



# SCHOOL CATALOG 2024-25

## *From the Owners*

### A Letter of Welcome



Dear Student:

Welcome to The International Academy of Cosmetology and thank you for selecting us to assist you in obtaining your desired training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry. At the International Academy of Cosmetology offers you the training to pass the State Board of Barbering and Cosmetology examination. We place emphasis on how to be successful in the marketplace, and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success. It is a pleasure to have you join us at The International Academy of Cosmetology. Our goal is to help you discover your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to make during the entire course of your training.

Sincerely,

*Angelica Cornejo, Owner*

*Mario Fuentes, Owner*

Materials covered: June 01, 2024-July 01, 2025  
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## **MISSION**

To provide quality education to those who desire to succeed in the beauty industry.

## **OBJECTIVE**

Our basic objective is to offer training to prepare the students with skills needed to secure future employment. Upon satisfactory completion of 1,000 hours for cosmetology, 1,000 hours for barber, 600 hours for esthetician, and 400 hours for manicuring, 300 hours for barber crossover and 200 hours for cosmetology crossover, a diploma will be awarded, and students will be qualified to take the Certification test which will enable them to become licensed in California. We continually survey the profession to keep abreast of current trends, designs, and techniques. Teachers give "individual" as well as "classroom instruction".

## **JOB PLACEMENT**

Job placement assistance is provided to graduates and students upon request at no additional charge, but the school gives no guarantee of employment nor does the school use placement data as an incentive to entice prospective students to enroll. However, our primary goal is to provide specialized training, which will prepare our graduates for employment upon licensure from the Board for Barbering and Cosmetology. The staff works with the salon owners and employers to provide students with an opportunity to become gainfully employed upon completion and licensing. Students are encouraged to discuss their employment needs with the instructor or administrative staff person.

## **INSTITUTIONAL LANGUAGE**

The International Academy of Cosmetology offers classes in English and Spanish. We try to employ bilingual instructors, and our admissions personnel are bilingual as well, this allows a perfect understanding between teachers, admissions, current and prospect students. Classes are divided into two groups, those whose native language is Spanish receive instructions, handouts, exams, and other materials in their own language, and those whose native language of English receive instructions, handouts, exams and other materials in their own language. Based on transparent language test taken by several personnel the proficiency level of the Spanish language used at this institution is advanced beginner level, therefore a beginner's level is required. International Academy of Cosmetology analyzes each English and Spanish speaking student's proficiency level through proof of at least a 10<sup>th</sup> grade graduation level in high school or secondary education, or through the Ability to Benefit exam, to examine their logical understanding of the English or Spanish language. Potential students who decide to take the Ability to Benefit exam must pass with a 60% to be admitted at the institution.

## **INTERNATIONAL STUDENTS**

The academy does not participate in the student and exchange visitor program (SEVP) of the Department of Homeland Security (DHS), also the academy is not issuing I-20 student visa. No foreign students are admitted into any program.

## **CAREER COUNSELING**

Students are counseled individually, approximately every 300 hours for Cosmetology Course, every 300 hours for Barber course, every 100 hours for Manicuring, every 100 for Cosmetology crossover and every 100 hours for Barber crossover course, and every 150 hours for teacher training and esthetician course to review the student's progress and adjustment. Students may request additional counseling sessions at any time.

## **ENROLLMENT TIME DEFINITION**

Enrollment is defined as the time elapsed between the actual starting date and the date of the students' last days of physical attendance in the school.

## **EXTERNSHIP PROGRAM PARTICIPATION**

Participation in the Externship Program made available by the International Academy of Cosmetology is strictly voluntary on the part of the student, school, and salon/barber shop. The student may terminate their participation in the program anytime and return to school. All hours and operations completed under this program will be translated into course credit, courses allowed by the Board of Barbering and Cosmetology are cosmetology and barber only, a participant must have completed the minimum of 250 hours of attendance in the course and may participate for 250 hours. The school may not use the Externship Program as a prerequisite for graduation.

### **APPROVALS**

The International Academy of Cosmetology is a private institution that is approved to operate in California by the Bureau for Private Postsecondary Education (BPPE), of Consumer Affairs, P.O. Box 980818 West Sacramento, CA 95798. Approval to operate means the institution is compliant with state standards as set forth in the CEC 5, CCR. The Bureau's approval means that the institution and its operation comply with the minimum standards, does not imply any endorsement or recommendation by the Bureau. The International Academy of Cosmetology is a State of California board approved school of Cosmetology to teach the course in Manicuring, Esthetics, Cosmetology, Barbering and teacher's training, institutional approval means that the school and its course's curriculum are following the Board's minimum requirements. Institutional approval must be renewed every three years and is subject to continuous review. (CEC 94909(a)(2) and 94897(1)(1)(2)) Additionally, the institution is registered with agencies, which provide financial or other assistance to our students. These include:

- Department of Vocational Rehabilitation, Employment Development Department (EDD)
- Career Opportunities for Cosmetology, Barbering, and Esthetician (WIA, ONE STOP, WORKERS COMPENSATION, JOB CORPS OF AMERICA, PROPACK)

International Academy of Cosmetology does not currently have any petition of bankruptcy, not operating as a debtor in possession, has not filed a petition within the preceding five years, and does not have a petition in bankruptcy filed against the institution within the preceding five years. (CEC 94909(a)(12))

### **FINANCIAL AID PROGRAMS**

This institution does not offer Federal Programs for student's financial assistance, but does participate in State and private insurance disability, private and institutional grants, allotment programs, private and institutional financing, and student personal loan programs. The above programs provide their own policies and disclosures to students who qualify under each individual program. The institution does not qualify students for any of the programs other than the institutional scholarship or academic award, which is awarded every 500 hours for barbers, every 500 hours for cosmetologist only, each student participant must have a minimum attendance and cumulative academic grade of "C" (70%) or better to be able to receive the award for that evaluation period.

