



Apprentice Daily Record Sheet

English Guide

This is a completed EXAMPLE Sheet. Read more on the next pages...

COSMETOLOGY APPRENTICE DAILY RECORD

Apprentice Name:

Apprentice License #:

License From:

To:

Establishment Name:

Establishment License #:

Month:

October 2025

Trainer Name:

Trainer License:

Year:



Day of the month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	This Month	Last Month	Grand Total
Technical and Practical Instruction Hours This is the time spent on each operation or learning during work hours. Example: 1 haircut operation = 1 hour OR studying in your book = 1 hour																																		
Hairstyling (800)	2						2	4						2	2	2					4			4					2		24	45	69	
Permanent Waving (400)	2						2	2						2								2							2		12	10	22	
Hair Coloring and Bleaching (500)	2		1					2	4	2												2							2		15	10	25	
Haircutting (900)	2	4	6	8				2		6	8				2		6	6				4			4	8			4	4	74	60	134	
Facials: Manual, Electrical and Chemical (100)		2	1					2							2							2							2		11	7	18	
Eyebrow Beautification and Makeup (100)		2																			2						2	2			8	2	10	
Manicure/Pedicure (50)																4							2								6	4	10	
Artificial Nails and Wraps (150)								2						4									2								8	2	10	
Laws and Reg. (50)								2							2								2								6	6	12	
Health and Safety (70)															2									2			2	2			8	4	12	
Disinfection and Sanitation (50)															2												2	2			6	2	8	
Anatomy/Physiology (30)																2												2	2		6	24	30	
3200 Hours	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8		8	8	8	8	184	176	360	
Practical Training Operations These are the services you perform each day on a client Example: 1 haircut = 1 operation																																		
Hairstyling (450)	2						1	2									1	1			2		2						1		12	21	33	
Permanent Waving (210)	1						1	1													1								1		5	3	8	
Hair Coloring (215)	1		1					1	2	1												1							1		12	21	33	
Haircutting (300)	3	4	5	7				2		4	7						5	4			3			4	7				4	3	62	31	113	
Facials: Manual, Electrical & Chemical (65)		2	1					1														1							1		6	4	10	
Eyebrow Beautification and Makeup (55)		1																				2					2	2			7	2	9	
Manicure/Pedicure (34)															2								1								3	2	5	
Artificial Nails/Wraps (120)								1							2								1								4	1	53	
Related Supplemental Instruction Record your in-person school study hours here, ONLY for the days you attended.																																		
RSI (240)							5														5										10	15	25	

Signature of Apprentice:

Signature of Owner/Trainer:

This Form must be delivered to Cosmetica within 15 days after completing the month it corresponds to, as part of your apprenticeship records.
Please email a copy to: timesheets@cosmeticaedu.com

COSMETOLOGY APPRENTICE DAILY RECORD



Apprentice Name: _____
 Establishment #: _____
 Trainer License #: _____

Apprentice License #: _____
 Establishment License #: _____
 Trainer License #: _____

License From: _____ To: _____
 Month: October Year: 2025

the month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	27	28	29	30	31	This Month	Last Month	Grand Total
Land and Practical Instruction Hours	This is the time spent on each operation Example: 1 haircut operation = 1 hour																						
(800)	2						2	4						2					2		24	45	69
Waving (400)	2						2	2						2							12	10	22
Styling (500)	2		1					2	4	2										2	15	10	25
(900)	2	4	6	8				2		6	8			2					4	4	74	60	134
Electrical and Chemical		2	1					2												2	11	7	18
Eye Brow Beautification and Makeup (100)		2																	2	2	8	2	10
Manicure/Pedicure (50)														4							6	4	10
Artificial Nails and Wraps (150)							2						4								8	2	10
Laws and Reg. (50)							2						2								6	6	12
Health and Safety (70)													2							2	8	4	12
Disinfection and Sanitation (50)														2					2	2	6	2	8
														2					2	2	6	24	30
	8	8	8	8	8					8	8	8	8	8		8	8	8	8	8	184	176	360
	These are the services you perform each day on a client Example: 1 haircut = 1 operation																						
							1	2											1		12	21	33
							1	1											1		5	3	8
								1	2	1									1		12	21	33
	5	7						2	4	7									4	3	62	31	113
								1											1		6	4	10
														2	2				2	2	7	2	9
Manicure/Pedicure (34)														2							3	2	5
Artificial Nails/Wraps (120)							1						2								4	1	53
Related Supplemental Instruction	Record your in-person school ONLY for the days you attend																						
RSI (240)							5														10	15	25

Fill your data

At the end of the month, sum each line and write it down here

Every day, complete a column

This 8 means that on day 14 you did 8 hours

Signature of Apprentice: Signature of Owner/Trainer:

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etica
 & Barbering Unilateral
 p Committee

Year:

