



APPLICATION FOR FOUR-YEAR APPRENTICE LICENSE
GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS
237 Coliseum Drive • Macon, Georgia 31217 • (478) 207-2440
www.sos.ga.gov/plb/cosmetology

Please read the instructions carefully and be familiar with the laws and rules governing the practice of Cosmetology/Barbers/Hair Designer/Nail Technology/Esthetics in the State of Georgia.

Visit our website for information: www.sos.ga.gov/plb/cosmetology

***** IMPORTANT *****

The Board **CANNOT** process incomplete applications. If ANY item is missing, incomplete, or incorrect, your application cannot be reviewed by the Board. Please review this application before you submit it to ensure that all information and documentation is complete and correct. Incomplete applications result in delayed processing. Incomplete applications are void after one year. Furthermore, because application information is time sensitive, documents cannot be transferred from an old application to a new application.

APPLICATION CHECKLIST

The following checklist is an important part of your application. Please use this checklist to ensure that you submit a **COMPLETE** application. We recommend you keep a copy of your application for your records.

- NON-REFUNDABLE 4-YEAR APPRENTICE APPLICATION FEE: \$90**
CHANGE OF SHOP / MASTER OR CURRENT 2-YR APPRENTICE RENEWAL: \$90
You must include a \$90 check or money order payable to the Georgia State Board of Cosmetology and Barbers. **DO NOT SEND CASH OR COUNTER CHECKS.** Checks returned for insufficient funds are subject to a \$30.00 service charge pursuant to O.C.G.A. § 16-9-20.
- CITIZENSHIP/QUALIFIED ALIEN STATUS:** Submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on pages 3 and 4.
- NOTARIZED APPLICATION:** The complete application must be mailed to the Board's office at the address listed above, along with your **FEE**. Sign the application in the presence of a notary.
- Copy of current shop license and master license are enclosed**
- Letter from master releasing previous apprentice (if applicable)**
If the master under whom you are training has *previously* trained an apprentice, our records must indicate that they are no longer training that person. If a master has not notified us that he or she is no longer training an apprentice, he or she must notify us in writing. Without this notification, your application will be delayed.
- SUBMIT APPLICATION IN A 9X12 or LARGER ENVELOPE – – DO NOT STAPLE pages or check/money order.** Do not fold pages of the application. Make check/money order payable to Georgia State Board of Cosmetology and Barbers submit to 237 Coliseum Drive, Macon, GA 31217. We recommend using US Mail or private courier (UPS, FedEx, etc.) with tracking. Keep a copy of your application for your records.

DO NOT SUBMIT THIS PAGE WITH YOUR APPLICATION

INSTRUCTIONS FOR THE COSMETOLOGY/ BARBER APPRENTICE APPLICATION

Failing to follow these instructions will delay the processing of your application

Section 1 This section is to be **completed by the applicant**, signed and notarized.

Section 2: This section is to be **completed by the master** licensee who will supervise the apprentice. This section must be signed and notarized. **The signature of the master trainer must be legible or the application will be returned. The signature of the master trainer must be signed as it appears on the license.** Failure to do so will result in the application being returned and delay processing your application.

APPRENTICE REQUIREMENTS:

1. Cosmetology Apprentice training is on-the-job training in a salon/shop and under the direct supervision of a licensed master licensee with at least 36 months' experience. Barber Apprentice training is on-the-job training in a salon/shop and under the direct supervision of a licensed master barber with at least 18 months' experience.
2. Each master barber, cosmetologist, esthetician, hair designer, or nail technician licensee in a salon/shop may train only one (1) apprentice at a time.
3. Any person at least 16 years of age may qualify to train as an apprentice.
4. Apprentice hours are accumulated according to the actual number of hours of performance and training. Apprentice hours are subtotaled 1st of January, the 1st of April, and the 1st of September. Hours reported will be kept on file by the salon/shop owner or manager for inspector review.
The salon/shop owner and master level trainer are responsible for submitting the apprentice hours after the apprentice has completed the hours or is no longer apprenticing under the current master level trainer.
5. Upon completion of the required hours within the appropriate minimum months of training, it is the apprentice's responsibility to obtain and submit an application for examination and or licensure. Examinations will be administered **only** by PSI. Contact PSI about the examinations, fees, dates, locations, exam content and grade notifications using one of the following:
 - Online 24/7 at www.psiexams.com or by phone 24/7 at (800) 733-9267.
 - PSI Registrar at (800) 733-9267 Monday-Friday 7:30 a.m.-8:00 p.m., Saturday 11:00 a.m. -5:00 p.m. EST.