### **CAREER OPPORTUNITIES**

#### **License Cosmetologist/Barber**

Beauty/Barber Salon Owner	Beauty/Barber School Owner
Beauty/Barber Salon Manager	School Director
Beauty/Barber Salon Operator	Supervisor

#### **Cosmetology/Barber Teacher**

Private School	Public School
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#### **Specialist in Branches of Cosmetology**

Hair Colorist - Hair & Scalp – Trichologist	Esthetician - Hairstylist - Haircutter
Cosmetologist - Electrologist (Desairologist)	Make-up Artist
Manufacturer's Representative - Research- Testing New products -Platform Artist	Product Demonstrator-Competition
Proctor for State Board Examinations	Stylist Technical Writer-Beauty Editor

## STATE LICENSING

### Bureau for Private Post-secondary Education (BPPE)

Mailing Address: P.O. Box 980818

West Sacramento, CA 95798-0818

Phone: (888) 370-7589 Fax (916) 263-1897

Physical address: 1747 N. Market Blvd. Suite 225

Sacramento, CA 95834

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

### Board of Barbering and Cosmetology (BBC)

Mailing address: P.O. Box 944226

Sacramento, CA 94244-2260

Phone: (800) 952-5210 Fax (916) 575-7281

Physical Address: 1625 N. Market Blvd. S202

Sacramento, CA 95834

Website: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

## ADMISSION REQUIREMENTS

Cosmetology, Barber, Manicuring, Esthetician and Crossover programs Entrance is open to career-minded people who, in the opinion of the school staff, would be able to obtain and utilize the skills necessary for employment. Candidates are thoroughly screened to determine their capabilities and career potential. Candidates must be at least 17 years of age and are required to provide proof of age. The International Academy of Cosmetology admits as regular students those who have one of the following: A) 10th grade completion, or higher certificate, or a letter certifying such completion. Students who completed the 10th grade in another country a copy of their certificate or a certification letter will be required. Crossover students must have completed either 1,000 hours in Barbering or 1,000 hours in Cosmetology. Students who, for legitimate reasons, wish to transfer into the school from another accredited or state approved program, are permitted to do so with credit earned at the other institution. Students must meet all admission procedures. The International Academy of Cosmetology has not entered into an articulation or transfer agreement with any other college or university. This institution is not accredited by any accrediting agency and is not recognized by the USDOE.

## NONDISCRIMINATION CLAUSE

No person will be denied admission, graduation or any other rights and privileges of the college due to race, creed, color, age, religion, sex or national origin.

## STUDENT HOUSING

No assistance is provided to find housing for students at the International Academy of Cosmetology. This institution does not have any dormitory facilities under its control. The availability of housing located reasonably near the institution's facilities is very abundant and the approximate cost ranges from \$900.00 to \$1,150.00 for a one- bedroom apartment.

## STANDARDS OF SATISFACTORY PROGRESS

(EFFECTIVE JULY 1, 1994)

This Institution expects all the students to maintain Satisfactory Academic Progress (SAP) as established by this institution under the guidelines of the National Accrediting Commission of Cosmetology Arts and Science. The institution requires all students attending must be making satisfactory progress as determined in our guidelines.

The student must:

1. Maintain a cumulative academic average of "C" (70%) or better at the end of the evaluation period.
2. Maintain a cumulative Average attendance level of at least two-thirds (2/3), (67%) of the scheduled hours indicated on their enrollment contract at the end of the evaluation period.
3. Complete the course within a maximum time frame of one and one-half (1 1/2) time the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course 57 weeks (including grace time for absences, two weeks) he or she must complete it within 85 1/2 weeks.

Students meeting the minimum requirements at any evaluation point will be making satisfactory progress until the next scheduled evaluation. The following factors will be measured to determine Academic Progress: Theory test grades, the completion of work assignments, assigned projects, chapter outlines, and practical work (including manikin and patron work). Theory and practical work will be graded according to the following scale:

Theory work	Will be graded as	follows: Written	Practical work	will be graded	as follows: Practical
90% - 100%	A	Excellent	4 points	A	Excellent
80% - 89%	B	Good	3 points	B	Good
70% - 79%	C	Satisfactory	2 points	C	Satisfactory
60% - 69%	D	Unsatisfactory	1 point	D	Unsatisfactory
Below 60%	F	Failing	No points	F	Failing

Students must maintain a "C" grade average (minimum of 70% in theory work and 2 in practical works) in order to be considered making satisfactory progress.

**EVALUATION PERIODS:** Students compliance with the Satisfactory Academic Progress Policy is divided into evaluation periods and assessed at 25% (percent) of scheduled course completion. The following table represents the percentage (%) of scheduled course completion, the number of hours scheduled or offered by the institution and the minimum number of hours required.

Percentage of Course Cosmetology (hours)		Manicuring (hours)		Barber (hours)	
Scheduled	Minimum	Scheduled	Minimum	Scheduled	Minimum
400	268	100	67	375	251 ¼
800	556	200	134	750	502 ½
1,200	804	300	201	1125	753 ¼
1,600	1,012	400	268	1500	1005
2,000	1,340	500	335	1875	1256 ¼
2,400	1,600	600	600	2250	1507 ½

All scheduled review dates will be set in accordance with the enrollment agreement. In addition to the required number of hours, students must also maintain a "C" (70%) or better grade average. Note: The contracted length of the 1600 hours Cosmetology course for students attending 27.5 hours per week is eleven (15) months (60 weeks), and for students attending 20 hours per week is 20 ½ months. This provides students with two weeks for absences for which he/she will not be charged. However, any student not completing the course within the above stipulated time will be charged \$10.00 per hour of additional instruction needed to complete the course of study. The contracted length of the 400-hour Manicuring course for students attending 25 hours per week is 18 weeks, and for students attending 20 hours per week is 22 weeks. This provides the student with two weeks for absences for which he/she will not be charged. However, any student not completing the course within the above stipulated time will be charged \$10.00 per hour of additional instruction needed to complete the course of study.

**LEAVE OF ABSENCE:** The Institution ceased allowing a leave of absence, however medical leave is allowed with a doctor's note. A student may not be absent for more than three weeks, after that he or she will be terminated from the program, if student wishes to return, he or she may do so by paying a re-enrollment fee.

**PROBATION PERIOD:** Students who fail to meet SAP standards (due to either lack of attendance and/or low grades) during a given evaluation period will be placed on probation status until the following evaluation period. Students will be making Satisfactory Academic Progress and remain eligible to receive the Academic Achievement Award during the period of probation. Students who fail to meet Satisfactory Academic progress by the conclusion of the probation period will be deemed not making satisfactory progress and will lose any remaining eligibility for the academic Award. Students at this time may be terminated from the course of study. If the student is allowed to continue enrolled at school the Academic Award eligibility will be reinstated only after the student has re-established SAP in accordance with the attendance and grading standards indicated in items A, B, C, and D of this policy. Reinstatement of the Academic Achievement Award is limited to the period under evaluation, prior periods in which the student was determined ineligible for the Academic Achievement Award, will not be included in the student's reinstatement of eligibility. Students who meet SAP by the conclusion of the probation period, will be removed from the probation status and will regain eligibility for the Academic Achievement Award program.