You have
 $6+4=10$
hours of
manicuring
overall

You made 6 hours of manicure this month

This Monday you attended in-person Class

And 4 hours
last month

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Signature of Owner/Trainer: _____

COSMETOLOGY APPRENTICE DAILY RECORD



Apprentice Name: _____

Apprentice License #: _____

License From: _____

To: _____

Establishment Name: _____

Establishment License #: _____

Month: October

2025

Trainer Name: _____

Trainer License: _____

Year: _____

Day of the month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	This Month	Last Month	Grand Total
Technical and Practical Instruction Hours This is the time spent on each operation or learning during work hours. Example: 1 haircut operation = 1 hour OR studying in your book = 1 hour																																		
Hairstyling (800)	2						2	4						2	2	2					4			4					2		24	45	69	
Permanent Waving (400)	2						2	2						2								2							2		12	10	22	
Hair Coloring and Bleaching (500)	2		1					2	4	2												2							2		15	10	25	
Haircutting (900)	2	4	6	8				2		6	8			2		6	6					4			4	8			4	4	74	60	134	
Facials: Manual, Electrical and (100)		2	1					2							2														2		11	7	18	
Facials: Manual, Electrical and (100)		2																													8	2	10	
Facials: Manual, Electrical and (50)																4															6	4	10	
Facials: Manual, Electrical and (150)							2							4																	8	2	10	
Facials: Manual, Electrical and (50)							2							2																	6	6	12	
Facials: Manual, Electrical and (70)														2																	8	4	12	
Facials: Manual, Electrical and (50)																2															6	2	8	
Facials: Manual, Electrical and (50)																	2											2	2		6	24	30	
3200 Hours	8	8	8	8			8	8	8	8	8			8	8	8	8				8	8	8	8			8	8	8	8	184	176	360	
Practical Training Operations These are the services you perform each day on a client Example: 1 haircut = 1 operation																																		
Hairstyling (450)	2						1	2									1	1			2		2						1		12	21	33	
Permanent Waving (210)	1						1	1													1								1		5	3	8	
Hair Coloring (215)	1		1					1	2	1												1							1		12	21	33	
Haircutting (300)	3	4	5	7				2		4	7						5	4			3		4	7				4	3		62	31	113	
Facials: Manual, Electrical & Chemical (65)		2	1					1													1								1		6	4	10	
Eyebrow Beautification and Makeup (55)		1																			2						2	2			7	2	9	
Manicure/Pedicure (34)														2								1									3	2	5	
Artificial Nails/Wraps (120)								1						2								1									4	1	53	
Related Supplemental Instruction Record your in-person school study hours here, ONLY for the days you attended.																																		
RSI (240)							5														5										10	15	25	

In this case, the sum of 8 hours every day ...

is 184...

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Signature of Apprentice:

Signature of Owner/Trainer:

Cosmetica
Cosmetology & Barbering Unilateral
Apprenticeship Committee

To:

Establishment License #:

Trainer License:

the sum of
this
column...

is also 184

These are the
sums from
last month
and grand
total

Signature of Owner/Trainer: _____

This Form must be delivered to Cosm
the month it corresponds to, as p
Please email a copy to: time

COSMETOLOGY APPRENTICE DAILY RECORD

Apprentice Name:

Apprentice License #:

License From:

To:

Establishment Name:

Establishment License #:

Month:

October 2025

Trainer Name:

Trainer License:

Year:



Day of the month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	This Month	Last Month	Grand Total
Technical and Practical Instruction Hours This is the time spent on each operation or learning during work hours. Example: 1 haircut operation = 1 hour OR studying in your book = 1 hour																																		
Hairstyling (800)	2						2	4						2	2	2				4			4									184	176	360
Permanent Waving (400)	2						2	2						2								2										6	6	12
Hair Coloring and Bleaching (500)	2		1					2	4	2												2										8	2	10
Haircutting (900)	2	4	6	8				2		6	8			2		6	6			4			4	8								8	8	16
Facials: Manual, Electrical and Chemical (100)		2	1					2						2								2										2	2	4
Eyebrow Beautification and Makeup (100)		2																										2	2			2	2	4
Manicure/Pedicure (50)																4																4		4
Artificial Nails and Wraps (150)								2						4																		2		2
Laws and Reg. (50)								2						2																		2		2
Health and Safety (70)														2														2	2			2	2	4
Disinfection and Sanitation (50)																2																2		2
Anatomy/Physiology (30)																2																2		2
3200 Hours	8	8	8	8			8	8	8	8	8			8	8	8						8	8	8	8	8	8	8	8	8	8	184	176	360
Practical Training Operations These are the services you perform each day on a client. Example: 1																																		
Hairstyling (450)	2						1	2																								12	21	33
Permanent Waving (210)	1						1	1																								5	3	8
Hair Coloring (215)	1		1					1	2	1																						12	21	33
Haircutting (300)	3	4	5	7				2		4	7																					62	31	113
Facials: Manual, Electrical & Chemical (65)		2	1					1																								6	4	10
Eyebrow Beautification and Makeup (55)		1																										2	2			7	2	9
Manicure/Pedicure (34)																																3	2	5
Artificial Nails/Wraps (120)								1																								4	1	5
Related Supplemental Instruction Record your in-person ONLY for the days you attended.																																		
RSI (240)							5																									10	15	25

184 this month + 176 from last month = 360 Hrs.

