



**OKLAHOMA STATE BOARD OF
COSMETOLOGY AND BARBERING**

2401 NW 23rd Street, Suite 84, Oklahoma City, OK 73107
Student Department 405.522.7621 • Fax 405.521.6846
www.cosmo.ok.gov

MARY FALLIN
GOVERNOR

SHERRY G. LEWELLING
EXECUTIVE DIRECTOR

**NOTICE TO SUPERVISING BARBER AND
BARBER SHOP EMPLOYING BARBER APPRENTICES**

- The barber apprentice license issued to your apprentice employee cannot be moved from establishment to establishment.
- The apprentice license is issued for the specific establishment on the license application, and is non-transferable.
- Owners, lessees, or managers shall make sure the apprentice license displayed in your establishment has your establishment name and address on it. If it does not, the apprentice is practicing illegally and should not be working in your establishment. IF THIS IS THE CASE, BOTH THE APPRENTICE AND THE BARBER ARE IN VIOLATION OF THE BARBER LICENSING ACT, WHICH SHALL CONSTITUTE GROUNDS FOR REVOCATION OR SUSPENSION OF THE BARBER AND BARBER APPRENTICE LICENSES.

NOTE: A maximum of one (1) licensed barber apprentice and one (1) graduate apprentice shall work in each barber shop/establishment. Supervision begins upon issuance of apprentice license. Any Oklahoma licensed barber who employs a barber apprentice shall provide direct supervision over said apprentice for what constitutes a complete day.

The Supervising Barber shall:

- Keep an accurate report of apprentice hours.
- Submit to the Board reports of hours accumulated by the barber apprentice every three (3) months, each due by January 15, April 15, July 15, and October 15.
- Be responsible for ensuring that the barber apprentice license remains at the barber shop/establishment to which it was issued.
- Notify the Board, in writing, within fourteen (14) days when a barber apprentice leaves the barber's employment and return the barber apprentice license to the Board along with all reports of hours accumulated by the barber apprentice not previously submitted.
- Return the barber apprentice license to the Board when the apprentice passes the State Barber examination.

NOTICE TO THE BARBER APPRENTICE

The barber apprentice license is valid for two years from date of issue. The supervising barber and the apprentice barber must arrange their schedules for the apprentice barber to obtain a minimum of three thousand clock hours as a licensed apprentice within the two year time frame. Hours cannot be completed in less than eighteen months. If the apprentice does not complete the minimum three thousand clock hours within the two years, the apprentice must attend a license barber college to meet the requirements to sit for the State barber examination.

An apprentice may transfer to another establishment by requesting a new license application from the Board. The specific form must be filed and approved by the Board before the transfer will be authorized. In addition, the original apprentice license must be returned to the Board before a new license is generated and the transfer is complete. Apprenticeship hours accumulated before the transfer shall apply to meet the examination prerequisite.



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OFFICE USE ONLY
Receipt # _____
Registration # _____
As of Date _____

APPLICATION FOR BARBER APPRENTICE LICENSE
SUPERVISING BARBER AFFIDAVIT

Name of Licensed Supervising Barber: _____

Supervising Barber License Number: _____ Social Security Number _____ - _____ - _____

Name of Shop in which supervision shall be given: _____ + _____

Street Address _____ City _____ ZIP Code _____ Phone: _____

NOTE: A maximum of one (1) licensed barber apprentice and one (1) graduate apprentice shall work in each barber shop/establishment. Supervision begins upon issuance of apprentice license. The Oklahoma licensed barber who employs a barber apprentice shall provide direct supervision over said apprentice at all times.

The Supervising Barber shall:

- Keep an accurate report of apprentice hours.
- Submit to the Board reports of hours accumulated by the barber apprentice every three (3) months, each due by January 15, April 15, July 15, and October 15.
- Be responsible for ensuring that the barber apprentice license remains at the barber shop/establishment to which it was issued.
- Notify the Board, in writing, within fourteen (14) days when a barber apprentice leaves the barber's employment and return the barber apprentice license to the Board along with all reports of hours accumulated by the barber apprentice not previously submitted.
- Return the barber apprentice license to the Board when the apprentice passes the State Barber examination.

I do hereby certify that the above named barber apprentice will be under my direct personal supervision at all times. I have read the regulations pertaining to the apprenticeship program and agree to abide by the same. The above information is true and accurate to the best of my knowledge.

Signature of Licensed Supervising Barber

Date

(NOTARY SEAL)

Subscribed and sworn before me this _____ day of _____ 20 _____

State of _____ County of _____

Commission # _____

My commission expires _____

Notary Public _____