**APPEAL PROCEDURES:** Students who wish to appeal the non-satisfactory progress status, must submit a written request to the Director of the institution. The request should be presented within fifteen (15) days of the non-satisfactory progress status determination and must describe any circumstance which the student believed deserves special consideration. The director shall evaluate the appeal within five (5) business days and notify the student in writing of the decision. Should the student's appeal be denied, he/she may appear before the Appeals Committee composed of representatives of the Administration, Faculty and Students to present his/her case. The committee shall name the three (3) current staff members, and two (2) current students as needed and provide written notice to the student of its decision within three (3) business days. The decision of the Committee shall be final.

**REINSTATEMENT:** A student who prevails upon the appeal process will be determined to make satisfactory progress. The Academic Achievement Award will be reinstated to the student.

**RE-ENTRY AFTER EXPULSION FOR UNSATISFACTORY PROGRESS:** Students accepted for re-entry. Entering the program of study will begin the re-enrollment period with the same unsatisfactory progress status. They will be evaluated at the scheduled period of evaluation after re-entrance. Once satisfactory progress has been achieved, the academic and attendance evaluation are documented in student files and the administration office can proceed to reinstate the Academic Achievement Award. The student must attain satisfactory progress in the same time frame as applies to all other students.

### **CONDUCT POLICY**

Lack of cooperation, insubordination, drinking or use of drugs on the premises, or disorderly or immoral conduct, constitute unsatisfactory conduct and are grounds for withdrawal.

### **DISCLOSURE OF EDUCATIONAL RECORDS**

This Institution complies with the Family Education Rights and Privacy Act of 1974. This act protects the privacy of education and establishes a student's and/or parent guardian of a dependent minor's right to inspect and review their educational record, under the supervision of a member of the administration. Students, or their parent/guardian, if the student is a dependent minor, may have access to their own files by contacting the school administration for an appointment with an office clerk or registrar. Students are not entitled to inspect the financial records of their parents. Written consent is required before any educational record may be disclosed to a third party, except for accrediting commissions or governmental agencies so authorized by law. All records of students who enroll shall be kept at this institution for a period no less than five (5) years, whether the student completes the educational service, all student transcripts shall be kept at this institution permanently for the purpose of follow-ups, references and transfers.

### **CREDIT FOR PREVIOUS TRAINING**

#### **“Notice concerning transferability of credits and credentials earned at our institution.”**

The transferability of credits you earn at the International Academy of Cosmetology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate of completion or proof of training you earn in Cosmetology, Barbering, Esthetician, Manicuring, Barber Crossover for Cosmetologist, Cosmetology Crossover for Barber, or Cosmetology Instructor course is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the International Academy of Cosmetology to determine if your credits, or certificate will transfer. Students who have had prior training outside California must provide proof of the number of hours completed to the State Board of Barbering and Cosmetology for evaluation and approval. Students within the State must also provide proof of hours completed to the school they wish to re-enroll. This institution will accept transfer students after an interview and evaluation of transcripts. No credit will be given for “prior experiential learning”.

### **CREDIT FOR PRIOR EXPERIENTIAL LEARNING**

This institution does not credit nor does accept any prior experiential learning for all courses being taught.

## GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations with a GPA (Grade Point Average) of "C" or better and the total tuition and any other additional charges have been paid in full, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Cosmetology Examination.

### COSMETOLOGY COURSE

CIP #12-0401 – DOT #332.271-010, SOC #395010 - **Description**

The curriculum for students enrolled in the Cosmetology Course shall consist of one thousand (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. The primary purpose of the Cosmetology Course is to train the students in the basic manipulative skills on all phases of Cosmetology, skin care, manicure and pedicure, safety judgments, proper paperwork habits and desirable attitude to pass the State Board Examination and for competency in job entry level positions in Cosmetology or related career field.

### Goals

The Cosmetology course of study is designed to prepare students to pass the State Licensing examination and to secure employment in Cosmetology or related career field.

### Objectives

Upon completion of the course requirements, a student graduate will be able to:

- A. Perform the basic manipulative skills such as: hair styling, shaping, bleaching, tinting, perm waving, scalp/hair treatments, facials, make-up, manicures, pedicures, and artificial nail tips.
- B. Understand employer- employee relationship and respect the need to deliver worthy service for value received.
- C. Practice proper grooming, effective communication skills, visual poise, professional ethics, and Salesmanship.
- D. Have a better understanding of the Barbering and Cosmetology Rules and Regulations.
- E. Understand sterilization and sanitation procedures.

### Format

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for Graduation, State Board preparation and job entry-level skills. Each student will receive instructions that relate to the performance of useful, creative, and productive career-oriented activities. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person or a mannequin. Such technical and practical operations shall include:

SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations Hours
<b>Board Rules &amp; Regulations</b> The subjects of Laws & Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act & the Board's Rules & Regulations	20	None
<b>Cosmetology Chemistry:</b> includes the chemical composition and purpose of cosmetics, nail, hair, and skin care preparation. Shall also include the elementary chemical make-up, chemical skin peels, physical and chemical change of matter.	20	None



<p><b>Health &amp; Safety Considerations</b></p> <p>The subject Health &amp; Safety shall include, but is not limited to, the following techniques &amp; procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical make- up, chemical skin peels &amp; chemical &amp; physical changes of matter. Hazardous substances include training in chemicals and health in establishments, protection from hazardous chemicals &amp; preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/ AIDS, Hepatitis B, and staph &amp; Material safety Data Sheets.</p> <p>Basic Laws and physical and sexual assault awareness</p>	<p>80</p> <p>20</p>	<p>None</p>
<p><b>Disinfection &amp; Sanitation</b></p> <p>The subject of Disinfection &amp; Sanitation shall include but is not limited to the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	<p>20</p>	<p>80</p>
<p><b>Bacteriology, Physiology, and Anatomy</b></p> <p>The subjects of Anatomy and physiology shall include but is not limited to the following issues. Human Anatomy, Human Physiology, Bacteriology, Skin condition, Skin analysis and bacteriology.</p>	<p>15</p>	<p>None</p>
<p><b>Hair Styling:</b> shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower Styling.</p> <p>Thermal Styling: Press &amp; curl</p>	<p>25</p> <p>20</p>	<p>30</p> <p>15</p>
<p><b>Permanent Waving</b></p> <p>The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving.</p> <p><b>Chemical Straightening</b> including the use of sodium hydroxide and other base solutions.</p>	<p>20</p> <p>40</p>	<p>20</p> <p>20</p>
<p><b>Hair coloring &amp; Bleaching</b></p> <p>The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including the use of semi- permanent, Demy- permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.</p>	<p>60</p>	<p>40</p>
<p><b>Hair Cutting</b></p> <p>The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/ trimmers, and thinning (tapering) shears for wet and dry cutting.</p>	<p>20</p>	<p>60</p>
<p><b>Scalp Treatment:</b> Hair &amp; scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.</p>	<p>10</p>	<p>20</p>