CREDIT FOR TRAINING HOURS BEGINS WHEN THE APPRENTICE LICENSE IS ISSUED.
NOT WHEN THE APPLICATION IS MAILED TO THE BOARD OFFICE.

APPRENTICE TRAINING:

1. **The apprentice will receive a certificate of registration for a period of four (4) years. THERE ARE NO RENEWALS OF THE 4-YEAR APPRENTICE LICENSE; only a current 2-year Apprentice may renew for \$90.** If the apprentice is changing a master, or salon/shop location, or if the salon/shop where the apprentice is working has a change in its license status, the apprentice must submit a new application with the salon/shop change.
2. Upon the expiration of the last certificate of registration issued, such apprentice shall not be permitted to practice the occupation in any way until he or she obtains his or her license.
3. **Hours can only be obtained during the period of time that the apprentice is licensed.**

CHANGE OF TRAINING:

If any of the following occurs during the apprenticeship, a new apprentice application must be filed with the Board office and a fee of \$90.00 must be submitted with the application – NO EXCEPTIONS:

- Change of Master supervising the apprentice; or
- Apprentice changes to a new salon; or
- If the salon where you are apprenticing changes name, location or ownership causing a new salon license number to be issued.

COSMETOLOGY APPRENTICESHIP HOURS REQUIRED FOR EXAMINATION:

BARBER	3,000 HOURS AND 18 MONTHS OF TRAINING
BARBER II	2,280 HOURS AND 14 MONTHS OF TRAINING
COSMETOLOGIST	3,000 HOURS AND 18 MONTHS OF TRAINING
HAIR DESIGNER	2,650 HOURS AND 14 MONTHS OF TRAINING
ESTHETICIAN	2,000 HOURS AND 18 MONTHS OF TRAINING
NAIL TECHNICAN	1,050 HOURS AND 8 MONTHS OF TRAINING

DO NOT SUBMIT THIS PAGE WITH YOUR APPLICATION



GEORGIA STATE BOARD of COSMETOLOGY AND BARBERS

237 Coliseum Drive • Macon, GA 31217 Phone (478) 207-2440

www.sos.ga.gov/plb/cosmetology

Form with fields: Date Entered, Receipt #, Submitted \$, Date Issued

APPLICATION FOR APPRENTICE LICENSURE

Application Fees are non-refundable

(Check Only ONE)

- License Type: [] BARBER APPRENTICE [] ESTHETICIAN APPRENTICE [] BARBER II APPRENTICE [] HAIR DESIGN APPRENTICE [] COSMETOLOGY APPRENTICE [] NAIL TECHNICIAN APPRENTICE

Please check the appropriate box:

- [] Initial Application \$90 [] Change of Shop/ Master or 2yr Renewal \$90

ALL Licenses currently or previously held issued to you by the Georgia Professional Licensing Boards:

1. Legal Name to appear on License:

Form with fields: LAST, FIRST, MIDDLE

2. Name as shown on exam records, transcripts or any documentation provided to the Board including maiden name (if different):

Form with fields: LAST, FIRST, MIDDLE, MAIDEN

3. Social Security # 1:

Form for Social Security number

Date of Birth:

Form for Date of Birth

1 This information is authorized to be obtained & disclosed to state & federal agencies pursuant to O.C.G.A. § 19-11-1 & O.C.G.A. § 20-3-295, 42 U.S.C.A. § 551 & 20 U.S.C.A. § 101.

4. Gender: [] Male [] Female

5. Residential Address:

PHYSICAL ADDRESS - NUMBER AND STREET NAME REQUIRED (P.O. BOX NOT ACCEPTABLE)

Form for Residential Address with fields: CITY, STATE, ZIP, APT #

6. Mailing 2 Address:

(P.O. BOX ACCEPTABLE)

2 O.C.G.A. §43-1-2 (k) Your name, mailing address and license number are public information and will appear on Secretary of State's website

Form for Mailing Address with fields: CITY, STATE, ZIP

7. Daytime Phone #

Form for Daytime Phone number

Evening Phone #

Form for Evening Phone number

8. E-mail Address 3: (Please print clearly)

3 Acknowledgement of your application will be sent to your email. If further information is needed, Board staff will contact you by email so that your application can be processed in the most efficient manner. Your email will not be shared with third parties.

