



**APPLICATION FOR  
COSMETOLOGY APPRENTICE  
GEORGIA STATE BOARD OF COSMETOLOGY  
237 Coliseum Drive  
Macon, Georgia 31217  
Phone (478) 207-2440  
[www.sos.ga.gov/plb/cosmetology](http://www.sos.ga.gov/plb/cosmetology)**

Please read the instructions carefully and be familiar with the laws and rules governing the practice of cosmetology in the State of Georgia. Visit the website for information: [www.sos.ga.gov/plb/cosmetology](http://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 old applications to new applications.

### Application Checklist

The following checklist is an important part of your application. Please use this checklist to ensure that you submit a COMPLETE application.

- NON-REFUNDABLE APPLICATION FEE:** \$45 – Cosmetology Apprentice  
The payment must be made by check or money order payable to the Georgia State Board of Cosmetology. **DO NOT SEND CASH OR COUNTER CHECKS.** Checks returned for insufficient funds are subject to a \$40.00 service charge pursuant to O.C. G.A. § 16-9-20.
- CITIZENSHIP/QUALIFIED ALIEN STATUS:** Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on pages 22 & 23 of this application.
- 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 attached**
- 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.

## INSTRUCTIONS FOR THE COSMETOLOGY APPRENTICE APPLICATION

Please read the instructions carefully and be familiar with the Laws and Rules governing the specific area in which you are seeking licensure. Failing to follow these instructions will delay the processing of your application.

Section 1 & 2: This section is to be completed by the applicant, signed and notarized.

Section 3: 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 will cause delay in the processing of the apprentice license.**

### APPRENTICE REQUIREMENTS:

1. Apprentice training is on-the-job training in a cosmetology salon/shop and under the direct supervision of a licensed master licensee with at least 36 months' experience.
2. Each master cosmetologist or esthetician, nail technician licensee in a salon/shop may train only one (1) apprentice at a time.
3. Any person at least 17 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 1<sup>st</sup> of January, the 1<sup>st</sup> of April, and the 1<sup>st</sup> 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. The Master Cosmetologist, Esthetician, Nail Technician and Instructors examinations will be administered **only** by PSI. You may contact PSI using one of the following:
  - Via the Internet 24 hours a day at [www.psiexams.com](http://www.psiexams.com).
  - Using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267.
  - With a PSI registrar at (800) 733-9267, available Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time.

Contact PSI about the examinations, fees, dates, locations, exam content and grade notifications.

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 two (2) years. The certificate may be renewed at the end of such period by renewing the license online via the Board's website at [www.sos.ga.gov](http://www.sos.ga.gov) and submitting the applicable renewal fee by the expiration date. The renewal fee increases if submitted after the expiration date of the apprentice license. If the apprentice is changing a master supervisor, or salon location, or if the salon where the apprentice has a change in its license status, the apprentice must submit a shop change application.
2. Upon the expiration of the last certificate of registration issued, such person shall not be permitted to practice the occupation in any way until he or she obtains his or her master cosmetology license.

### 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 \$45.00 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:

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 TECHNICIAN --- 1,050 HOURS AND 8 MONTHS OF TRAINING

<b>FOR BOARD USE ONLY</b>
Amount Submitted _____
Date _____
Receipt # _____



<b>FOR BOARD USE ONLY</b>
Certificate Number _____
Date Issued _____
Applicant No. _____

**GEORGIA STATE BOARD OF COSMETOLOGY**  
 237 Coliseum Drive • Macon, Georgia 31217 • (478) 207-2440  
[www.sos.ga.gov/plb/cosmetology](http://www.sos.ga.gov/plb/cosmetology)

**Application for Cosmetology Apprentice, Fee \$45.00 (non-refundable)**

**License Type:** \_\_\_\_\_ Cosmetology Apprentice  
 \_\_\_\_\_ Esthetician Apprentice  
 \_\_\_\_\_ Nail Technician Apprentice  
 \_\_\_\_\_ Hair Design Apprentice

Please check the appropriate box:

- Initial Application
- Renewal Application (\$90.00 late renewal)
- Change of Shop or Master Application

**Additional License Types (currently or previously issued by the Georgia Professional Licensing Boards):**

**Method Obtained by:**

Applicant is applying for above referenced license to obtain:

( ) Apprentice Training as an apprentice for examination

**Name** \_\_\_\_\_  
   First  Middle  Last

Name as shown on records or transcripts  
 (if different) \_\_\_\_\_  
   First  Middle  Last

**Social Security Number** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

\*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.