<b>Facials:</b> shall include, but is not limited to, the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs and masks.	20	10
<b>Electrical Facials</b> include the use of electrical modalities, dermal lights electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate or to contract, or for the purpose of contracting, the muscles of the body or face.	20	10
<b>Chemical Facials</b> include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non- living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	20	10
<b>Eyebrow Waxing and Tweezing</b> Shall include, but is not limited to, the following issues: Eyebrow Arching & Hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.		
Tweezer	5	15
Wax	5	15
<b>Make- Up:</b> the subject of Make- Up shall include, but is not limited to: skin analysis, complete and corrective make- up, lash and brow tinting, and the application of false eyelashes.	5	10
<b>Dermaplaning:</b> Eyebrow tinting and eyelash perming	5	10
<b>Manicure &amp; Pedicure</b> Shall include but are not limited to the following: Water and oil manicure, nail analysis, hand and arm massage.	10	10
Pedicure including nail analysis, ankle massage.	5	5
<b>Artificial Nails and Wraps</b> <b>Acrylic liquid &amp; powder brush-on</b> including acrylics	10	15 nails
<b>Artificial nail tips</b>	10	15 nails
<b>Nail wraps &amp; repairs</b>	10	10 nails
<b>Seeking Employment &amp; On the Job</b>	15	None
<b>The Salon Business,</b> opening a salon, retail sales, business plan, written agreement, regulations, laws, policies, payroll, insurance salon	15	None
<b>Miscellaneous:</b> professional ethics, record keeping, client service record card	35	None

demonstration and classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person or a mannequin. Such technical and practical operations shall include: The above requirements must be met by each student, in each category, for the earned hours to be accepted by the Board for Barbering and Cosmetology for examination. The portion of miscellaneous hours is to be applied, as needed in the curriculum related areas.

### Grading Procedures

Students are assigned theory study and a minimum number of practical operations. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards course completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the State Board of Cosmetology and set forth in the Practical Skills Evaluation Criteria. Students must maintain an Academic Grade Average of 70% "C" or better and pass a FINAL written and practical exam prior to graduation. Students shall make up failed or missed test and incomplete assignments on the remedial day assigned by the institution.

Theory and practical work will be graded according to the following scale:

Theory work	Will be graded as	follows: Written	Practical work	will be graded	as follows: Practical
90% - 100%	A	Excellent	4 points	A	Excellent
80% - 89%	B	Good	3 points	B	Good
70% - 79%	C	Satisfactory	2 points	C	Satisfactory
60% - 69%	D	Unsatisfactory	1 point	D	Unsatisfactory
Below 60%	F	Failing	No points	F	Failing

### Cosmetologist Course Performance Objectives

The Cosmetology student will be prepared to seek employment in the areas included, but not limited to: Hairdresser, Salon Manager, Hair Colorist, Salon Owner, Product Demonstrator, or Styling Publicist (for more career opportunities see page 2 of the school catalog).

### Textbooks, Resources

The Milady Cosmetology textbook, exam review book and theory and practical assignments, notes from class lectures, supplemental material handed out in class, lectures from various beauty educators who represent companies such as Matrix, Rita McQueen, Elite Nails and other beauty supply distributors.

### Learning Strategy

Students must attend scheduled theory class, lectures, and demonstrations, read assigned chapters of textbooks, answer theory and practical workbook, prepare written procedures on practical operations, and perform practical operations on a patron and/or a mannequin. Theory class is scheduled Monday through Friday from 8:00 am to 9:00 am (1 hour) for all students enrolled on a full-time basis, Monday from 5:30 pm to 9:30 pm (4 hours) and Friday from 7:30 pm to 9:30 pm (2 hour) for all students enrolled on a part time basis.

### Required Practical Operations

Policy and Regulatory agencies require students to complete an established number of practical operations for satisfactory skills development and graduation. Operations may be completed on mannequins, models or clients. The requirements listed are **MINIMUM** operations that each student must successfully complete prior to graduation. Additional operations may be scheduled **BY THE INSTRUCTOR**, based on training **NEEDS** and clientele volume. Practical assignments are evaluated as completed and counted toward course completion **ONLY** when rated at satisfactory or better.

The instructor will indicate the grade, the month and year it was completed, and the instructor initials in the applicable category. This criterion shall be explained to the students and used uniformly when giving practical grades according to the following scale:

A - **EXCELLENT**, No Errors (All steps followed correctly).

B - 1 to 2 Procedures incorrect, student is making **GOOD** satisfactory progress.

C - 3 Procedures incorrect (**SATISFACTORY** progress).

D - 4 Procedures incorrect (**RETURN** Student to manikin head for developing of skills).

E - All Procedures were done incorrectly (**REMOVE** student from clinic floor to freshman class).

**Licensing Requirements:** Applicant must be 17 years of age or older and have completed the 10th grade in the public schools of this state or its equivalent. The State of California will grant a Cosmetology license only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 70% and as described on article 3, section 7321-7331 of State board rules and regulations.

### INSTRUCTORS

As in all phases of any profession each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to utilize the special skills of each instructor to provide the best education available.

## **MANICURING COURSE**

CIP #12-0410 – DOT #331.674-010, SOC #39-5093

### **Description**

The curriculum for students enrolled in the Manicuring Course shall consist of four hundred (400) clock hours, all practices constituting the art of Cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. The primary purpose of this Course is to train the students in the basic skills covering all aspects of Manicuring, Pedicure, Application of Artificial Nails, safety judgments, proper paperwork habits and desirable attitude to Pass the State Board Examination and for competency in job entry level positions in Manicuring or related career field.