Do the same sums for all practical training operations

This month you attended 10 hours of in person class!

Signature of Apprentice:

Signature of Owner/Trainer:

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COSMETOLOGY APPRENTICE DAILY RECORD



Apprentice Name: _____ Apprentice License #: _____
 Establishment Name: _____ Establishment License #: _____
 Trainer Name: _____ Trainer License #: _____

Day of the month 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

Technical and Practical Instruction Hours This is the **time spent on each operation or learning during** the month.
 Example: 1 haircut operation = 1 hour OR studying in your classroom = 1 hour

Hairstyling (800)	2					2	4							2	2	2				4			
Permanent Waving (400)	2					2	2							2						2			
Hair Coloring and Bleaching (500)	2		1					2	4	2									2				
Haircutting (900)	2	4	6	8				2		6	8			2		6	6			4		4	8
Facials: Manual, Electrical and Chemical (100)		2	1					2						2					2				
Eyebrow Beautification and Makeup (100)		2																	2	2			
Manicure/Pedicure (50)															4								
Artificial Nails and Wraps (150)							2						4										
Laws and Reg. (50)							2						2										
Health and Safety (70)													2						2	2			
Disinfection and Sanitation (50)															2								
Anatomy/Physiology (30)																2							
3200 Hours	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8

The sum of this column...

or of these totals...

Practical Training Operations These are the **services you perform each day on a client**.
 Example: 1 haircut = 1 operation

Hairstyling (450)	2					1	2							1	1				2		2	
Permanent Waving (210)	1					1	1												1			
Hair Coloring (215)	1		1				1	2	1										1			
Haircutting (300)	3	4	5	7			2	4	7					5	4				3		4	7
Facials: Manual, Electrical & Chemical (65)		2	1				1												1			
Eyebrow Beautification and Makeup (55)		1																	2			
Manicure/Pedicure (34)													2							1		
Artificial Nails/Wraps (120)							1						2							1		

Related Supplemental Instruction Record your **in-person school study hours** here, ONLY for the days you attended.

RSI (240)						5														5			
-----------	--	--	--	--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--	---	--	--	--

Last Month Grand Total

45	69
22	
25	
134	
18	
10	
10	
12	
12	
8	
30	
184	176
360	

.. must give you the same number (360 hours in this case)

Signature of Apprentice: _____ Signature of Owner/Trainer: _____

This Form must be delivered to Cosmetica with the month it corresponds to, as part of your monthly report.
 Please email a copy to: timesheets@cosmetica.com

COSMETOLOGY APPRENTICE DAILY RECORD



Apprentice Name: _____ Apprentice License #: _____ License From: _____ To: _____
 Establishment Name: _____ Establishment License #: _____ Month: October
 Trainer Name: _____ Trainer License: _____ Year: 2025

Day of the month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	This Month	Last Month	Grand Total	
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Hair Coloring and Bleaching								2	4	2												2							2		15	10	25		
Haircutting								2		6	8				2		6	6			4			4	8				4	4	74	60	134		
Facials: Manual, Electrical and Chemical								2						2								2							2		11	7	18		
Eyebrow Beautification and Makeup																				2							2	2			8	2	10		
Manicure/Pedicure																4						2									6	4	10		
Artificial Nails and Wraps														4								2									8	2	10		
Laws and Regulations																															6	6	12		
Health and Safety																															8	4	12		
Disinfection and Sanitation																															6	2	8		
Anatomy/Physiology																															6	24	30		
3200 Hours	8	8	8	8				8	8	8																					84	176	360		
Practical Training Operations <i>These are the hours spent on each operation during work hours.</i>																																			
Hairstyling	2														1	2															2	21	33		
Permanent Waving	1														1	1															5	3	8		
Hair Coloring	1		1																												12	21	33		
Haircutting	3	4	5	7																											2	31	113		
Facials: Manual, Electrical & Chemical																															5	4	10		
Eyebrow Beautification and Makeup																															7	2	9		
Manicure/Pedicure																															3	2	5		
Artificial Nails/Wraps																															4	1	53		
Related Supplemental Instruction <i>Record your in-person school study hours ONLY for the days you attended.</i>																																			
RSI																															10	15	25		

At our website, download the form in this page, in the "Daily Record forms" section.

When completed, mail the form to timesheets@cosmeticaedu.com, send it via USPS or bring it in person to the school.

Signature of Apprentice: _____ Signature of Owner/Trainer: _____

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