**Physical Address** \_\_\_\_\_  
   Number and Street  Apt. No  City/State  Zip  
*P.O. Box not acceptable*

**Mailing Address** \_\_\_\_\_  
 (If different)                        Number and Street  Apt. No  City/State  Zip

**(If you are granted a license, your name, mailing address and license number become public information and will be posted on the Secretary of State's website. The mailing address is used for renewal notices, and application processing)**

Telephone Number Day \_\_\_\_\_ Telephone Number Evening \_\_\_\_\_ **E – Mail** \_\_\_\_\_ Fax Number \_\_\_\_\_

**\*Acknowledgement of your application will be sent by email. Also, if further information is needed, email is the most efficient way for Board staff to contact you so that your application can be processed in the most efficient manner. Your email address will not be shared with third parties.**

## COSMETOLOGY APPRENTICE LICENSE APPLICATION

**Section 1 (completed by apprentice)** This application will be returned if you do not answer the questions on this page.

Have you ever been convicted of a felony or misdemeanor (other than minor traffic violation) or entered a plea of guilty, nolo contendere or under the "First Offender Act," or been sanctioned by another board or agency? DUI and DWI are not minor traffic violations.

\_\_\_\_\_ Yes    \_\_\_\_\_ No

Have you ever had a license revoked, suspended, or otherwise sanctioned by any professional licensing board or agency, or have you ever been denied issuance of, or pursuant to disciplinary proceedings refused renewal of a license by any professional licensing board or agency in Georgia or any other state?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

- If you answered "Yes" to the question regarding court convictions, you must submit to the Board the following: a) a copy of conviction/sentencing document(s) from the Court before which you were convicted and sentenced, signed by the presiding judge, and showing said conviction and sentence; AND, if applicable, b) a statement (on official letterhead) from your probation / parole officer regarding your current status/completion of any probation / parole. **Your application will not be processed until this information is received and reviewed by the Board.**
- 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.**

\_\_\_\_\_ Please check here if you answered yes to the question above and have already submitted the documentation to the Board within the past two years. If you have, it is not necessary to resubmit this information, **but new convictions must be submitted.**

I understand the following: 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. Only one apprentice renewal is allowed.

\_\_\_\_\_ Yes    \_\_\_\_\_ No

**APPLICANT AFFIDAVIT:**

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 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 pursuant to O.C.G.A. § 50-36-1:

1) \_\_\_\_\_ I am a United States citizen 18 years of age or older. Please submit a copy of your current Secure and Verifiable Document(s) such as driver’s license, passport, or document as indicated on pages 22 & 23 of this application.

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. Please 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.

In making the above attestation, I understand that any failure to make full and accurate disclosures may result in disciplinary action by the Georgia State Board of Cosmetology and/or criminal prosecution.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Print Applicant’s Name

Personally appeared before me, the undersigned official authorized to administer oaths, comes

\_\_\_\_\_ who deposes and swears that he/she is the person who executed this  
(Applicant’s Name)  
application for a license by examination for Cosmetology in the State of Georgia; and that all of the statements herein contained are true to the best of his/her knowledge and belief.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

Notary Public Signature \_\_\_\_\_  
County State

My Commission Expires \_\_\_\_\_

(seal)

**Section 2**

Name of SALON/SHOP where Apprentice will receive training (ATTACH COPY OF CURRENT LICENSE):

\_\_\_\_\_  
COSMETOLOGY SALON/SHOP NAME - **MUST BE EXACTLY AS IT APPEARS ON THE LICENSE**

\_\_\_\_\_  
SALON/SHOP PHYSICAL AND MAILING ADDRESS - **MUST BE EXACTLY AS IT APPEARS ON THE LICENSE**

Salon/Shop License Number \_\_\_\_\_

Salon/Shop Telephone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Have you ever previously registered as an apprentice? \_\_\_\_\_ Yes \_\_\_\_\_ No If YES, When?

