

APPRENTICE CHECK-LISTS

The **SUPERVISOR MUST** complete this check list **AND RETURN** it to the Board Office **WITH** the rest of the **APPLICATION DOCUMENTS**.

APPRENTICE CHECKLIST

- _____ Apprentice is a resident of a county whose population is less than 50,000.
- _____ Apprentice is required to travel more than 60 miles to attend school.
- _____ Apprentice is not less than 16 years of age at time of application.
- _____ Has competed at least 10th grade in high school.
- _____ Submitted two current photographs of applicant 1-1/2" x 1-1/2" name on back.
- _____ Supervisor is from the same county as the applicant.
- _____ Training will be conducted at a licensed salon in the same county.
- _____ Supervisor is currently working in or operates a salon, in which all occupations are practiced.
- _____ Apprentice submitted appropriate application and fee of \$100.
- _____ Statement from Supervisor regarding licensed in Nevada for the last 3 years and it's in good standing during that period.
- _____ Both are aware that the certificate of registration is valid for 2 years.
- _____ Certificate must be placed in plain view of the public at the station.
- _____ Apprentice may not represent or advertise that he/she is licensed at any time.
- _____ Apprentice will create a badge and is required to wear it when in salon.
- _____ All training must be in the salon, where certificate is issued and the supervisor is employed or working.
- _____ Not more than one apprentice can be employed in a salon at a time.
- _____ The supervisor must be present and supervising the apprentice at all times when the apprentice is engaged in cosmetology.
- _____ Supervisor must keep daily record of training and keep available for board review.
- _____ Supervisor must submit copies of training records, attendance and weekly tests to board office monthly.
- _____ Apprentice is required to wear clean outer garments at all times.
- _____ Supervisor is required to limit training to not more than 5 days out of every 7 days.
- _____ Program cannot start until certificate has been received and posted.
- _____ Upon completion Supervisor will submit a final report to include # hours per subject and whether apprentice is ready for exams.
- _____ If the program cannot be completed, certificate is NOT transferable, apprentice may reapply.
- _____ The apprentice must complete at least 350 hours covering all subject areas, before working on the public.
- _____ Any violation of the above will result in a citation and /or complaint(s) being filed against the supervisor (as the responsible person), the owner of the salon and the apprentice.
- _____ Teaching the apprentice proper sanitary procedures are a must, any violation would be a citation against the Supervisor's license and may jeopardize the Apprentice's Certificate.

EQUIPMENT/SUPPLIES

- _____ 1 Styling Chair
- _____ 1 Shampoo Bowl
- _____ 1 Hand-held dryer
- _____ 1 Dryer with a chair
- _____ 1 Table for manicuring
- _____ Supplies for wet and dry sterilization
- _____ Hot Work Equipment consisting of:
 - _____ An electric heater
 - _____ A pressing comb
 - _____ A Marcel iron
 - _____ Cream or Jelly for protection
- _____ Sufficient equipment/supplies to block, wrap and complete 1 permanent cold wave, including rollers, rods, end papers and cotton.
- _____ Equipment/supplies for tinting:
 - _____ 1 bowl, 1 brush and 2 tint bottles
- _____ Facial supplies, creams and lotions
- _____ 1 head of a mannequin
- _____ 1 standard textbook, workbook for theory and practice
- _____ 1 Law book NRS/NAC 644
- _____ Combs & brushes for all services
- _____ Tapering Shears
- _____ Neck strips for customer protection
- _____ Scissors
- _____ 1 razor & blade with guard
- _____ 1 plastic spray bottle
- _____ Bandages
- _____ Protective gloves
- _____ Clippies for holding roller in hair
- _____ Oils/conditioners consisting of:
 - _____ Pressing oils
 - _____ Scalp conditioners including 1 without soap base for pressed hair
 - _____ Hair conditions made without soap base for pressed hair
 - _____ Curling cream with wax
 - _____ Dry, cleaning fluids for pressed hair
 - _____ 1 heated cap hair treatments
- _____ A covered storage container for hairpins, clips, nets and similar items
- _____ 1 shampoo cape
- _____ Supplies for manicures/pedicures:
 - _____ Emery boards
 - _____ Cream for cuticles
 - _____ Base coat
 - _____ Topcoat
 - _____ Nail Polish
 - _____ A bowl for water
- _____ Supplies for sanitizing manicure & pedicure instruments
- _____ Orangewood sticks or other instruments for pushing cuticles back
- _____ Tips, wraps, extensions and sculptured nails
- _____ Did applicant return checklist and understand the Supervisor is fully responsible?
- _____ Is Supervisor aware of the consequences of any violation by apprentice?
- _____ Is Supervisor aware that apprentice must complete at least 350 hours, covering all subjects, before working on the public?

By my signature below I am acknowledging that I have read and understand the above statements and agree to be responsible for all actions by the apprentice. Further, that if the apprentice is found to be working on the public prior to receiving the Certificate of Apprenticeship or failing to complete at least 350 hours of technical training, with a portion of that time devoted to each subject, that the salon owner, the apprentice and myself are subject to several different citations and or complaints for each violation.

Supervisor's Signature

Date

4/02