

**THE MISSISSIPPI STATE BOARD OF
COSMETOLOGY AND BARBERING
RULES AND REGULATIONS**

**Title 30 Professions and Occupations
Part 2101**

Chapter 9 Apprenticeship

Rule 9.1 Apprenticeship An apprenticeship program shall be considered for Board approval if the program is also registered through the Department of Labor and/or the Mississippi Office of Apprenticeship for barbering, cosmetology, esthetics, or nail technology. Such Board approved apprenticeship program must

1. meet the minimum training hours prescribed in the Rules and Regulations of the Board,
2. provide a minimum of 750 hours of Related Technical Instruction (RTI) for the duration of a 3000 program or a minimum of 300 of RTI for the duration of a 1200 hour program or a minimum of 350 hours of RTI for the duration of a 700 hour program,
3. follow the Board required curriculum;
4. provide to the Board the names of all individuals acting as apprentice mentors;
5. post notice to customers in the establishment of the participation in apprenticeship program through signage stating “This establishment is a participant in a state approved apprenticeship program. Apprentices in this program are in training and have not yet received a license.”; and
6. require apprentices to wear identification visible to the public that states they are participants in the apprenticeship program.

An apprenticeship program desiring Board approval may make application entitled “apprenticeship application” which is available on the Board’s website or as otherwise made available by the Board. The application must be accompanied by the application fee and all documents required by the Board as set forth on the application.

Source: MISS. CODE ANN. §§ 73-7-7; 73-7-13; 73-7-13.1; 73-7-15; 73-7-18; 73-7-21.

Rule 9.2 Apprentice Mentor An Apprentice Mentor, an individual shall:

1. Hold an active Mississippi license in good standing in the profession for which apprenticeship training is provided;
2. Hold an active Mississippi Instructor License issued by the Board or have maintained an active Mississippi practitioner license in the applicable profession for a minimum of fifteen (15) years;
3. Be actively engaged in practice within a licensed Mississippi establishment;
4. Be approved by the Board prior to supervising an apprentice; and
5. Comply with all applicable statutes, rules, and regulations of the Board.

An Apprentice Mentor may mentor only two (2) apprentices at the same time. Only two (2) Apprentice Mentors may operate within the same licensed establishment.

Source: MISS. CODE ANN. §§ 73-7-7; 73-7-13; 73-7-13.1; 73-7-15; 73-7-18; 73-7-21.

Rule 9.3 Programming Monitoring An apprentice may perform services only when an Apprentice Mentor is physically present within the licensed establishment and available to provide supervision, instruction, consultation, and intervention when necessary.

Apprentices shall receive training only within Board licensed establishments unless otherwise authorized by the Board.

Responsibility for the purchase or provision of textbooks, tools, equipment, and supplies shall be determined by written agreement between the Apprentice Mentor and Apprentice.

Source: MISS. CODE ANN. §§ 73-7-7; 73-7-13; 73-7-13.1; 73-7-15; 73-7-18; 73-7-21.

Rule 9.4 Monthly Reporting A monthly report must accurately document an apprentice's academic progress, competencies achieved, and hours earned. On or before the 10th of each month, an apprentice mentor must submit to the Board in the format required by the Board documentation of each apprentice's earned hours for the month prior.

Source: MISS. CODE ANN. §§ 73-7-7; 73-7-13; 73-7-13.1; 73-7-15; 73-7-18; 73-7-21.

Rule 9.5 Apprentice Records Apprentice Mentors shall maintain for a minimum for five (5) years after apprentice completion or termination as part of each apprentice's permanent record the following information:

1. Attendance;
2. Training hours;
3. Competency evaluations;
4. Related instruction records;
5. Quarterly evaluations;
6. Apprenticeship agreement; and
7. Correspondence with the Board.

Upon successful completion of an apprenticeship program, the Apprentice Mentor shall award to the apprentice a Registered Apprentice Completion of Apprenticeship Certificate issued by the Department of Labor or the Mississippi Office of Apprenticeship as well as a final transcript that includes, at minimum, the apprenticeship start date, completion date, numerical grade or alphabetic grade with a key, hours earned, and Apprentice Mentor's signature.

Source: MISS. CODE ANN. §§ 73-7-7; 73-7-13; 73-7-13.1; 73-7-15; 73-7-18; 73-7-21.

Rule 9.6 Audits and Inspections The Board or its authorized agent(s) may inspect Board approved apprenticeship programs as necessary. During such an audit, all records of the apprenticeship program must be made available to the Board or its authorized agent(s). An audit may include, but is not limited to the following review of:

1. Apprentice records;
2. Attendance records;

3. Curriculum implementation;
4. Facilities;
5. Equipment; and
6. Compliance with Board regulations.

Source: MISS. CODE ANN. §§ 73-7-7; 73-7-13; 73-7-13.1; 73-7-15; 73-7-18; 73-7-21.