\_\_\_\_\_ What type of apprenticeship? \_\_\_\_\_

License Number \_\_\_\_\_ Did you complete the apprenticeship? [ ] Yes [ ] No.

Are you currently working under an apprentice license? [ ] Yes [ ] No. If YES, give date of license expiration \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Apprentice Applicant

\_\_\_\_\_  
Printed Name of Applicant

Sworn to and Subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Signature

**NOTARY SEAL**

My commission expires on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Section 3. Questions for the Master Cosmetologist, Hair Designer, Esthetician or Nail Technician Supervising the Apprentice:**

Apprentice Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ License No. \_\_\_\_\_  
(for this application)

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**Have you ever been convicted of a felony or misdemeanor (other than minor traffic violation) or entered a plea of guilty, nolo contendere or under the "First Offender Act," or been sanctioned by another board or agency? DUI and DWI are not minor traffic violations.  Yes  No**

If you answered "Yes" to the question regarding court convictions, you must submit to the Board the following: a) a copy of conviction/sentencing document(s) from the Court before which you were convicted and sentenced, signed by the presiding judge, and showing said conviction and sentence; AND, if applicable, b) a statement (on official letterhead) from your probation / parole officer regarding your current status/completion of any probation / parole. Your application will not be processed until this information is received and reviewed by the Board.

**Have you ever had a license revoked, suspended, or otherwise sanctioned by any professional licensing board or agency, or have you ever been denied issuance of, or pursuant to disciplinary proceedings refused renewal of a license by any professional licensing board or agency in Georgia or any other state?  Yes  No**

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.

Please check here if you answered yes to the question above and have already submitted the documentation to the Board within the past two years. If you have, it is not necessary to resubmit this information, **but new convictions must be submitted.**

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 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 Board of Cosmetology 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?

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 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. Only one apprentice renewal is allowed.

Yes  No I understand that failure to have apprentice reports and/or records current shall result in a **fine of \$200.00** (Rules 130-2-.06(2)(a)(b)(c) and 130-7-.04(a)(5).)

Yes  No I understand that 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 \$500.00** (Rules 130-2-.06(a)(c), 130-2-.09, 130-4-.06, and 130-7-.04(a)(6).)

APPRENTICE HOURS ARE SUBTOTALLED 1<sup>ST</sup> OF JANUARY, 1<sup>ST</sup> OF APRIL, AND 1<sup>ST</sup> OF SEPTEMBER. HOURS REPORTED WILL BE KEPT ON FILE BY SALON/SHOP OWNER OR MANAGER FOR INSPECTOR TO REVIEW.

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. It is your responsibility to submit these hours at the end of the apprenticeship or once the apprentice is no longer training with you.

I agree to act as supervising 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

SUBSCRIBED AND SWORN TO BEFORE ME THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
DATE

MY COMMISSION EXPIRES: \_\_\_\_\_





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

**HOW TO CHANGE FROM CLOCK HOURS TO CREDIT HOURS**

**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.

A temp rinse = .75 of a credit hour.

**SHAMPOOING HAIRDRESSING AND STYLING**

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

**HAIR-COLOR OR BLEACHING**

One color including style = 2 credit hours.

A bleach including style = 2.5 credit hours

**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.

**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.

**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.

**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.

PLEASE NOTE: CREDIT/CLOCK HOURS ARE THE SAME.



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

TRANSCRIPT OF HAIR DESIGNER APPRENTICE TRAINING

It is hereby certified that \_\_\_\_\_

Apprentice Last Name First Name Middle Name

Apprentice License. # \_\_\_\_\_

Salon Name \_\_\_\_\_ Salon Lic# \_\_\_\_\_

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. Only one apprentice renewal is allowed.

Table with 3 columns: Hours Required, Courses, Hours Completed. Rows include theoretical hours and specific course requirements like HAIRCUTTING AND SHAPING, SHAMPOOING HAIRDRESSING & STYLING, HAIR-COLOR OR BLEACHING, etc.

