



SAMPLE

COSMETOLOGY APPRENTICE DAILY RECORDS

The curriculum for an apprentice enrolled in a BARBERING apprenticeship course shall consist of thirty-two hundred(3,200) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Includes professional ethics, salesmanship, decorum, record keeping, and client service records

9050 TELEGRAPH ROAD STE. 102 A Month: Mayo Year: 2019 License # CA: 55555
 Tel: (562)862-4770 Fax: (562)862-8399 License From: 12/1/19 to: 12/31/19

info@cosmeticaedu.com

Apprentice Name: Tu Nombre
 Apprentice Address: Tu Direccion Personal City: Cuidad Zip: 00000
 Apprentice Phone: (000)000-0000
 Salon Name: Nombre de Salon
 Salon Address: Direccion de Salon City: Cuidad Zip: 00000
 Salon Phone: (000)000-0000
 Trainer #1 Name: 1er Entrenadores Nombre y Apellido Trainer #2 Name: Segundo Entrenador Nombre y Apellido

ITEM	On the Job Training Hours & Curriculum of Cosmetology	Technical instruction and practical training shall include following hours	Training Period:		Dias del Mes																											The employer must submit proof of workers comp & proof of payroll to Cosmetica by the first month from when the apprentice received license and started working														
			1	0 to 1,600 hrs. \$11.00	2	1,601 to 3,200 hrs. \$11.50	22	23	24	25	26	27	28	29	30	31	Este Mes	Hrs Ultimo Mes	Gran Total																											
			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	730		2	2					4		4				6						2		4					3				3		5		2					1	3	3		
B	Permanent Waving And Chemical Straightening	400	2				3						2								2		3						1		2													15	68	83
C	Hair Coloring And Bleaching	500		1	2				C		2		5			C				2						C	3		1					C	1						1		1	18	83	101
D	Hair Cutting	900	1		2	3		O	L			2				O	L	4				3		O	L	2	4	3				O	L							2	2		30	235	265	
E	Manual Electrical And Chemical Facials	100	1	2			2	F	A	2						F	A	1	2		2				F	A					1	F	A					1				1	14	86	100	
F	Eyebrow Beautification	100					F	S				1			F	S			1	1			F	S				2	2		F	S	1								8	25	33			
G	Manicuring And Pedicuring	170	2			1			S		2					S			1						S								S	2	1						9	33	42			
H	Artificial Nails And Wraps	100			1						1										2						1		1												8	14	26			
I	Laws and Regulations	40			1						1										2						1														6	14	20			
J	Health And Safety	70	1		1						1		1					1											1													7	40	47		
K	Disinfection And Sanitation	50		3	1	1				2									1	1							1		1						2							13	27	40		
L	Anatomy And Physiology	40	1		1	3					1		1					1											3														12	20	32	
(3,200 HOURS) Total OJT Hours (Establishment) The student must work on the establishment a minimum of 32 hours and maximum of 40 hours per week and must be supervised all the time by the approved trainer.		3200 Establishment (Work) Hours	8	8	8	8	8			8	8	8	8	8	8	0	0	8	8	8	8	8	8	8	0	0	8	8	8	8	8	8	8	0	0	8	8	8				184	780	964		
(240 HOURS) Total Related Training (Classroom) Students are required to attend twice a month to school during the 2 year period totaling to 240 Related training hours		240 Related Training (Classroom) Hours							5							5										5																	20	72	92	

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 hour worked, and the work processes performed on those dates and the trainer's name.

Firma del Propietario / Formadores

Signature of Owner/Trainer
Tu Firma

Signature of Apprentice

The Apprentice must turn in the daily work records signed by the owner or the trainer to Cosmetica before the 15th of every month.