### **Goals**

The Manicuring course of study is designed to prepare students to pass the State Licensing examination and to secure employment in the Manicurist, Product Demonstrator or Nail Artist.

### **Objectives**

Upon completion of the course requirements, a student graduate will be able to:

- a. Perform the basic manipulative skills such as: manicures, pedicures and artificial nail tips.
- b. Understand sterilization and sanitation procedures.
- c. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- d. Practice proper grooming, effective communication skills, visual poise, professional ethics, and salesmanship.
- e. Have a better understanding of the Barbering and Cosmetology rules and regulations.

### **Format**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for Graduation, State Board preparation and job entry-level skills. Each student will receive instructions that relate to the performance of useful, creative and productive career-oriented activities. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person or a mannequin. Such technical and practical operations shall include:

<b>SUBJECT</b>	<b>MINIMUM HOURS: TECHNICAL INSTRUCTION</b>	<b>MINIMUM HOURS PRACTICAL OPERATIONS</b>
1. The Barbering and Cosmetology Act The Board's Rules and Regulations.	10	
2. Cosmetology Chemistry related to Manicuring Practices Includes the chemical composition and purpose of nail care preparation.	10	
3. Health and Safety/Hazardous Substances Includes training in chemicals and health in establishments, Material safety data sheets, protections from hazardous Chemicals and preventing chemical injuries, health and safety Laws and agencies, ergonomics, and communicable diseases, Including HIV/AIDS and Hepatitis B.	25	
4. Disinfection and Sanitation Includes procedures to protect the health and safety of the		

consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	10
5. Bacteriology, Anatomy and Physiology	10	
6. Water and Oil Manicure - Includes hand and arm massage.	30	40
7. Complete Pedicure - Includes foot and ankle massage.	30	20
8. Application of Artificial Nails		
a. Acrylic Liquid and Power Brush-on	5	80nails
b. Artificial Nail Tips	5	60nails
c. Nail Wraps and Repairs	5	40nails
9. Salon Business, Retail Sales		
Opening a salon, business plan, written agreements, regulations, laws, policies, practices, compensation, payroll deductions, telephone use, advertising, sales, communications, public relations, insurance, and salon safety	20	
10. Miscellaneous		
The State Board recommends that schools provide training in the area of professional ethics, decorum record keeping, and client service record cards, also the instructor should apply the miscellaneous training to strengthen student performance, mock board, counseling, remedial, supervised field trips and related training.	20	

The above requirements must be met by each student in each category for the earned hours to be accepted by the State Board of Cosmetology for examination. The portion of miscellaneous hours is to be applied, as needed in the curriculum related areas. No credit of any type shall be given for time spent laundering towels or washing or scrubbing floors, walls, woodwork, toilets, or windows.

### Grading Procedures

Students are assigned theory study and a minimum number of practical operations. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards course completion **ONLY** when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the State Board of Cosmetology and set forth in the Practical Skills Evaluation Criteria. Students must maintain an Academic Grade Average of 70% "C" or better and pass a **FINAL** written and practical exam prior to graduation. Students shall make up failed or missed test and incomplete assignments on the remedial day assigned by the institution. Theory and practical work will be graded according to the following scale:

Theory work	Will be graded as	follows: Written	Practical work	will be graded	as follows: Practical
90% - 100%	A	Excellent	4 points	A	Excellent
80% - 89%	B	Good	3 points	B	Good
70% - 79%	C	Satisfactory	2 points	C	Satisfactory
60% - 69%	D	Unsatisfactory	1 point	D	Unsatisfactory
Below 60%	F	Failing	No points	F	Failing

### Manicuring Course Performance Objectives

The Manicuring student will be prepared to seek employment in the areas included, but not limited to: Manicuring and Pedicuring, Operator, Salon Manager, Salon Owner, Product Demonstrator, and Nail Artist.

### Textbooks, Resources

The Milady Art and Science Manicuring textbook, review book, theory and practical assignments, notes from class lectures, supplemental material handed out in class lectures from companies such as: OPI Nails, Elite Nails and other beauty related representatives.

## **Learning Strategy**

Students must attend scheduled theory class, lectures, and demonstrations, read assigned chapters of textbooks, answer theory and practical workbook, prepare written procedures and practical operations, perform practical operations on a patron and/or a mannequin hand or finger. Theory class is scheduled Monday through Friday from 8:00 am to 9:00 am (1 hour) for all students enrolled on a full-time basis, Monday from 5:30pm to 9:30pm (4 hours) and Friday from 7:30 pm to 9:30 pm (2 hour) for all students enrolled on a part time basis.

## **Required Practical Operations**

Policy and Regulatory agencies required students to complete an established number of practical operations for satisfactory skills development and graduation. Operations may be completed on mannequins, models, or practice floor. The requirements listed are **MINIMUM** operations each student must successfully complete prior to graduation. Additional operations may be assigned **BY THE INSTRUCTOR** based on the training **NEEDS** and clientele volume. Practical assignments are evaluated as completed and counted toward course completion **ONLY** when rated satisfactory or below. The instructor will indicate the grade, the month and year it was completed, and the instructor initials in the applicable category, this criterion, shall be explained to the students and used uniformly when giving practical grades according to the following scale: Satisfactory grade is based on meeting the minimum requirements in the following criteria.

A - **EXCELLENT**, no errors (All steps followed, exact).

B - Student is making **GOOD** satisfactory progress 1 - 2 procedures incorrect.

C - 3 Procedures incorrect (**SATISFACTORY** progress).

D - 4 Procedures incorrect (**RETURN** student to manikin for developing of skills).

E - All procedures were done incorrectly (**REMOVE** student from clinic floor to freshman classroom)

**Licensing Requirements:** Applicant must be 17 years of age or older and have completed the 10th grade in the public schools of this state or its equivalent. The State of California will grant a Manicurist license only after the student has successfully completed and graduated from the Manicuring course as described above and passed the licensing exam with an overall average of 70% and as described on article 3, section 7321-7331 of State board rules and regulations.

## **INSTRUCTORS**

As in all phases of any profession each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to utilize the special skills of each instructor to provide the best education available.

