

**CHARLES F.BRUSH**  
**INTERNSHIP RESPONSIBILITIES**  
**FOR THE SALON**

**At the completion of the internship please return the notarized Record of Hour sheet and the intern evaluation form in the envelope provided.**

1. The employer carries the responsibility to comply with all state and federal laws and school guidelines.
2. Student is covered by the salon's liability insurance plan.
3. Students shall be in a non-pay status only.
4. Employment under this agreement will not interfere with the schooling of the students or with their health or well-being. The work of the intern in the occupations declared particularly hazardous shall be incidental in their training. Such work will be intermittent and for short periods of time, under the direct and close supervision of their qualified internship partner.
5. The salon may be called by the senior instructor at any time if questions arise during the assessment of the journals.
6. The salon shall assess the student's capabilities before allowing them to work on clients.
7. Salons will provide written assessment forms provided by the Ohio State Board of Cosmetology to the intern's instructor.
8. A student with less than 70% of the Cosmetology program completed will not perform chemical services on clients.
9. Students must meet and maintain all Brush High School Cosmetology internship responsibilities while participating in the internship program.
10. All internship paperwork must be submitted and approved before the student may intern and accrue hours.
11. Salon training partners must be managing cosmetologists with at least 5 years experience.
12. One managing cosmetologist with at least 5 years experienced is assigned to each intern student.
13. Salons shall be in good standing with the OSBC.

14. All interns must be clearly identified to the clients before the interns perform any service on the client.
15. Salons must ensure that the OSBC assigned badge is worn and clearly visible every day by the intern.
16. Salons must initial the student daily journal and sign the record of hours daily. The record of hours needs to be accurate and must correlate to the hours recorded on the daily journal. Lunch, dinner, and breaks are excluded from internship hours.
17. The salon record of hour sheet should reflect the students copy in their binder and must be notarized upon the student's completion of the internship. Completing and returning this sheet along with an intern evaluation completes the process.
18. Salons are required to attend an intern meeting every three years to remain an active salon in our system. Brush requires all new internship salons to attend an orientation meeting to discuss the internship program before a student can intern in the salon.
19. Salons must schedule interns a minimum of 3 hours and a maximum of 8 hours a day. Interns may not work later than 9 p.m. on school nights. If Charles F. Brush High School Cosmetology is in session for the day, the student is required to be in school and may not intern until after school.
20. Students need to establish a fixed weekly work schedule which needs to be followed consistently. The senior instructor must be notified during the school year when school is in session if an intern fails to show up, or cancels frequently. Interns are to act responsibly and show respect for the salon at all times.
21. Should an intern violate an internship rule, they may be terminated by the salon and an investigation will be conducted. Hours earned may be revoked which could have an impact on the student's ability to complete the internship program and sit for the Ohio State Board exam.
22. You may reach the senior instructor at 216-691-2095 if you have any questions or concerns.