



THE OHIO STATE BOARD OF COSMETOLOGY

1929 Gateway Circle Grove City, Ohio 43123
 Phone: (614) 466-3834 Fax: (614) 644-6880 www.cos.ohio.gov

Internship Program Enrollment Information

Prior to any student participating in the Internship Program all of the required information must be electronically submitted and processed by the Board. An internship enrollment form containing participating student's information along with a copy of the signed school-salon agreement is required for the processing of a student internship badge.

Reminders:

Students are NOT permitted to begin work as an intern until the Internship badge is received.

All students participating in the internship program shall wear a visible board identification badge at all times while interning in an approved salon. The student intern shall have a government photo identification or school issued photo identification immediately available at all times when interning and shall show the identification to a board inspector upon inspection or request.

At any time a student changes the salon in which they are interning, a new salon agreement and enrollment form reflecting the salon change must be received and processed by the Board.

The School-Salon Agreement must be signed by a school representative, salon owner/manager, student, and parent of the student if student is under 18 years of age.

Submit all Internship Enrollment information to Sandra.Lee@cos.ohio.gov 614-728-0532

Internship Enrollment Form Information:

Student Name	First and last name of the student												
SSN – Social Security Number	Last four (4) digits of the student's social security number												
Program	Program of study – Must use the follow codes: <table border="0" style="margin-left: 40px;"> <tr> <td><u>CODES</u></td> <td><u>PROGRAM</u></td> </tr> <tr> <td>COS</td> <td>Cosmetology</td> </tr> <tr> <td>HD</td> <td>Hair Designer</td> </tr> <tr> <td>MAN</td> <td>Manicure</td> </tr> <tr> <td>EST</td> <td>Esthetics</td> </tr> <tr> <td>NAT</td> <td>Natural Hair</td> </tr> </table>	<u>CODES</u>	<u>PROGRAM</u>	COS	Cosmetology	HD	Hair Designer	MAN	Manicure	EST	Esthetics	NAT	Natural Hair
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Hours Completed	Students must have completed 50% of the total program hours in which they are enrolled in order to be eligible to participate in the internship program.												
Salon Name	Full name of the salon where the student will be interning. If interning at more than one salon, all must be listed.												
Salon License Number	The Board assigned license number for the salon. Located on salon license.												
Salon Phone Number	Phone number to be used for contacting the salon.												
Name/Board License Number (License/Supervisor of the student Intern)	First/last name and Board assigned identification number of the person(s) that will be in direct supervision of the intern at the salon.												

[Click Here](#) to view OAC Chapter 4713-6 Internship Program requirements.