

## Chapter Cos 6

## APPRENTICESHIP PROCEDURES AND STANDARDS

Cos 6.01 Applications and permits.  
 Cos 6.02 Theory and practical instruction.  
 Cos 6.03 Theory syllabus for apprentices.

Cos 6.04 Practical training for apprentices.  
 Cos 6.05 Transfer credit.

**Note:** Chapter BC 6 was renumbered ch. Cos 6 under s. 13.92 (4) (b) 1., Stats., Register February 2013 No. 686.

**Note:** See Chapter SPS 50 for rules governing the licensing of barbers, barbering managers, and barbering establishments.

**Cos 6.01 Applications and permits. (1)** The owner of an establishment seeking to train an apprentice shall contact the department of workforce development or the department for an application.

**(2)** An initial apprenticeship permit shall be issued for a period of 3 years. The permit shall be renewable for one additional one year period upon all of the following:

(a) The payment of the renewal fee specified in s. 440.08 (2) (b), Stats.

(b) Certification to the board from the department of workforce development of acceptable progress by the apprentice in theory instruction and practical training.

**(4)** An apprentice shall not engage in any cosmetology work or attend school until a permit has been issued.

**(5)** Each apprentice shall enter an apprenticeship contract with an establishment owner or his or her designated agent who shall employ and make arrangements for training of the apprentice in accordance with ch. 454, Stats., and the rules of the board.

**(6)** The owner or his or her designated agent shall provide the apprentice with the equipment necessary to learn all phases of practical cosmetology as listed in s. Cos 6.04 and keep records of all apprentice practical work hours.

**(7)** An apprentice seeking to transfer his or her apprenticeship contract to another establishment owner shall contact the department of workforce development or the department for transfer procedures. An apprentice shall not transfer without prior approval of the board.

**(8)** Cancellation of an apprenticeship contract by the department of workforce development shall result in an automatic suspension of an apprenticeship permit.

**(9)** An apprentice who has failed to complete an apprenticeship within 4 years from the date of issuance of his or her initial permit may apply for reentry into the apprenticeship program. Upon its review of the applicant's apprenticeship records, the board may deny the application or issue another apprenticeship permit under specified terms and conditions. The board may allow an apprentice credit for theory and practical training actually obtained under a previous permit.

**History:** Cr. Register, July, 1989, No. 403, eff. 8-1-89; am. (5) and (6), Register, May, 1993, No. 449, eff. 6-1-93; am. (1), (4), (5), (6) and (7), r. and recr. (2), r. (3) and cr. (8) and (9), Register, May, 1999, No. 521, eff. 6-1-99; corrections in (4), (6) made under s. 13.92 (4) (b) 6., 7., Stats., Register February 2013 No. 686.

**Cos 6.02 Theory and practical instruction.** Following issuance of an apprenticeship permit, an apprentice shall enroll in the first available course of theory instruction at a school of cosmetology and shall maintain acceptable attendance and progress in instruction and practical training. The manager shall pay the apprentice for the hours of school attendance and practical training.

**History:** Cr. Register, July, 1989, No. 403, eff. 8-1-89; am. Register, May, 1993, No. 449, eff. 6-1-93; am. Register, May, 1999, No. 521, eff. 6-1-99; correction made under s. 13.92 (4) (b) 6., 7., Stats., Register February 2013 No. 686.

**Cos 6.03 Theory syllabus for apprentices.** Schools which provide theory instruction for apprentices shall develop a curriculum based on the syllabus in Figure 6.03 (1):

FIGURE 6.03 (1)

	SUBJECTS	THEORY HOURS
I.	Hygiene, grooming and personal development.	10
II.	Bacteriology, sterilization and sanitation.	20
III.	Tools, equipment and implements (identification and usage).	18
IV.	Haircutting, hair tapering (clippercuts), razor cutting, hairstyling, curling, thermal waving, finger-waving, roller setting, pin-curl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts.	56
V.	Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching and chemistry.	78
VI.	Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy, basic principles of electricity, and introduction to electrolysis.	30
VII.	Manicuring, including nail enhancement.	10
VIII.	Anatomy and physiology of the hair, skin and nails and disorders of the hair, skin, scalp and nails.	50
IX.	Laws, rules, professional ethics and history of cosmetology.	16
	TOTAL HOURS:	288