[] Please check this box if you are a military spouse or a transitioning service member of the United States armed forces (including the National Guard).

SECTION 1 – TO BE COMPLETED BY COSMETOLOGY OR BARBER APPRENTICE APPLICANT

This application will be returned if you do not answer the questions on this page.

Print Your Name: _____

Have you ever been arrested or convicted of a felony, misdemeanor (other than a minor traffic violation), crime involving moral turpitude, or a crime violating federal or state law relating to controlled substances or dangerous drugs? (DWI and DUI are not minor traffic violations.) For purposes of this question, a “conviction” includes a finding of verdict of guilty, plea of guilty, a plea of nolo contendere, or first offender treatment, and also includes adjudication of guilt or sentence withheld or not entered on the charge (s).

NOTE: The answer to this question is “YES” if an arrest or conviction has been pardoned, expunged, dismissed or deferred, you pled & completed probation under First offender and/or your civil rights have been restored and/or you have received legal advice that the offense will not appear on your criminal record.

No Yes



If you answered “Yes” to the question regarding arrest/court convictions, you must submit the following to the Board:

- (a) Submit a letter of explanation and certified copy of final court disposition from the county(s) in which you were arrested/convicted. The court document should include the charges and sentencing information.
- (b) Probation/Parole - Submit a statement (on official letterhead) from your probation / parole officer regarding your current status. If probation/parole has been completed, submit certified documents from the courts verifying case closed and completion of probation / parole.

Has any other licensing board or agency in Georgia or any other state ever:

- (a) Denied your application for licensure, renewal, or reinstatement?
- (b) Revoked, suspended, restricted, sanctioned, or probated your license?
- (c) Requested or accepted surrender of your license?
- (d) Reprimanded, fined, or disciplined you?

No Yes
 No Yes
 No Yes
 No Yes



If you answered “Yes” regarding sanctions from another board, you must request that the licensing board or agency send a certified copy of the action taken against your license with relevant supporting documents to the Board’s office. Your application will not be processed until this information is received and reviewed by the Board. Provide the name of the agency or board in the space provided:

Name of State Board or Agency

Have you ever previously registered as an apprentice?

No Yes

If YES:

When? _____

What type of apprenticeship? _____

License Number _____

Did you complete the apprenticeship?

No Yes

Are you currently working under an apprentice license?

No Yes

If YES, give date of license expiration: _____

I have enclosed a copy of my Secure and Verifiable Document (SVD) with this application such as my Driver's License, Passport, or other document OR a copy of my current immigration document(s) which includes either my Alien number or I-94 number and SEVIS number if needed.

**Secure and Verifiable Documents Under O.C.G.A. § 50-36-2
Issued August 1, 2011 by the Office of the Attorney General, Georgia**

The Illegal Immigration Reform and Enforcement Act of 2011 ("IIREA") provides that "[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law's website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General." O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status. This list may be found on the Board's website at this address: <http://sos.ga.gov/admin/files/svd2013.pdf>

Your application will not be processed until this information is received and reviewed by the Board.

I UNDERSTAND THAT IN ORDER FOR ME TO QUALIFY FOR THE EXAMINATIONS OFFERED BY THE BOARD, I MUST PROVIDE PROOF OF A HIGH SCHOOL DIPLOMA, OR GED DIPLOMA, OR A POSTSECONDARY EDUCATION, OR COLLEGE DEGREE.

APPLICANT AFFIDAVIT



- License Type: BARBER APPRENTICE BARBER II APPRENTICE
 COSMETOLOGY APPRENTICE HAIR DESIGN APPRENTICE
 ESTHETICIAN APPRENTICE NAIL TECHNICIAN APPRENTICE

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia State Board of Cosmetology and Barbers and I agree to abide by these laws and rules, as amended from time to time.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate (Check or initial beside #1 or #2 below):

- 1) _____ I am a United States citizen least 18 years of age or older. You must submit a copy of your current photo ID or Secure and Verifiable Document(s) such as driver’s license, passport, or other document.
- 2) _____ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. You must submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number. **When submitting a “green card,” please provide a copy of the front and back of the card.**

The undersigned applicant also hereby verifies that he or she is at least 18 years of age or older and has enclosed at least one form of acceptable identification such as a Secure and Verifiable Document as required by O.C.G.A. § 50-36-1(e)(1), with this Affidavit.

