# ARTICLE 32-06
# APPRENTICESHIPS

Chapter
32-06-01 Apprenticeships

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## 32-06-01-01. Apprenticeships.

1. All apprenticeship programs must be registered with and maintain good standing with the United States department of labor office of apprenticeship. All such programs and their participants must comply with applicable federal apprenticeship laws and regulations, including title 29, Code of Federal Regulations, parts 29 and 30.

2. All terms, components, and related requirements regarding apprenticeship, are subject to the foundational prerequisite of registration and compliance with the guidelines of the United States department of labor office of apprenticeship as a foundational prerequisite. These include following definitions:

   a. **"Apprentice"** means an individual who is registered with the United States department of labor office of apprenticeship through a sponsor.

   b. **"Apprentice trainer"** means an individual who is a board-approved licensee providing direct on-the-job learning supervision, instruction, evaluation, and ensures safety according to program standards and board rules within a board-recognized registered apprenticeship program.

   c. **"Apprenticeship agreement"** means the formal written agreement registered with the United States department of labor office of apprenticeship between an apprentice and the program sponsor, outlining the terms and conditions of the apprenticeship.

   d. **"On-the-job learning"** means supervised practical training occurring in an approved apprenticeship establishment, structured by the work process schedule of a board-recognized registered apprenticeship program.

   e. **"Registered apprenticeship program"** means an apprenticeship program which is registered with the United States department of labor office of apprenticeship, sponsored by a sponsor, and includes structured on-the-job learning and related technical instruction meeting applicable standards.

f. **"Related technical instruction"** means organized theoretical and technical instruction, as part of a board-recognized registered apprenticeship program, designed to provide an apprentice with knowledge of the theoretical and technical subjects related to the area of study.

g. **"Sponsor"** means an entity registered with the United States department of labor office of apprenticeship and recognized by the board, assuming the full responsibility for administration and operation of the registered apprenticeship program.

h. **"Wage progression"** means a progressively increasing schedule of wages to be paid to the apprentice consistent with the skill acquired.

i. **"Work process schedule"** means the detailed outline of work tasks and competencies to be learned on the job and the approximate time to be spent on each, as part of the United States department of labor office of apprenticeship registered standards for a registered apprenticeship program.

**History:** Effective January 1, 2026.
**General Authority:** NDCC 43-11-05
**Law Implemented:** NDCC 43-11-16.1

**32-06-01-02. Program sponsor.**

Sponsors shall apply for and receive board approval, providing proof of active United States department of labor office of apprenticeship registration and program standards. Sponsors are responsible for ensuring program operation adheres to their standards and North Dakota Century Code chapter 43-11 and applicable rules.

**History:** Effective January 1, 2026.
**General Authority:** NDCC 43-11-05
**Law Implemented:** NDCC 43-11-16.1

**32-06-01-03. Approved apprenticeship establishment.**

Establishments shall:

1. Hold an active establishment license and apply for board approval to train apprentices, demonstrating capacity for on-the-job learning and identifying trainers;

2. Provide the board with a current list of approved apprentice trainers and report any changes immediately; and

3. Post the consumer notice as specified in subsection 6 of North Dakota Century Code section 43-11-16.1.

**History:** Effective January 1, 2026.
**General Authority:** NDCC 43-11-05
**Law Implemented:** NDCC 43-11-16.1

**32-06-01-04. Approved apprentice trainer.**

Individuals shall apply for and receive board approval and must hold an active license in the specific practice area for a minimum of three consecutive years and complete board-approved educator training to obtain an apprentice trainer registration. Apprentice trainers shall complete eight hours of continuing education annually by December thirty-first to maintain registration. The board may require mandatory topics.

**History:** Effective January 1, 2026.

**General Authority:** NDCC 43-11-05
**Law Implemented:** NDCC 43-11-16.1

**32-06-01-05. Apprentice.**

1. An apprentice shall:

   a. Meet age, employment, and United States department of labor office of apprenticeship registration requirements;

   b. Be registered with the board by the sponsor or establishment in a manner prescribed by the board and paying the applicable fee according to North Dakota Century Code section 43-11-28;

   c. Have a fully executed apprenticeship agreement registered with United States department of labor office of apprenticeship, specifying the program start date and including program terms. A copy must be provided to the board upon registration;

   d. Request any leave of absence according to the sponsor's policy. Approved leaves must be reported to the board by the sponsor or establishment. Approved leave of absence may extend the maximum program completion deadline outlined in the section, subject to sponsor and board confirmation; and

   e. Be considered inactive if they fail to participate in required on-the-job learning or related technical instruction for thirty consecutive days without an approved leave of absence.

2. Prolonged unapproved inactivity may lead to disciplinary action by the sponsor according to program standards, including potential suspension or termination from the program, which must be reported to the board. The board may suspend or revoke the apprentice's board registration following appropriate procedures if program participation ceases.