**History:** Cr. Register, July, 1989, No. 403, eff. 8-1-89; am. Figure 6.03 (1), VII, Register, November, 1994, No. 467, eff. 12-1-94; am. (1), Register, May, 1999, no. 521, eff. 6-1-99; CR 05-118: am. Figure 6.03 (1) Register November 2006 No. 611, eff. 12-1-06; correction in Figure 6.03 (1) made under s. 13.92 (4) (b) 6., 7., Stats., Register February 2013 No. 686.

**Cos 6.04 Practical training for apprentices. (1)** (a) The establishment owner with whom an apprentice contracts shall employ a cosmetology manager, whose cosmetology license is not an inactive license, to train and supervise the apprentice, except as provided in pars. (b) and (c). An apprentice shall only

work under the supervision of a cosmetology manager, except as provided in pars. (b) and (c).

(b) A cosmetology manager may delegate their supervisory duty to a practitioner who has completed at least 2,000 hours of licensed practice.

(c) A cosmetology manager may delegate their supervisory duty to a barber licensed under ch. 454, Stats., who has completed at least 2,000 hours of licensed practice, but only if the apprentice is a barbering apprentice as referenced in s. 454.22 (1) (c), Stats., and if the apprentice engages only in barbering.

**Note:** Under sections 454.10 (1) and 454.26 (1) of the Statutes, every apprentice is also governed by section 106.01 of the Statutes and chapter DWD 295.

(3) Each apprentice must receive at least 3,712 hours of training and experience in the practical services of cosmetology to qualify for the examination as a practitioner. Training and experience shall include the subjects and practical hours of training shown below in Figure 6.04 (3):

FIGURE 6.04 (3)

	SUBJECTS	PRACTICAL HOURS
I.	Bacteriology, sterilization and sanitation in the establishment.	70
II.	Haircutting, hair tapering (clipper-cuts), razor cutting, hairstyling, curling, thermal waving, finger-waving, roller setting, pin curl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs and wefts.	1,300
III.	Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching and chemistry.	1,000
IV.	Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy, basic principles of electricity, and introduction to electrology.	80
V.	Manicuring, including nail enhancement.	30
VI.	General patron service and individual apprentice needs	1,232
	<b>TOTAL PRACTICAL HOURS</b>	<b>3,712</b>

**History:** Cr. Register, July, 1989, No. 403, eff. 8-1-89; am. (1), r. (2), Register,

May, 1993, No. 449, eff. 6-1-93; am. Figure 6.04 (3), V, Register, November, 1994, No. 467, eff. 12-1-94; am. (1) and (3), Register, May, 1999, No. 521, eff. 6-1-99; CR 05-118: am. Figure 6.04 (3) Register November 2006 No. 611, eff. 12-1-06; correction in (3) made under s. 13.92 (4) (b) 6., 7., Stats., Register February 2013 No. 686; CR 12-016: renum. (1) to (1) (a) and am., cr. (1) (b), (c) Register August 2013 No. 692, eff. 9-1-13; CR 15-035: am. (1) Register December 2015 No. 720, eff. 1-1-16; CR 18-002: am. (1) (a) Register April 2018 No. 748, eff. 5-1-18.

**Cos 6.05 Transfer credit. (1)** Apprentices transferring to a school program shall be granted credit for hours attained at a ratio of one apprentice theory hour to one student theory hour and 4 apprentice practical hours to one student practical hour.

(2) Students transferring to an apprenticeship program shall be granted credit for hours attained at a ratio of one apprentice theory hour to one student theory hour and one apprentice practical hour to one student practical hour.

(3) The department may grant transferees to an apprenticeship program credit for calendar time spent in prior training.

**History:** Cr. Register, July, 1989, No. 403, eff. 8-1-89; am. (2) and cr. (3), Register, May, 1999, No. 521, eff. 6-1-99.