In making the above representations under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute. I also understand that any failure to make full and accurate disclosures may result in disciplinary action by the Board for which I am applying for licensure.

Print Name of Applicant

Signature of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____

NOTARY PUBLIC SIGNATURE

MY COMMISSION EXPIRES:

O.C.G.A. §45-17-6 requires legible seals for notarized documents. If an embossed seal is used a foil overlay or shading should be applied to make the seal, state, title, name, and county legible when digitized.

NOTARY SEAL

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SECTION 2 – TO BE COMPLETED BY MASTER

Apprentice Name: _____

Salon/Shop Name: _____ License No. _____
(for this application)

Physical Address of Salon/Shop: _____
(Including Suite and/or Studio #)

Supervisor Name: _____ License No. _____
(for this application)

Questions for the Master Supervising the Apprentice Barber, Barber II, Cosmetologist, Hair Designer, Esthetician or Nail Technician:

Yes No Salon/Shop owner or manager or master trainer, are responsible for keeping daily record of apprentice hours.

Yes No Salon/Shop owner or manager and master trainer are responsible for apprentice having a thorough understanding of sanitization. Refer to sanitation tip sheet.

Yes No Master trainer always monitors apprentice's sanitation procedure.

Yes No Do you have cosmetology and/or barber books/workbook for apprentice to study?

Yes No Do you have the sanitary regulations for apprentice to study?

Yes No Do you have the rules of the Georgia State Board of Cosmetology and Barbers for Apprentice to study?

Yes No Does Apprentice have related kit, and all the tools they will need to learn the specific profession in cosmetology or barbering?

Yes No I understand the following regarding apprentices:
Hours can only be obtained during the period of time that the apprentice is licensed. If an apprentice changes master supervisor or salon/shop where he/she is apprenticing, a new apprentice application must be submitted. If the salon/shop changes ownership, name or location causing a new license number to be issued, a new apprentice application must be submitted. Hours can only be obtained during the period of time that the apprentice, master and salon license are active.

Yes No **I UNDERSTAND:** APPRENTICE HOURS ARE SUBTOTALLED 1ST OF JANUARY, 1ST OF APRIL, AND 1ST OF SEPTEMBER.

Yes No **I UNDERSTAND:** HOURS REPORTED WILL BE KEPT ON FILE BY SALON/SHOP OWNER OR MANAGER FOR INSPECTOR TO REVIEW.

SECTION 2 CONTINUED ON NEXT PAGE

SECTION 2 CONTINUED – TO BE COMPLETED BY MASTER

Yes **No** **I UNDERSTAND:** Failure to have apprentice reports and/or records current shall result in a **Fine** of \$25.00 for 1st offense; \$75.00 for 2nd offense; \$300.00 for any subsequent offense (Rule 240-2-.02).

Yes **No** **I UNDERSTAND:** Failure of apprentice to be under direct supervision of their registered master license holder or temporarily designated master license holder shall result in a **Fine** of \$25.00 for 1st offense; \$75.00 for 2nd offense; \$300.00 for any subsequent offense (Rule 240-2-.02).

Yes **No** **I UNDERSTAND:** Apprentice hours are accumulated according to the actual number of hours of performance and training. It is the responsibility of the salon/shop owner and the master to see that an accurate record is kept of the apprentice hours. IT IS NOT THE RESPONSIBILITY OF THE APPRENTICE.

Yes **No** **I UNDERSTAND: IT IS MY RESPONSIBILITY AS MASTER TO SUBMIT APPRENTICE HOURS AT THE END OF THE APPRENTICESHIP EVEN IF THE APPRENTICE IS NO LONGER TRAINING WITH ME FOR ANY REASON.**

I agree to act as supervising master barber, master cosmetologist, nail technician, esthetician or hair designer for the apprentice whose name appears above. I agree to provide direct supervision when the apprentice whose name appears above is working in the salon/shop.

STATE OF GEORGIA
COUNTY OF _____

SIGNATURE OF THE MASTER
SUPERVISING THE APPRENTICE

SWORN AND SUBSCRIBED BEFORE ME THIS THE
_____ DAY OF _____,

PRINT NAME

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

O.C.G.A. §45-17-6 requires legible seals for notarized documents. If an embossed seal is used a foil overlay or shading should be applied to make the seal, state, title, name, and county legible when digitized.

