

Step two

CHECKLIST FOR PROPOSED APPRENTICESHIP

The Commission requests that the following be completed before the apprentice interview is conducted. Please print or type. Mail this form and all requested attachments to the Commission office at 500 E Capitol, Pierre, SD 57501.

1. Salon name:

2. Salon address:

3. Salon telephone: _____ Email: _____

4. Type of Apprenticeship: ____ cosmetology ____ nail technology

5. Senior instructor(s):

Name: _____ Sr. Instruc Lic #: _____

Name: _____ Sr. Instruc Lic #: _____

(if more than two, please attach a list to this form)

6. Apprentice(s): (only two per salon)

1. Name:

Address: _____ City: _____

Telephone: _____

2. Name:

Address: _____ City: _____

Telephone: _____

7. Proposed starting date: _____

8. Proposed ending date: _____
9. Textbook to be used: _____
Publisher: _____ copyright date: _____
10. Student workbook to be used: _____
Publisher: _____ copyright date: _____
11. Lesson plans Self prepared?: ____ Yes ____ No Purchased?: ____ Yes ____ No
If purchased, company name: _____

(All lesson plans for cosmetology or nail technology must be ready before the interview): Submit first 300 hours of cosmetology lesson plans or first 60 hours of nail technology lesson plans to this list.

12. State laws/rules lesson plans and tests completed? ____ Yes ____ No
13. Curriculum hour requirements understood? ____ Yes ____ No
14. Typical curriculum schedule for the 18 months (cosmetology) or 6 months (nails) must be attached. A sample of a typical schedule should show a plan has been considered for the apprentice's training. The apprentice should receive a combination of academic as well as hands-on experience each day. (Sample: Month 1 – instruction in state laws, safety, sanitation, hair. Month 2 – instruction in massage, hair. Month 3 – hair procedures continued, nails, etc. See the required curriculum in step one information)
15. Weekly apprentice training schedule must be attached. Form provided. Should total 40 hours for the week. The inspector will use this schedule for inspections.
16. Attach a sample of a test that will be given. (should relate to attached lesson plans)
17. Attach a list of reference materials that will be used. This is a detailed list of the professional magazines, instructional videos, books, etc. that the apprentice will have access to or will be taught from during the course. This does not include the required basic textbook, nor does a listing of a textbook, workbook, or state law books count as instructional materials.
18. Kit supplied and ready: ____ Yes ____ No ____ Pending
19. On a separate paper, list contents of kit to be provided and attach to this checklist.
20. Salon inspection passed: ____ Yes ____ No ____ Pending

21. Physical requirements ready: Completely separate classroom Yes No

White board Yes No

Audio-visual items Yes No

Station(s) Yes No

22. Sign to post stating apprentice working in salon. Yes No

23. Do you have the following forms or information? Contact the office staff if you need any of the following:

a. weekly report (timesheets) yes no

b. apprentice leave policy yes no

c. candidate brochures for state boards yes no

d. apprenticeship training record form yes no

e. curriculum requirements yes no

f. state law/rule books yes no

g. weekly schedule form yes no

h. apprentice-salon application form yes no

i. instructor license application form yes no

j. apprentice application form yes no

24. Senior Instructor license requirements met: Yes No Pending

If pending, attach a statement on how the requirements will be met and the anticipated completion date. (30 hrs instructor training)