



Ohio Administrative Code Rule 4713-6-04 Internship agreement.

Effective: January 2, 2025

The school and a licensed facility shall have a written agreement to delineate responsibilities, which shall include the following at minimum:

(A) Approved licensees shall assess student capabilities before allowing them to work on customers. Approved licensees shall provide a written assessment to the school on forms provided by the board.

(B) All assessments of hours shall be done in increments of not more than sixty hours. All internship hours shall be assessed.

(C) Licensed facilities shall inform all clients of the student's intern status before the student provides any services on a client.

(D) Facilities shall require that all interns wear a visible identification badge.

(E) Facilities shall not pay interns for any work performed while interning.

(F) Students shall be required to maintain a daily journal of all services, jobs, and tasks performed by the student during the internship. The approved licensee must sign off or initial each page to verify the accuracy of the entries. The school shall review the journal on a regular basis for evaluation purposes.

(G) Approved facilities shall use a sign in/out form provided by the board to track the hours of each student intern. Facilities shall ensure that each intern is at all times under the "direct and immediate supervision" as defined in paragraph (C) of rule 4713-6-01 of the Administrative Code.

(H) The school and the approved facility shall have a signed training agreement and a completed training plan on file. Schools shall provide salons with an internship packet that includes the laws and rules governing internships, the school's policies and procedures, and the student certifications



required to participate in the internship program.

(I) Students shall be scheduled for at least three hours and students shall not exceed an aggregate ten hours per day as required by sections 4709.073 and 4713.32 of the Revised Code.

(J) The agreement shall have a non-discrimination clause.

(K) Schools participating in the internship program shall submit a copy of their written agreement to the board.