Sworn to and subscribed before me

This \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_\_

Notary Signature \_\_\_\_\_

NOTARY SEAL



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

**HOW TO CHANGE FROM CLOCK HOURS TO CREDIT HOURS**

**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.

One temp rinse = .75 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 = 2 credit hours.

One = bleach including style for 2.5 credit hours

**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.

**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.



**GEORGIA STATE BOARD OF COSMETOLOGY  
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**TRANSCRIPT OF NAIL CARE APPRENTICE TRAINING**

It is hereby certified that \_\_\_\_\_

Apprentice Last Name      First Name      Middle Name

Apprentice License. # \_\_\_\_\_

Salon Name \_\_\_\_\_ Salon 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. Only one apprentice renewal is allowed.**

Hours Required	<i>Courses</i>	Hours Completed
280 hrs.	<i>THEORY in any category one clock hour equals one credit hour</i>	
140 hrs.	<i>MANICURE W/ HAND &amp; FOREARM MASSAGE</i>	
20 hrs.	<i>ARTIFICIAL NAIL REMOVAL &amp; NAIL REPAIR</i>	
60 hrs.	<i>NAIL FILL IN APPLICATIONS</i>	
120 hrs.	<i>ARTIFICIAL TIP APPLICATION W/OVERLAY</i>	
40 hrs.	<i>NAIL WRAPPING</i>	
180 hrs.	<i>NAIL SCULPTURING</i>	
120 hrs.	<i>PEDICURE W/FOOT AND LEG MASSAGE</i>	
20 hrs.	<i>NAIL ARTS TECHNIQUES</i>	
10 hrs.	<i>PROFESSIONAL DRILL USAGE W/DRILL DESIGNS</i>	
10 hrs.	<i>AIR BRUSH NAIL ART</i>	
10 hrs.	<i>PARAFFIN TREATMENTS (HAND &amp; FEET)</i>	
40 hrs.	<i>RELATED SUBJECTS AND ADVANCED TECHNIQUES</i>	
<b>1050 Hrs.</b>	<b>TOTAL HOURS</b>	

Sworn to and subscribed before me  
This \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Signature

**NOTARY SEAL**

My commission expires on \_\_\_\_ / \_\_\_\_ / \_\_\_\_



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

**HOW TO CHANGE FROM CLOCK HOURS TO CREDIT HOURS FOR  
NAIL CARE APPRENTICES.**

**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 = 1 credit hour.

**ARTIFICIAL NAILS**

Artificial tip application with overlay (gel or acrylic) = 3 credit hours.

One fill in application = 1.5 credit hours.

One set sculptured nails = 3 hours.

Natural nail overlay = 1 credit hour.

One repair and artificial removal = .50 credit hours.

One natural nail wrap (silk or linen) = 1 credit hour.

**PEDICURE**

One pedicure and foot massage = 1 credit hour.

**NAIL ARTS AND ETHICS**

One clock hour = one credit hour.

**RELATED SUBJECTS**

Professional nail drill usage = .50 credit hours.

Nail art & airbrush techniques, full set = 1 credit hour.

Hot oil treatment = .50 credit hour.

Paraffin treatment = .50 credit hour.

**ADDITIONAL INSTRUCTION**

**Additional instruction in any category for one clock hour = 1 credit/clock hour.**



**GEORGIA STATE BOARD OF COSMETOLOGY  
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MACON, GA 31217-3858**

**TRANSCRIPT OF ESTHETICIAN APPRENTICE TRAINING**

It is hereby certified that \_\_\_\_\_

Apprentice Last name                      First name                      Middle

Apprentice License # \_\_\_\_\_

Salon Name \_\_\_\_\_ Salon 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. Only one apprentice renewal is allowed.**

Hours Required	<i>Courses</i>	Hours Completed
300 hrs.	<i>PROFESSIONAL PRACTICES</i>	
40 hrs.	<i>PROFESSIONAL ETHICS</i>	
160 hrs.	<i>BUSINESS PRACTICES</i>	
640 hrs.	<i>SCIENCES</i>	
150 hrs.	<i>BODY TREATMENT</i>	
230 hrs.	<i>FACIALS</i>	
180 hrs.	<i>MAKE-UP</i>	
150 hrs.	<i>HAIR REMOVAL</i>	
150 hrs.	<i>SPA/SALON MANAGEMENT</i>	
<b>2000 Hrs.</b>	<b>TOTAL HOURS</b>	

Sworn to and subscribed before me

This \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

Notary Signature \_\_\_\_\_  
My commission expires on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**NOTARY SEAL**



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

**HOW TO CHANGE FROM CLOCK HOURS TO CREDIT HOURS FOR ESTHETICIANS.**

**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 = 1 credit hour.

**MAKE-UP**

One make-up = 1 credit hour.