## **INSTRUCTOR COURSE**

CIP #12-0413 – DOT #075.127-010, SOC #251194

### **Description**

The curriculum for students enrolled in the instructor course shall consist of six hundred (600) clock hours of technical instruction and practical operation in teaching the art of Cosmetology, as defined in Section 7316 of the Barbering and Cosmetology Act. The primary purpose of this course is to train the students in the actual performance of teaching techniques and principles, lesson planning, supervising and training of students, safety judgments, and proper paperwork habits. Successful completion of this course and required work experience in the field of cosmetology will allow the instructor trainee to be an instructor in a California School of Cosmetology.

### **Goals**

The Cosmetology instructor course of study is designed to prepare Cosmetology licensed students with all the teaching techniques available and for gainful employment as a Cosmetology instructor or related field.

### **Objectives**

Upon completion of the course requirements, a Cosmetology licensed student will be able to:

- Teach related Information manipulative operations and techniques; use various teaching aids, such as institution sheets, visual aids, and tests. Achieve professional competency as a teacher.
- Developing personal characteristics shall contribute to success in teaching.
- Develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students.
- Develop lesson plans, outlines, procedures and tests that will ensure student comprehension and the will learn.

- e. Develop instructional materials that will facilitate set-up and preparation of class.
- f. Develop course content reflecting a comprehensive, correlated unit of study.
- g. Develop supplemental leaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

Specific teaching techniques used by the vocational teacher in the working area and in the classroom.

**Format**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for Graduation, State Board preparation and gainful employment as a Cosmetology Instructor or related career field. Each student will receive instructions that relate to the performance of useful, creative and productive career-oriented activities. Audio and visual equipment, chalkboards, and other teaching tools are comparable to those used in other cosmetology institutions. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and classroom participation, or examination. Practical operation shall mean the actual performance by the Instructor Trainee of teaching techniques and principles, such technical and practical operations shall include:

<b>SUBJECT</b>	<b>MINIMUM HOURS: TECHNICAL INSTRUCTION</b>	<b>MINIMUM HOURS: PRACTICAL INSTRUCTION</b>
1. The Barbering and Cosmetology Act The Board's Rules and Regulations.	10	
2. Preparatory Instruction		
a. Instructional techniques: methods of instruction, lecture, demonstration, performance, communication skills, instructional aid and use of questions to promote learning.	40	
b. Organization techniques: 4 step teaching methods, performance objectives, and learning domains	30	
lesson Planning: subject, title, outlines, development, and visual aids.	60	
c. Techniques of evaluation: purpose of test, types of tests, test administration, scoring and grading.	10	
3. Conducting classroom and technical instruction and demonstration for three or more students on all practices Of Cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations (shall be conducted under supervision of a licensed instructor)	40	
Supervising and Training of students while they are practicing the art of Cosmetology on a live person or mannequin in a classroom or laboratory	100	
6. Record keeping and school operations	30	40
7. Performance reviews	15	15

The above requirements must be met by each student in each category for the earned hours to be accepted by the State Board of Cosmetology for examination. The portion of miscellaneous hours is to be applied, as needed in the curriculum related areas. No credit of any type shall be given for time spent laundering towels or washing or scrubbing floors, walls, woodwork, toilets, or windows.

**Grading Procedures**

Students are assigned theory study and a minimum number of practical operations. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards course completion **ONLY** when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the State Board of cosmetology and set forth in the Practical Skills Evaluation Criteria. Students must maintain an academic grade average of 70% "C" or better and pass a **FINAL** written and practical exam prior to graduation. Students shall make up failed or missed test and incomplete assignments on the remedial day assigned by the institution. Theory and practical work will be graded according to the following scale:

Theory work	Will be graded as	follows: Written	Practical work	will be graded	as follows: Practical
90% - 100%	A	Excellent	4 points	A	Excellent
80% - 89%	B	Good	3 points	B	Good
70% - 79%	C	Satisfactory	2 points	C	Satisfactory
60% - 69%	D	Unsatisfactory	1 point	D	Unsatisfactory
Below 60%	F	Failing	No points	F	Failing

### **Cosmetology Instructor Course Performance Objectives**

The Cosmetology Instructor student will be prepared to seek employment in the areas included, but not limited to Cosmetology, Manicuring and Pedicuring and Esthetician, or Barber Instructor.

### **Textbooks, Resources**

Teacher Trainee textbook, notes from class lectures, supplemental material handed out in class, school library and observing licensed instructor in class and demonstration.

### **Learning Strategy**

Students must attend scheduled theory class, lectures, and demonstrations, prepare written assignments such as: class schedules, test preparation, class outlines, and preparation of hand out materials and perform practical skills by conducting classes and supervising students performing practical operations.

Theory class is scheduled Monday through Friday from 8:00 am to 9:00 am (1 hour) for all students enrolled on a full- time basis, Monday from 5:30 pm to 9:30 pm (4 hours) and Friday from 7:30 pm to 9:30 pm (2 hour) for all students enrolled on a part-time basis.

**Licensing Requirements:** A license is no longer granted by the State Board of California or the Bureau for Private Postsecondary Education, however the student who has successfully completed and graduated from the teacher training course as described above and has a valid license as a cosmetologist or barber and a minimum of 2 ½ years of technical experience in the industry is considered eligible to become an instructor in the related field of experience.

### **INSTRUCTORS**

As in all phases of any profession each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to utilize the special skills of each instructor to provide the best education available.

## **ESTHETICIAN COURSE**

CIP #12-0409 – DOT #332.271-010, SOC #39-5094

### **Description**

The curriculum for students enrolled in the Esthetician Course shall consist of six hundred (600) clock hours, all practices constituting the art of Cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. The primary purpose of this Course is to train the students in the basic skills covering all aspects of Esthetics, Facials, Chemical peeling, manipulations, safety judgments, proper paperwork habits and desirable attitude to pass the State Board Examination and for competency in job entry level positions as Cosmetician or related career.

### **Goals**

The Esthetician course of study is designed to prepare students to pass the State Licensing examination and to secure employment as an esthetician or other related career field.

### **Objectives**

Upon completion of the course requirements, a student graduate will be able to:

- a. Perform the basic manipulative skills such as: Facials, Chemical peeling and make up applications.
- b. Understand sterilization and sanitation procedures.
- c. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- d. Practice proper grooming, effective communication skills, visual poise, professional ethics, and salesmanship.
- e. Have a better understanding of the Barbering and Cosmetology Rules and Regulations.



