



Cosmetology and Barbering
Unilateral Apprenticeship Committee #05083

BARBERING APPRENTICE DAILY RECORD

V2025-EN-0.95LT
Form DRF2025A

Apprentice Name: _____
Establishment Name: _____
Trainer Name: _____

Month: _____ Year: _____ License # CB: _____
License From: _____ To: _____
Establishment Lic#: _____ Trainer Lic#: _____

SECTION A: Number of Practical Operations (NOT Hours)		Minimum # of PRACTICAL OPERATIONS required to complete program	Practical Operations: Service provided to a person or mannequin as part of the Technical Training. Fill this Section with the number of Practical Operations performed each day. <i>Example: IF an apprentice does a haircut, wash and dry (Student will get 1 operation recorded in haircutting, and 2 operations recorded in hairstyling).</i>																															This Month Hours	Last Month Hours	Grand Total Hours			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
A	Hairstyling	450																																					
B	Permanent Waving	120																																					
C	Hair Coloring And Bleaching	50																																					
D	Hair Cutting	300																																					
E	Preparation and Performance in Shaving	40																																					
SECTION B: Practical Training Time (Hours)		Minimum # of HOURS required to complete program	Expressed In HOURS corresponding to each practical operations in Section A above. Will receive credit for the time dedicated to each service completed. To calculate hours in operations that use more than one of the services listed below, you must split the service in hour fractions. <i>Examples: If it takes 1 1/2 hours to perform a haircut they may claim 1.5 Hrs. IF the haircut takes 1 Hr, hair wash 15 Minutes and Blow Dry Hair 30 minutes, the total is 1.75 Hrs.</i>																															This Month Hours	Last Month Hours	Grand Total Hours			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
A	Hairstyling	700																																					
B	Permanent Waving	350																																					
C	Hair Coloring And Bleaching	380																																					
D	Hair Cutting	1120																																					
E	Preparation and Performance in Shaving	100																																					
Total Practical Training		2650																																					
SECTION C: Technical Instruction Received (Hours)		Minimum # of HOURS required to complete program	Technical Instruction in hours: (BBC) shall mean instruction by demonstration, lecture, participation,(DAS) observing hair cutting techniques or a demonstration by their trainer or other staff members, reading their textbook and completing practical text book, watching a video of techniques for services, attending a "workshop" in their establishment. <i>Example: Attending a color demonstration from a color sales representative, watching a video and study 3 hrs. in performance shaving, can get 3 hours of credit in E "Preparation and Performance in Shaving"</i>																															This Month Hours	Last Month Hours	Grand Total Hours			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
A	Hairstyling	100																																					
B	Permanent Waving	50																																					
C	Hair Coloring And Bleaching	70																																					
D	Hair Cutting	30																																					
E	Preparation and Performance in Shaving	100																																					
F	Laws and Regulations	50																																					
G	Health And Safety Considerations	70																																					
H	Disinfection And Sanitation	50																																					
I	Anatomy And Physiology	30																																					
Total Technical Instruction		550																																					
Section B and C (OJT Work Hours)		Minimum Hours to complete	Total OJT Hours: The student must input OJT hours on a daily basis with a maximum of 8 Hours per day. (32 Minimum - 42 1/2 Maximum Hours per week) and must be under the supervision of an approved trainer at all times. The total required for completing the program is a minimum of 3,200 OJT Hours.																															This Month Hours	Last Month Hours	Grand Total Hours			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
A	OJT GRAND TOTAL HOURS	2650 550 3200																																					
240 RSI HOURS (School / Class Hours)		Minimum Hours to complete	Apprentice must attend RSI classes a minimum of twice per month. The apprentice must attend a minimum 240 Hours Related Supplemental Instruction (RSI). Write down here the RSI hours credited on the date of each class you take during this month.																															This Month Hours	Last Month Hours	Grand Total Hours			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
A	RSI GRAND TOTAL HOURS	240																																					
The Apprentice must provide a copy of their daily work records to the BBC or its representatives upon request. These records must include the Apprentice's name, the dates worked, the number of hours worked each day, the work processes completed on those dates, and the name of the trainer.			<div>Signature of Owner/Trainer</div> <div>Signature of Apprentice</div>																																				
This form must be delivered to Cosmetica within 7 days after completing the month it corresponds to, as part of your apprenticeship records. You can email a copy to: timesheets@cosmeticaedu.com																																							
The Employer must provide to CCBUAC within the first 2 weeks of obtaining your Apprentice License, proof of salary (Payroll) and Workers Compensation Insurance to Cosmetica CBUAC.																																							
The Apprentice trainer shall present a copy of the apprentice daily work records to the Board or it's representatives upon demand. These work records shall include the name of the Apprentice employed, the date apprentice works, the number hours worked, and the work processes performed on those dates and the trainer's name. This form in original must be kept at all times at the establishment during it's month of validity.																																							
For more information on how to fill out or download Apprentice Daily Record please visit our website: www.cosmeticaedu.com																																							