NOTARY SEAL



TRANSCRIPT OF BARBER APPRENTICE TRAINING

It is hereby certified that _____
Apprentice Last Name Apprentice First Name Apprentice Middle Name

Apprentice License. # _____

Salon/Shop Name _____ Salon/Shop License No. _____

Completed the following hours from _____ to _____
MM/DD/YYYY MM/DD/YYYY

Master Signature _____ Master License No. _____

Apprentice Signature _____

Hours can only be obtained during the period of time that the apprentice is licensed. If an apprentice changes master supervisor or salon/shop where he/she is apprenticing, a new apprentice application must be submitted. If the salon/shop changes ownership, name or location causing a new license number to be issued, a new apprentice application must be submitted. Hours can only be obtained during the period of time that the apprentice, master and salon/shop license are active.

Courses	Hours Required	Hours Completed
Theory	960	
Hairstyling Techniques & Cutting	1000	
Shaving	50	
Shampooing	10	
Facials	20	
Scalp Treatment Techniques	20	
Permanent Waving, Relaxing and Chemical Application	540	
Additional Instruction	400	
Total Hours	3000	

Sworn to and subscribed before me
 This ____ day of _____, 20__.

 Notary Signature
 My Commission Expires: _____

**APPRENTICE HOURS ARE DUE UPON
 COMPLETION OF THE APPRENTICESHIP
 OR CHANGE OF SHOP OR MASTER BARBER.**

O.C.G.A. §45-17-6 requires legible seals for notarized documents.
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NOTARY SEAL



TRANSCRIPT OF COSMETOLOGY APPRENTICE TRAINING

It is hereby certified that _____

Apprentice Last Name Apprentice First Name Apprentice Middle Name

Apprentice License # _____

Salon/Shop Name _____ Salon/Shop License No. _____

Completed the following hours from _____ to _____

MM/DD/YYYY

MM/DD/YYYY

Master Signature _____ Master License No. _____

Apprentice Signature _____

Hours can only be obtained during the period of time that the apprentice is licensed. If an apprentice changes master supervisor or salon where he/she is apprenticing, a new apprentice application must be submitted. If the salon changes ownership, name or location causing a new license number to be issued, a new apprentice application must be submitted. Hours can only be obtained during the period of time that the apprentice, master and salon license are active.

Hours Required	COURSES	Hours Completed
700 hrs.	THEORY <i>in any category one clock hour equals one credit hour</i>	
249 hrs.	HAIRCUTTING AND SHAPING <i>1 haircut = .75 hrs</i>	
510 hrs.	SHAMPOOING HAIRDRESSING & STYLING <i>1 shampoo & style or 1 pressing, curling & comb-out = 1.5 hrs ; 1 shampoo = .25 hrs</i>	
310 hrs.	HAIR-COLOR AND LIGHTENING <i>1 color including style=2 hrs; 1 temp rinse = .75 hrs; 1 color removal = 3 hrs; predisposition = 3 hrs</i>	
300 hrs.	PERMANENT <i>1 cold or heat wave including style = 3 hrs</i>	
98 hrs.	SCALP TREATMENT <i>1 scalp treatment = 1 hr</i>	
105 hrs.	FACIALS <i>1 facial = 1 hrs ;</i> MAKEUP <i>1 application = 1 hr;</i> ARCHING & ESTHETICS <i>1 brow & lash tint = .5hrs;</i>	
60 hrs.	HAIR REMOVAL = .50 hrs	
100 hrs.	CHARM, RECEPTION, ART & ETHICS STATE LAWS AND BOARD RULES	
180 hrs.	MANICURE <i>1 manicure = 1 hrs</i> <i>1 sculptured nails application = 3 hrs</i> PEDICURE <i>1 pedicure = 1 hrs</i>	
278 hrs.	CHEMICAL & RELAXING <i>1 chemical relaxer = 2 hrs; 1 retouch = 1.5 hrs</i>	
100 hrs.	LABORATORY <i>Training in all chemicals including sanitation one clock hour = one credit hour.</i>	
10 hrs.	SANITATION AND DISINFECTION = .50 hrs	
3000 hrs.	TOTAL HOURS	

Sworn to and subscribed before me

This _____ day of _____ 20_____

 Notary Signature

My commission expires on _____ / _____ / _____

APPRENTICE HOURS ARE DUE AT COMPLETION OR CHANGE.