## Format

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for Graduation, State Board preparation and job entry-level skills. Each student will receive instructions that relate to the performance of useful, creative and productive career-oriented activities. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person or a mannequin. Such technical and practical operations shall include:

<b>SUBJECT</b>	<b>MINIMUM HOURS: TECHNICAL INSTRUCTION</b>	<b>MINIMUM HOURS: PRACTICAL INSTRUCTION</b>
1. The Barbering and Cosmetology act. Rules & Regulations.	10	
2. Chemistry pertaining to the practices of an Esthetician, includes the chemical composition and purpose of cosmetic and skin care preparations. Shall also include the elementary chemical make- up, chemical skin peels, physical and chemical changes of matter.	10	
3. Health and safety/hazardous substances. Includes training in chemicals and health in establishments, material safety, data sheets, protections from hazardous chemicals, preventing chemical injuries, health and safety laws and agencies, ergonomics and communicable diseases such as HIV/AIDS and Hepatitis B.		
4. Electricity - includes the nature of electrical devices, and the various safety precautions used when operating electrical equipment.	10	
5. Disinfection and Sanitation Includes: procedures to protect the health and safety of the consumers as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfected instruments and equipment as specified in Sections 979 and 980. Disinfections should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment	10	10
6. Bacteriology, Anatomy, and Physiology skin analysis and conditions.	15	
7. Facials:		
a. Manual - Includes skin analysis, cleansing, scientific manipulations, packs and masks.	20	40
b. Electrical - Includes the use of electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes: machines capable of producing an electrical current shall not be used to stimulate as to contract, or for the purpose of contracting, the muscles of the body or face.	30	60
c. Chemicals - Includes chemical peels, packs, masks, and scrubs. Training will emphasize that only the non-living upper most layers of the facial skin, known as epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peelings.	20	40
8. Eyebrow Arching and Hair Removal Includes the use of wax, tweezers, manual or electrical, and depilatories for the removal of superfluous hair.		
a. Tweezers	10	10
b. Wax and depilatories	15	40

9. Make-Up		
Includes skin analysis, complete and corrective make-up, and the application of false eyelashes.	20	40
10. Salon Business, Retail Sales		
Opening a salon, business plan, written agreements, regulations, laws, policies, practices, compensation, payroll deductions, telephone use, advertising, sales, communications, public relations, insurance, and salon safety.	10	
11. Miscellaneous		
The State Board recommends that schools provide training in the area of professional ethics, decorum record keeping, and client service record cards, also the instructor should apply the miscellaneous training to strengthen student performance, mock board, counseling, remedial, supervised field trips and related training	15	

The above requirements must be met by each student in each category for the earned hours to be accepted by the Board of Barbering and Cosmetology for examination. The portion of miscellaneous hours is to be applied, as needed in the curriculum related areas.

### Grading Procedures

Students are assigned theory study and a minimum number of practical operations. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards course completion **ONLY** when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the State Board of cosmetology and set forth in the Practical Skills Evaluation Criteria. Students must maintain an academic grade average of 70% "C" or better and pass a **FINAL** written and practical exam prior to graduation. Students shall make up failed or missed test and incomplete assignments on the remedial day assigned by the institution. Theory and practical work will be graded according to the following scale:

Theory work	Will be graded as	follows: Written	Practical work	will be graded	as follows: Practical
90% - 100%	A	Excellent	4 points	A	Excellent
80% - 89%	B	Good	3 points	B	Good
70% - 79%	C	Satisfactory	2 points	C	Satisfactory
60% - 69%	D	Unsatisfactory	1 point	D	Unsatisfactory
Below 60%	F	Failing	No points	F	Failing

### Esthetician Course Performance Objectives

The Esthetician student will be prepared to seek employment in the areas included, but not limited to: Esthetician, Skin Consultant, Salon Manager, Salon Owner, and Product Demonstrator.

### Textbooks, Resources

The Milady Esthetician textbook, notes from class lectures, supplemental material handed outs, in class lectures from cosmetic companies such as Dermalogica.

### Learning Strategy

Students must attend scheduled theory class, lectures, and demonstrations, read assigned chapters of textbooks, answer theory and practical workbook, prepare written procedures on practical operations, and perform practical operations on a patron and/or a mannequin. Theory class is scheduled Monday through Friday from 8:00 am to 9:00 am (1 hour) for all students enrolled on a full- time basis, Monday from 5:30 pm to 9:30 pm (4 hours) and Friday from 7:30 pm to 9:30 pm (2 hour) for all students enrolled on a part time basis.

### Required Practical Operations

Policy and Regulatory agencies require students to complete an established number of practical operations for satisfactory skills development and graduation. Operations may be completed on mannequins, models or clients.

The requirements listed are **MINIMUM** operations that each student must successfully complete prior to graduation. Additional operations may be assigned **BY THE INSTRUCTOR** based on training **NEEDS** and clientele volume. Practical assignments are evaluated as completed and counted toward course completion **ONLY** when rated at satisfactory or better. The instructor will indicate the grade, the month and year it was completed, and the instructor initials in the applicable category. This criterion shall be explained to the students and used uniformly when giving practical grades according to the following scale:

A satisfaction grade is based on meeting the minimum requirements in the following criteria.

A - **EXCELLENT**, no errors (All steps followed, exact).

B - Student is making **GOOD** satisfactory progress 1 - 2 procedures incorrect.

C - 3 Procedures incorrect (**SATISFACTORY** progress).

D - 4 Procedures incorrect (**RETURN** student to manikin for developing of skills).

E - All procedures were done incorrectly (**REMOVE** student from clinic floor to freshman)

**Licensing Requirements:** Applicant must be 17 years of age or older and have completed the 10th grade in the public schools of this state or its equivalent. The State of California will grant an Esthetician license only after the student has successfully completed and graduated from the Esthetician course as described above and passed the licensing exam with an overall average of 70% and as described on article 3, section 7321-7331 of State board rules and regulations.

## **INSTRUCTORS**

As in all phases of any profession everyone has specialties within his/her training and acquired skills. Every attempt is made by the school to utilize the special skills of each instructor, provide the best education available.

## **BARBERING COURSE**

CIP #12.0402 – DOT #330.371-010, SOC #39-5011

### **Description**

The curriculum for students enrolled in the Barbering Course shall consist of one thousand 1,000 clock hours of technical instruction and practical operations covering all practices of a barber as defined in section 7316 of the Barbering and Cosmetology Act. The primary purpose of the barbering course is to train the students in the basic manipulative skills on all phases of barbering, haircutting, shaving, hair coloring, permanent waving, rest facials, safety judgments, proper paperwork habits and desirable attitude to pass the State Board Examination and for competency in job entry level positions in barbering or related career field.

