



STATE OF WASHINGTON  
**DEPARTMENT OF LICENSING**  
PO Box 9026 • Olympia, Washington 98507-9026

**REGISTERED APPRENTICESHIP FOR THE OCCUPATIONS OF:**

- Cosmetology (SOC# 39-5012.00 - 3000 hours)
- Esthetician (SOC# 39-5094.00 - 2000 hours)
- Manicurist (SOC# 39-5092.00 - 2000 hours)
- Barber (SOC# 39-5011.00 - 2000 hours)

**MAINTAINING YOUR REGISTERED APPRENTICESHIP PROGRAM:**

The following are required to maintain your (plant) program's compliance with the *Washington State Department of Licensing*:

**Cosmetology, Barbering, Manicuring and/or Esthetics Apprentice Salon Shop Data Sheet:**

- <http://www.dol.wa.gov/forms/638079.pdf>
- Required when any information on the sheet has changed including trainers, business ownership, location and curriculum offered
- In addition, if the salon shop changes locations a new salon shop license is required

**Related Supplemental Instruction (RSI) / On-The-Job Training (OJT) hours:**

- must be given in a classroom setting under the direction of an instructor, licensed in the curriculum for which theory instruction is being provided (for example - a barber instructor can teach barbering theory, but not manicure theory)

**Registration of Students:**

[www.cosmetologywashington.com](http://www.cosmetologywashington.com)

- Once your program has been approved you will be given a login and password to register your apprentices and report their hours monthly. Hours must be logged into the system by the 10th of each month for the previous month's hours as required in [WAC 308-20-065](#).

**Apprentice Monthly Report:**

- Your program is required to prepare and maintain a monthly record of daily activities and the number of hours completed in each course of curriculum for each apprentice. A copy of the report must be provided to the apprentice each month and kept on file at the apprentice shop as long as the apprentice is active. These reports will be audited annually.

**Annual Audit and Safety & Sanitation Inspection:**

- Your shop will be audited and inspected at least annually for compliance with required record keeping as required under [RCW 18.16.020\(31\)](#); [WAC 308-20-055](#) and [WAC 308-20-065](#). **Annual audits and Inspections will not be announced in advance.**

*This brief overview should be considered as informational only; not as a formal compliance document.*