

## Notice to School Administrators

July 27, 2021

### Enrollment Reminders

- Please make sure your student has the necessary documents for the apprentice license prior to enrollment.
- A complete apprentice application must be submitted within 15 days of enrollment. The application must include:
  - 1. Non-refundable \$15 application fee
  - 2. The fully completed form
  - 3. Legible photocopy of the student's current U.S. government issued photo identification (i.e. driver's license, state or military identification card).
  - 4. Legible photocopy of the student's social security (SS) card (The name on the application, ID and SS card must match exactly).
- The address provided on the application does NOT have to match the address listed on the student's ID. Please have the student provide their current address on the application even if it is different from the address on their ID.
- The applicant should provide their own phone number and email on their application.
- If the submission of a complete apprentice application is late, the student may receive an order to pay a \$25 fine.
- Students may not work on the public until licensure is received and posted.
- Students must obtain the minimum hour requirements to begin working on the public.
  - Cosmetology: 320 hours
  - Esthetics: 130 hours
  - Manicuring: 70 hours