**HAIR REMOVAL**

One hair removal or waxing (lip, chin, face) = 1 credit hour.

One leg hair removal = 2 credit hours.

One bikini hair removal = .50 credit hours.

One arching = .50 credit hours.

**ADDITIONAL INSTRUCTION**

One brow and lash tinting = 1 credit hour.



**Georgia Board of Cosmetology - Cosmetology Apprentice Daily Log - Month/Year \_\_\_\_\_**

Apprentice license number \_\_\_\_\_ Print apprentice name \_\_\_\_\_ Signature of apprentice \_\_\_\_\_

Sworn to and subscribed before me  
This \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

**SEAL**

Printed Name of Master \_\_\_\_\_

Day	Theory	Hair & Cutting Shaping	Shampooing Hairdressing Styling	Hair Coloring Bleaching	Perm. & Scalp Treatments	Facials Make-up Esthetics	Charm Reception Art & Ethics,	Manicure & Pedicure	Chemical & Relaxing	Lab. I	Additional Instruction	Total Hours
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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 Board of Cosmetology Hair Designer Apprentice Daily Log - Month/Year \_\_\_\_\_**

Apprentice license number \_\_\_\_\_ Print apprentice name \_\_\_\_\_ Signature of apprentice \_\_\_\_\_

Sworn to and subscribed before me  
This \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

**SEAL**

Printed Name of Master \_\_\_\_\_

Day	Theory	Hair & Cutting Shaping	Shampooing Hairdressing Styling	Hair Coloring Bleaching	Perm. Treatments	Scalp Treatment	Charm, Reception Art & ethics,	Chemical & Relaxing	Lab. I	Total Hours
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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 Board of Cosmetology 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 Sculpturing	Pedicure w/foot and leg massage	Nail arts technique	Professional Drill Usage w/ drill designs	Air Brush Nail Art	Paraffin Treatment (Hand & feet)	Related Subjects / Advanced Tech.	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 : \_\_\_\_\_

**SEAL**

Printed Name of Master \_\_\_\_\_  
 Signature of Master \_\_\_\_\_  
 Master License # \_\_\_\_\_  
 Signature of Salon/Shop Owner/Mgr: \_\_\_\_\_

**Georgia Board of Cosmetology Esthetician Apprentice Daily Log - Month/Year \_\_\_\_\_**

Apprentice license number \_\_\_\_\_ Print apprentice name \_\_\_\_\_ Signature of apprentice \_\_\_\_\_

Day	Prof. Practices	Prof. Ethics	Business Practices	Sciences	Body Treatment	Facials	Make-up	Hair Removal	Spa/Salon Management	Total Hours
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Sworn to and subscribed before me  
This \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

**SEAL**

Printed Name of Master \_\_\_\_\_

Signature of Master \_\_\_\_\_

Signature of Notary \_\_\_\_\_

My commission expires:

Printed name of salon/shop owner or manager : \_\_\_\_\_

Master License # \_\_\_\_\_

Signature of Salon/Shop Owner/Mgr: \_\_\_\_\_

**APPLICANT: PLEASE CHECK THE FORM OF IDENTIFICATION BELOW THAT YOU POSSESS. RETURN THIS FORM ALONG WITH A COPY OF YOUR APPROPRIATE DOCUMENTATION.**

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**Name**

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 following 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.

\_\_\_\_\_ A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at: <http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

\_\_\_\_\_A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

\_\_\_\_\_A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. §50-36-2(b)(3); 22 CFR § 41.2]

\_\_\_\_\_A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

\_\_\_\_\_A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

\_\_\_\_\_In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]