O.C.G.A. §45-17-6 requires legible seals for notarized documents.
 If an embossed seal is used a foil overlay or shading should be applied to make the seal, state, title, name, and county legible when digitized.

NOTARY SEAL

GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS
237 COLISEUM DRIVE
MACON, GA 31217-3858

HOW TO CHANGE FROM CLOCK HOURS TO CREDIT HOURS FOR COSMETOLOGY APPRENTICE. (PLEASE NOTE: CREDIT/CLOCK HOURS ARE THE SAME.)

THEORY

An apprentice can study theory in any category for one clock hour and get 1 credit hour.

HAIRCUTTING AND SHAPING

One haircut = .75 of a credit hour.

SHAMPOOING HAIRDRESSING AND STYLING

One shampoo and style or one pressing, curling and comb-out= 1.5 credit hours.

One shampoo = .25 of a credit hour.

HAIR-COLOR and LIGHTENING:

One color including style (virgin lightener or retouch; foiling; virgin tint or retouch) = 2 credit hours.

A temp rinse/semi-permanent color = .75 of a credit hour.

PERMANENT

One cold or heat wave including style = 3 credit hours.

SCALP TREATMENT

One scalp treatment = 1 credit hour.

FACIALS AND MAKE-UP, ARCHING AND ESTHETICS

One facial = 1 credit hour.

One brow and lash tint = .5 of a credit hour.

Make up application = 1 credit hour.

HAIR REMOVAL

Lip, chin and face (tweezing, waxing, threading) = .5 of a credit hour.

Brow tweezing = .5 of a credit hour.

Brow waxing = .5 of a credit hour.

CHARM RECEPTION ART AND ETHICS

Learning how to work the desk and how to deal properly with clients; one clock hour = 1 credit hour.

MANICURE AND PEDICURE

One manicure = 1 credit hour.

One pedicure = 1 credit hour.

One sculptured nail application (full set) = 3 credit hours.

CHEMICAL AND RELAXING

One chemical relaxer = 2 credit hours.

One retouch = 1.5 credit hours.

LABORATORY

An apprentice will get training in preparing germicidal solutions, shampoos, tint and bleaches, practical training in washing and sanitizing all equipment in the beauty salon. 1 clock hour = 1 credit hr.

SANITATION AND DISINFECTION = .5 of a credit hour.



TRANSCRIPT OF HAIR DESIGNER APPRENTICE TRAINING

It is hereby certified that _____

Apprentice Last Name Apprentice First Name Apprentice Middle Name

Apprentice License # _____

Salon/Shop Name _____ Salon/Shop License No. _____

Completed the following hours from _____ to _____

MM/DD/YYYY MM/DD/YYYY

Master Signature _____ Master License No. _____

Apprentice Signature _____

Hours can only be obtained during the period of time that the apprentice is licensed. If an apprentice changes master supervisor or salon where he/she is apprenticing, a new apprentice application must be submitted. If the salon changes ownership, name or location causing a new license number to be issued, a new apprentice application must be submitted. Hours can only be obtained during the period of time that the apprentice, master and salon license are active.

Table with columns: Hours Required, Courses, Hours Completed. Lists various courses such as THEORY, HAIRCUTTING AND SHAPING, SHAMPOOING HAIRDRESSING & STYLING, etc.

Sworn to and subscribed before me

This _____ day of _____, 20_____

Notary Signature

My Commission Expires: _____

APPRENTICE HOURS ARE DUE UPON COMPLETION OF THE APPRENTICESHIP OR CHANGE OF SHOP OR MASTER.

O.C.G.A. §45-17-6 requires legible seals for notarized documents. If an embossed seal is used a foil overlay or shading should be applied to make the seal, state, title, name, and county legible when digitized.

NOTARY SEAL

**GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS
237 COLISEUM DRIVE
MACON, GA 31217-3858**

**HOW TO CHANGE FROM CLOCK HOURS TO CREDIT HOURS FOR HAIR DESIGNER
APPRENTICE. (PLEASE NOTE: CREDIT/CLOCK HOURS ARE THE SAME.)**

THEORY

An apprentice can study theory in any category for one clock hour and get 1 credit hour.

HAIRCUTTING AND SHAPING

One haircut = .75 of a credit hour.

One shampoo = .25 of a credit hour.

SHAMPOOING HAIRDRESSING AND STYLING

One shampoo and style or one pressing, curling and comb-out it = 1.5 credit hours.

