



TRANSCRIPT OF ESTHETICIAN APPRENTICE TRAINING

It is hereby certified that _____

Apprentice Last Name

Apprentice First Name

Apprentice Middle Name

Apprentice License. # _____

Salon/Shop Name _____ Salon/Shop License No. _____

Completed the following hours from _____ to _____
 MM/DD/YYYY MM/DD/YYYY

Master Signature _____ Master License No. _____

Apprentice Signature _____

Hours can only be obtained during the period of time that the apprentice is licensed. If an apprentice changes master supervisor or salon/shop where he/she is apprenticing, a new apprentice application must be submitted. If the salon/shop changes ownership, name or location causing a new license number to be issued, a new apprentice application must be submitted. Hours can only be obtained during the period of time that the apprentice, master and salon/shop license are active.

Hours Required	Courses	Hours Completed
300 hrs.	PROFESSIONAL PRACTICES (1 theory hour equals 1 clock hour)	
40 hrs.	PROFESSIONAL ETHICS (1 theory hour equals 1 clock hour)	
160 hrs.	BUSINESS PRACTICES (1 theory hour equals 1 clock hour)	
640 hrs.	SCIENCES (1 hr)	
140 hrs.	BODY TREATMENT (1 hr)	
230 hrs.	FACIALS (Spa & Machine – 1 hr) (Pre Op & Post Op Therapy (.50 hrs)	
180 hrs.	MAKE-UP (Application – 1 hr)(Client Consultation & Skin Analysis - .50 hrs) (Contouring & Color Accent - .50 hrs) (Eyelash Tabbing & Strips - .50 hrs)	
150 hrs.	HAIR REMOVAL (Lip, Chin, Face - .50 hrs) (Bikini - .50 hrs) (Legs – 2 hrs) (Torso, back or arm -.50 hrs) (Brow Arching - ..50) (Eyebrow & Lash Tint – 1 hr)	
150 hrs.	SPA/SALON MANAGEMENT (1 hr)	
10 hrs.	CLEANSING & DISINFECTION (.50 hrs)	
2000 hrs.	TOTAL HOURS	

Sworn to and subscribed before me

This _____ Day of _____ 20_____

 Notary Signature

My commission expires on ____ / ____ / ____

APPRENTICE HOURS ARE DUE AT COMPLETION OF APPRENTICESHIP OR CHANGE.

O.C.G.A. §45-17-6 requires legible seals for notarized documents.

If an embossed seal is used a foil overlay or shading should be applied to make the seal, state, title, name, and county legible when digitized.

NOTARY SEAL

**GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS
237 COLISEUM DRIVE
MACON, GA 31217-3858**

HOW TO CHANGE FROM CLOCK HOURS TO CREDIT HOURS FOR ESTHETICIANS. (PLEASE NOTE: CREDIT/CLOCK HOURS ARE THE SAME.)

THEORY; Professional Practices, Professional Ethics, Business Practices

An apprentice can study theory in any category for one clock hour and get 1 credit hour.

SCIENCES

Sciences, in any category, one clock hour = 1 credit hour.

BODY TREATMENT

One body treatment = 1 credit hour.

FACIALS

One facial (spa and machine) = 1 credit hour.

Pre Op and Post Op Therapy = .50 credit hours

MAKE-UP

One make-up application = 1 credit hour.

Client consultation and skin analysis = .50 credit hours

Contouring and color accent = .50 credit hours

Eyelash tabbing and strips = .50 credit hours

HAIR REMOVAL

One hair removal or waxing (lip, chin, face) = .50 credit hours.

One bikini hair removal = .50 credit hours.

One legs hair removal = 2 credit hours.

One hair removal (torso, back or arm) = .50 credit hours.

One brow arching = .50 credit hours.

SPA/SALON MANAGEMENT

One clock hour = 1 credit hour.

ADDITIONAL INSTRUCTION

One brow and lash tinting = 1 credit hour.

Cleansing & Disinfection = .50 credit hours.

DO NOT SUBMIT THIS PAGE WITH YOUR APPLICATION

Georgia Board of Cosmetology and Barbers - Esthetician Apprentice Daily Log - Month/Year _____

Apprentice license number _____ Print apprentice name _____ Signature of apprentice _____

Day	Prof. Practices	Prof. Ethics	Business Practices	Sciences	Body Treatment	Facials	Make-up	Hair Removal	Spa/Salon Management	Cleansing Disinfection	Total Hours
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
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Sworn to and subscribed before me

NOTARY SEAL

Printed Name of Master _____

This _____ Day of _____, 20 _____

Signature of Notary _____
My commission expires:

Signature of Master _____

Master License # _____

Printed name of salon/shop owner or manager :

Signature of Salon/Shop Owner/Mgr:
