application which form must be filled out and signed by both the licensed manager of the salon and the applicant. Then call the Bureau of Apprenticeship Standards at (608) 785-9176 to set up an appointment to meet the local representative. Have the $10 permit fee ready with the application. The permit fee can be paid with a check or money order, payable to the Department of Regulation and Licensing. Cash will not be accepted.

If you are requesting credit for previous barbering and cosmetology schooling, an official transcript with theory and practical hour designation must be attached to the application. A copy of an out of state license should also be provided.

The Barbering and Cosmetology Examining Board will issue an apprentice permit upon approval of your apprentice contract by the Bureau of Apprenticeship Standards.

When all theory and practical training hours have been completed, the apprentice must obtain a temporary practitioner’s permit by completing an examination application and remitting the appropriate fees. The technical college instructor will provide current information on the application and testing procedure.

A copy of the Wisconsin Statutes and Administrative Code Relating to the Practice of Barbering and Cosmetology is available on the web at http://drl.wi.gov or at most public libraries. If you wish, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a codebook may be obtained by calling Document Sales at 1-800-362-7253 or 608-264-9419, found online at http://drl.wi.gov/includes/catalog.htm, or by email at docsales@doa.state.wi.us

AN APPRENTICE MAY NOT BEGIN PRACTICING UNTIL THE CONTRACT AND PERMIT HAVE BEEN APPROVED.

If the apprentice leaves the establishment, the Bureau of Apprenticeship Standards must be notified immediately.