HAIR-COLOR OR BLEACHING

One color including style (Virgin lightener or retouch; foiling; virgin tint or retouch) = 2 credit hours.

One temp rinse/semi-permanent color = .75 of a credit hour.

One brow and lash tint = .5 of a credit hour.

PERMANENT

One cold or heat wave including style = 3 credit hours.

SCALP TREATMENT

One scalp treatment = 1 credit hour.

CHARM RECEPTION ART AND ETHICS

One hour learning how to work the desk and how to deal properly with clients for one clock hour = 1 credit hour.

CHEMICAL AND RELAXING

One chemical relaxer = 2 credit hours.

One retouch = 1.5 credit hours.

LABORATORY

An apprentice will get training in preparing germicidal solutions, shampoos, tint and bleaches, practical training in washing and sanitizing all equipment in the beauty salon each. Each clock hour of this training will be equal to 1 credit hour.

SANITIZING AND DISINFECTION = .5 of a credit hour.

DO NOT SUBMIT THIS PAGE WITH YOUR APPLICATION

**GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS
237 COLISEUM DRIVE
MACON, GA 31217-3858**

HOW TO CHANGE FROM CLOCK HOURS TO CREDIT HOURS FOR NAIL CARE APPRENTICES.
(PLEASE NOTE: CREDIT/CLOCK HOURS ARE THE SAME.)

THEORY

An apprentice can study theory in any category for one clock hour and get 1 credit hour.

MANICURING

One manicure with hand and a forearm massage (basic, hot oil, and various spa machines) = 1 credit hour.

PEDICURE

One pedicure with foot and leg massage (basic and various spa pedicures) = 1 credit hour.

NAILS

One artificial nail removal or nail repair = .50 credit hours.

One nail fill in application = 1 credit hour.

Artificial tip application with overlay = 2 credit hours.

Nail Wrapping (silk, linen, etc. on natural nails only) = 1 credit hour.

Nail Sculpturing = 3 credit hours.

UV Gel Nails = 1 credit hour.

Professional nail drill usage with professional drill designed for fingernails only = .50 credit hours.

Nail Art and airbrush techniques (full set) = 1 credit hour.

PARAFFIN TREATMENT

Hands or feet = .50 credit hours.

RELATED SUBJECTS AND ADVANCED TECHNIQUES = 1 credit hour.

SANITIZING & DISINFECTION = .50 credit hours.

DO NOT SUBMIT THIS PAGE WITH YOUR APPLICATION

**GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS
237 COLISEUM DRIVE
MACON, GA 31217-3858**

HOW TO CHANGE FROM CLOCK HOURS TO CREDIT HOURS FOR ESTHETICIANS. (PLEASE NOTE: CREDIT/CLOCK HOURS ARE THE SAME.)

THEORY; Professional Practices, Professional Ethics, Business Practices

An apprentice can study theory in any category for one clock hour and get 1 credit hour.

SCIENCES

Sciences, in any category, one clock hour = 1 credit hour.

BODY TREATMENT

One body treatment = 1 credit hour.

FACIALS

One facial (spa and machine) = 1 credit hour.

Pre Op and Post Op Therapy = .50 credit hours

MAKE-UP

One make-up application = 1 credit hour.

Client consultation and skin analysis = .50 credit hours

Contouring and color accent = .50 credit hours

Eyelash tabbing and strips = .50 credit hours

HAIR REMOVAL

One hair removal or waxing (lip, chin, face) = .50 credit hours.

One bikini hair removal = .50 credit hours.

One legs hair removal = 2 credit hours.

One hair removal (torso, back or arm) = .50 credit hours.

One brow arching = .50 credit hours.

SPA/SALON MANAGEMENT

One clock hour = 1 credit hour.

ADDITIONAL INSTRUCTION

One brow and lash tinting = 1 credit hour.

Cleansing & Disinfection = .50 credit hours.