3. If an apprentice discontinues the program and does not re-enroll and successfully complete a board-recognized registered apprenticeship program within five years from their last date of recorded training activity, all previously earned apprentice hours registered with the board must expire.

4. An apprentice may transfer between board-recognized registered apprenticeship programs within North Dakota subject to:

   a. Acceptance by the receiving program sponsor.

   b. Execution of a new or amended agreement registered with United States department of labor office of apprenticeship.

   c. Verification and acceptance of previously completed on-the-job learning and related technical instruction hours by the receiving sponsor, consistent with all standards, provided the hours have not expired.

   d. Notification and updated registration information submitted to the board by the receiving sponsor or establishment.

5. Hours earned within a board-recognized registered apprenticeship program are not transferable to meet North Dakota-licensed school training requirements. Hours earned at a North Dakota-licensed school are not transferable to meet the on-the-job learning or related technical instruction requirements of a board-recognized registered apprenticeship program.

**History:** Effective January 1, 2026.
**General Authority:** NDCC 43-11-05

**Law Implemented:** NDCC 43-11-16.1

**32-06-01-06. Training standards.**

1. **On-the-job learning.** On-the-job learning must provide supervised practical training following the tasks and competencies outlined in the work process schedule. Minimum required hours are as follows:

   a. Cosmetology: two thousand five hundred hours;

   b. Esthetics: two thousand hours; or

   c. Manicuring: two thousand hours.

2. **Related technical instruction.** Related technical instruction must provide theoretical and technical knowledge related to the occupation, following the registered plan. Minimum required hours are as follows:

   a. Cosmetology: three hundred hours;

   b. Esthetics: two hundred fifty hours; or

   c. Manicuring: two hundred fifty hours.

3. **Program duration and pace.** Each apprentice shall complete all program requirements within a maximum timeframe from the start date specified in the apprenticeship agreement and maintain progress by completing an average of at least eighty combined hours per month, excluding periods of approved leave. Consistent failure to meet this pace may result in sponsor intervention according to program standards. Maximum time frames are as follows:

   a. Cosmetology: thirty-six months;

   b. Esthetics: thirty months; or

   c. Manicuring: thirty months.

4. **Related technical instruction prerequisite for on-the-job learning.** An apprentice shall successfully complete a minimum of required related technical instruction hours before beginning any services on clients. Completion must be documented and verifiable by the board. Prerequisite hours are as follows:

   a. Cosmetology: forty hours;

   b. Esthetics: thirty hours; or

   c. Manicuring: thirty hours.

5. **Curriculum and supervision.** A board-approved apprentice trainer shall provide direct supervision during all on-the-job learning, maintaining a one-to-one ratio of trainer to apprentice. Multiple approved trainers within the establishment may supervise the apprentice; however, the one-to-one ratio must be maintained at all times the apprentice is performing on-the-job learning tasks.

   a. **Cosmetology program.**

      (1) **Related technical instruction.** **300 hours**

      Training must include sufficient instruction in each of the following:

(a) Safety, sanitation, infection control theory;

(b) North Dakota state law, rules, and regulations;

(c) Anatomy, physiology, and basic chemistry;

(d) Hair theory;

(e) Skin theory;

(f) Nail theory; and

(g) Professionalism, ethics, and business practices.

(2) **On-the-job learning.** **2,500 hours**

Training must include sufficient learning in each of the following:

(a) Safety, sanitation, and salon procedures application;

(b) Hair cutting;

(c) Hair styling;

(d) Hair coloring and lightening;

(e) Chemical texture services;

(f) Basic skin care;

(g) Basic nail care; and

(h) Client consultation, dispensing, and salon operations.

b. **Esthetics program.**

(1) **Related technical instruction.** **250 hours**

Training must include sufficient instruction in each of the following:

(a) Safety, sanitation, infection control theory;

(b) North Dakota law, rules, and regulations;

(c) Anatomy, physiology, and histology;

(d) Chemistry, product ingredients, and electricity;

(e) Skin analysis, conditions and disorders;

(f) Facial treatments and machine theory;

(g) Hair removal theory;

(h) Makeup theory; and

(i) Professionalism, ethics, and business practices.

(2) **On-the-job learning.** **2,000 hours**

Training must include sufficient learning in each of the following:

(a) Safety, sanitation, and salon procedures application;

(b) Client consultation and skin analysis;

(c) Manual facial techniques;

(d) Hair removal;

(e) Make-up application;

(f) Advanced topics; and

(g) Client handling and salon operations.

c. **Manicure program.**

(1) **Related technical instruction.** **250 hours**

Training must include sufficient instruction in each of the following:

(a) Safety, sanitation, infection control theory;

(b) North Dakota law, rules, and regulations;

(c) Anatomy and physiology;

(d) Chemistry and product knowledge;

(e) Manicuring and pedicuring theory;

(f) Nail enhancement theory; and

(g) Professionalism, ethics, and business practices.

