



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: May 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: Your Name
Apprentice Address: Your Personal Address
Apprentice Phone: (000)000-0000
Salon Name: Salon's Name
Salon Address: Salon's Address
Salon Phone: (000)000-0000
Trainer #1 Name: 1st Trainer's First & Last Name
Trainer #2 Name: 2nd Trainer's First & Last Name

Table with 32 columns (Days of the Month) and multiple rows (ITEM A-L, Total OJT, Total Related Training). Columns include training hours, days of the month (1-31), and cumulative totals (This Month, Last Month, Grand Total).

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

Owner's/Trainers Signature
Signature of Owner/Trainer
Your Signature
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.

WHITE COPY COSMETICA- YELLOW COPY EMPLOYER'S FILE

For more information on how to fill out or download Barber Apprentice Daily Records, go to: http://cosmeticaedu.com/