DO NOT SUBMIT THIS PAGE WITH YOUR APPLICATION

Georgia State Board of Cosmetology and Barbers – BARBER Apprentice Daily Log Month/Year _____

Apprentice license number _____ Print apprentice name _____ Signature of apprentice _____

Day	Theory	Hairstyling Techniques & Cutting	Shaving	Shampooing	Facials	Scalp Treatment Techniques	Permanent Waving, Relaxing and Chemical Application	Additional Instruction	Total Hours
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This _____ Day of _____, 20 _____

NOTARY SEAL

Signature of Notary _____

My commission expires:

Printed name of salon/shop owner or manager:

Signature of Master _____

Master License # _____

Signature of Salon/Shop Owner/Mgr:

Georgia State Board of Cosmetology and Barbers – BARBER II Apprentice Daily Log Month/Year _____

Apprentice license number _____ Print apprentice name _____ Signature of apprentice _____

Day	Theory	Hairstyling Techniques & Cutting	Shaving	Shampooing	Facials	Scalp Treatment Techniques	Additional Instruction	Total Hours
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Sworn to and subscribed before me

NOTARY SEAL

Printed Name of Master _____

This _____ Day of _____, 20 _____

Signature of Notary _____

My commission expires:

Printed name of salon/shop owner or manager:

Owner/Mgr: _____

Signature of Master _____

Master License # _____

Signature of Salon/Shop

Georgia Board of Cosmetology and Barbers - Cosmetology Apprentice Daily Log

Month/Year _____

Apprentice license number _____ Print apprentice name _____ Signature of apprentice _____

Day	Theory	Hair Cutting & Shaping	Shampooing Hairdressing Styling	Hair Coloring Or Lightening	Perm. & Scalp Treatments	Facials Make-up Esthetics	Charm Reception Art & Ethics,	Manicure & Pedicure	Chemical & Relaxing	Lab.	Sanitation & Disinfection	Total Hours
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Sworn to and subscribed before me

NOTARY SEAL

Printed Name of Master _____

This _____ Day of _____, 20 _____

Signature of Master _____

Signature of Notary _____

Master License # _____

My commission expires:

Printed name of salon/shop owner or manager:

Signature of Salon/Shop Owner/Mgr:

**Georgia Board of Cosmetology and Barbers - Hair Designer Apprentice Daily Log -
Month/Year _____**

Apprentice license number _____ Print apprentice name _____ Signature of apprentice _____

Day	Theory	Hair Cutting & Shaping	Shampooing Hairdressing Styling	Hair Coloring And Lightening	Perm. Treatments	Scalp Treatment	Charm, Reception Art & ethics,	Chemical & Relaxing	Lab	Sanitizing & Disinfection	Total Hours
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Sworn to and subscribed before me
This _____ Day of _____, 20 _____

NOTARY SEAL

Printed Name of Master _____

Signature of Notary _____
My commission expires: _____

Signature of Master _____

Master License # _____

Printed name of salon/shop owner or manager:

Signature of Salon/Shop Owner/Mgr:

Georgia Board of Cosmetology and Barbers - Nail Technician Apprentice Daily Log- Month/Year _____

Apprentice license number _____ Print apprentice name _____ Signature of apprentice _____

Day	Theory	Manicure w/ hand / forearm massage	Artificial Nail Removal & Nail Repair	Nail Fill In Applications	Artificial Tip App. w/Overlay	Nail Wrapping	Nail Sculpting	Pedicure w/foot and leg massage	Nail arts technique/ UV Gel	Professional Drill Usage	Air Brush Nail Art	Paraffin Treatment (Hand/feet)	Related Subjects / Advanced Tech./Sanitizing & Disinfection	Total Hours
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Sworn to and subscribed before me
This _____ Day of _____, 20 _____

Signature of Notary _____
My commission expires: _____

Printed name of salon/shop owner/mgr :

NOTARY SEAL

Printed Name of Master _____

Signature of Master _____

Master License # _____

Signature of Salon/Shop Owner/Mgr:

Georgia Board of Cosmetology and Barbers - Esthetician Apprentice Daily Log - Month/Year _____

Apprentice license number _____ Print apprentice name _____ Signature of apprentice _____

<i>Day</i>	<i>Prof. Practices</i>	<i>Prof. Ethics</i>	<i>Business Practices</i>	<i>Sciences</i>	<i>Body Treatment</i>	<i>Facials</i>	<i>Make-up</i>	<i>Hair Removal</i>	<i>Spa/Salon Management</i>	<i>Cleansing Disinfection</i>	<i>Total Hours</i>
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Sworn to and subscribed before me
This _____ Day of _____, 20 _____

NOTARY SEAL

Printed Name of Master _____

Signature of Notary _____
My commission expires:

Signature of Master _____

Master License # _____

Printed name of salon/shop owner or manager :

Signature of Salon/Shop Owner/Mgr: _____