(2) **On-the-job learning.** **2,000 hours**

Must include sufficient learning in each of the following:

(a) Safety, sanitation, and salon procedures application;

(b) Manicuring techniques;

(c) Pedicuring techniques;

(d) Nail enhancements; and

(e) Client consultation and salon operations.

**History:** Effective January 1, 2026.
**General Authority:** NDCC 43-11-05
**Law Implemented:** NDCC 43-11-16.1

**32-06-01-07. Financial requirements.**

1. **Fee transparency.** The sponsor or establishment shall provide an apprentice with a clear, itemized, written disclosure of all program costs, including tuition, fees, books, kits, and supplies prior to signing the apprenticeship agreement.

2. **Cost limitations.** The sponsor or establishment shall adhere to maximum allowable tuition and fee structures established by the board.

3. **Payment plans.** Prior to signing the apprenticeship agreement, the sponsor or establishment shall provide a written, reasonable, interest-free payment plan option for any program costs.

**History:** Effective January 1, 2026.
**General Authority:** NDCC 43-11-05
**Law Implemented:** NDCC 43-11-16.1

**32-06-01-08. Recordkeeping and reporting.**

1. **Progress records.** Sponsors and establishments shall maintain accurate, current records of each apprentice's on-the-job progress against the work progress schedule and related technical instruction attendance and completion. Trainers shall verify on-the-job training records.

2. **Board reporting.** The establishment shall submit quarterly reports of accrued hours for each apprentice to the board by the fifteenth day of the month following the end of each calendar quarter. A withdrawal, termination, approved leave of absence, return from leave, and transfer must be reported within ten business days of the event.

3. **Sponsor certification.** The sponsor is responsible for certifying program completion to United States department of labor office of apprenticeship and providing the resulting certificate of completion to the apprentice and the board.

4. **Final record submission.** Within ten business days of an apprentice's completion or discontinuance from the program, the sponsor or establishment shall submit a complete copy of the apprentice's final training records to the board.

5. **Digital records.** All required apprentice training records must be maintained and submitted electronically in a manner and format prescribed by the board.

**History:** Effective January 1, 2026.
**General Authority:** NDCC 43-11-05
**Law Implemented:** NDCC 43-11-16.1

**32-06-01-09. Compliance.**

The board or its designees shall conduct inspections of approved apprenticeship establishments at least annually for compliance.

**History:** Effective January 1, 2026.
**General Authority:** NDCC 43-11-05
**Law Implemented:** NDCC 43-11-16.1

**32-06-01-10. Noncompliance identification and correction.**

1. If the board determines a sponsor or apprenticeship establishment is noncompliant with requirements, including failure to provide required training, inadequate supervision, violation of the one-to-one ratio, failure to maintain or submit accurate and timely records, violation of financial rules, failure to report apprentice status changes, unsafe practices, or failure to adhere to standards impacting state requirements, the board may issue a written notice of noncompliance detailing the specific violations.

2. Upon written notice the sponsor or establishment shall submit a written corrective action plan to the board within ten business days of receiving the notice. Failure to submit an acceptable corrective action plan or failure to correct the deficiencies within the agreed upon time frame may result in disciplinary action by the board against the sponsor, establishment, and apprentice trainer.

**History:** Effective January 1, 2026.
**General Authority:** NDCC 43-11-05
**Law Implemented:** NDCC 43-11-16.1

**32-06-01-11. Licensure.**

Each apprentice in possession of the United States department of labor office of apprenticeship certificate of completion for a board-recognized program is eligible for board licensure upon completing and passing applicable theoretical, North Dakota state laws, rules, and regulations, and practical examinations, making application to the board, and paying applicable fees under North Dakota Century Code section 43-11-28.

**History:** Effective January 1, 2026.
**General Authority:** NDCC 43-11-05
**Law Implemented:** NDCC 43-11-16.1

**32-06-01-12. Out-of-state applicants.**

An applicant may submit a United States department of labor office of apprenticeship certificate of completion from a registered apprenticeship program in another state if the applicant provides documentation verifying that the completed program's required minimum on-the-job training and related technical instruction hours are substantially similar North Dakota requirements. Upon application approval from the board, applicants shall complete and pass applicable theoretical, North Dakota state laws, rules, and regulations, and practical examinations and pay applicable fees under North Dakota Century Code section 43-11-28.

**History:** Effective January 1, 2026.
**General Authority:** NDCC 43-11-05
**Law Implemented:** NDCC 43-11-16.1