### **Goals**

The barbering course of study is designed to prepare students to pass the State Licensing examination and to secure employment in the barbering or related career field.

### **Objectives**

Upon completion of the course requirements, a student graduate will be able to:

- A. Perform the basic manipulative skills such as: haircutting, shavings, hair styling, shaping, bleaching, tinting, permanent waving, rest facials etc.
- B. Understand sterilization and sanitation procedures.
- C. Understand employer- employee relationship and respect the need to deliver worthy service for value received.
- D. Practice proper grooming, effective communication skills, visual poise, professional ethics, and salesmanship.
- E. Have a better understanding of the Barbering and Cosmetology Rules and Regulations.

### **Format**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for Graduation, State Board preparation and job entry-level skills. Each student will receive instructions that relate to the performance of useful, creative and productive career-oriented activities. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture,

demonstration and classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person or a mannequin. Such technical and practical operations shall include:

<b>SUBJECT</b>	<b>MINIMUM HOURS: TECHNICAL INSTRUCTION</b>	<b>MINIMUM HOURS: PRACTICAL OPERATIONS</b>
1. The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
2. Health and Safety/Hazardous Substances: includes training in chemicals and health in establishments, material safety, data sheets, protections from hazardous, chemicals, preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases including HIV/AIDS and Hepatitis B	80	
3. Basic labor laws, and physical and sexual assault awareness	20	
4. Disinfection and Sanitation: Includes procedures to protect the health and safety of the consumers as well as the technician, proper disinfection procedures for equipment used in establishments. (disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment).	20	80
5. Electricity: Includes the nature of electrical current, principals, of operating electrical devices, and various safety precautions used when operating electrical equipment	10	
6. Anatomy, and Physiology, shall include, but not limited to human anatomy, human physiology.	20	
7. Chemistry: the chemical composition and purpose of cosmetic, hair and skin care preparations, elementary physical and chemical change of matter	20	
8. Hair Styling Includes hair analysis, shampooing, finger waving, pin curling and comb-outs, straightening, waving, curling with hot combs, and hot curling iron, and blower styling	20	80
9. Permanent Waving Includes hair analysis, acid and alkaline permanent waving, and other base solutions.	25	30
10. Chemical Straightening Includes hair analysis, and the use of sodium Hydroxide and other base solutions.	20	25
11. Hair Coloring and Bleaching: Includes hair analysis, predisposition test, safety precautions, formula mixing, tinting, bleaching, the use of dye removers, the use of semi-permanent demi-permanent and temporary colors	60	40
12. Hair Cutting: Includes: use of scissors, razors (shaper), electrical clippers/trimmers, and thinning shears (tapering) shears for wet and dry cutting.	20	80
13. Shaving: Includes: preparation of client's hair for shaving, applying after shaving techniques, applying after shaving antiseptic following facial service, massaging the client's face, rolling cream massages.	140	60
14. Salon business: opening salon, business plan, written agreement, regulations, laws, policies, practices, compensation, payroll deductions, insurance and salon safety	50	
15. The State board recommends the school provides		

information relating booth renters, independent contractor employees and employers, also the instructor should apply the miscellaneous training to strengthen student performance, mock board, counseling, remedial, supervised field trips and related training. 80

The above requirements must be met by each student, in each category, in order for the earned hours to be accepted by the Board for Barbering and Cosmetology for examination. The portion of miscellaneous hours is to be applied, as needed in the curriculum related areas.

### Grading Procedures

Students are assigned theory study and a minimum number of practical operations. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards course completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the State Board of Cosmetology and set forth in the Practical Skills Evaluation Criteria. Students must maintain an Academic Grade Average of 70% "C" or better and pass a FINAL written and practical exam prior to graduation. Students shall make up failed or missed test and incomplete assignments on the remedial day assigned by the institution. Theory and practical work will be graded according to the following scale:

Theory work	Will be graded as	follows: Written	Practical work	will be graded	as follows: Practical
90% - 100%	A	Excellent	4 points	A	Excellent
80% - 89%	B	Good	3 points	B	Good
70% - 79%	C	Satisfactory	2 points	C	Satisfactory
60% - 69%	D	Unsatisfactory	1 point	D	Unsatisfactory
Below 60%	F	Failing	No points	F	Failing

### Barbering Course Performance Objectives

The Barbering student will be prepared to seek employment in the areas included, but not limited to: Barber, Barber shop manager, barber shop owner, product demonstrator, stylist, colorist, publicist and other barbering related jobs.

### Textbooks, Resources

The Milady Barbering textbook, exam review book and theory and practical assignments, notes from class lectures, supplemental material handed out in class, lectures from various beauty educators who represent companies such as Matrix, Johnny B, CHI and other beauty supply distributors.

### Learning Strategy

Students must attend scheduled theory class, lectures, and demonstrations, read assigned chapters of textbooks, answer theory and practical workbook, prepare written procedures on practical operations, and perform practical operations on a patron and/or a mannequin. Theory class is scheduled Tuesday through Friday from 8:30 am to 9:30 am (1 hour daily) for all students enrolled on a full-time basis, Monday from 5:30 pm to 7:30 pm (2 hours).

### Required Practical Operations

Practical assignments are evaluated as completed and counted toward course completion ONLY when rated at satisfactory or better. The instructor will indicate the grade, the month and year it was completed, and the instructor initials in the applicable category. This criterion shall be explained to the students and used uniformly when giving practical grades according to the following scale:

- A - **EXCELLENT**, No Errors (All steps followed correctly).
- B- 1 to 2 Procedures incorrect, student is making **GOOD** satisfactory progress.
- C - 3 Procedures incorrect (**SATISFACTORY** progress).
- D - 4 Procedures incorrect (**RETURN** Student to manikin head for developing of skills).
- E - All Procedures were done incorrectly (**REMOVE** student from clinic floor to freshman class).

**Licensing Requirements:** Applicant must be 17 years of age or older and have completed the 10th grade in the

public schools of this state or its equivalent. A barber license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 70% and as described on article 3, section 7321-7331 of State board rules and regulations.

## **INSTRUCTORS**

As in all phases of any profession everyone has specialties within his/her training and acquired skills. Every attempt is made by the school to utilize the special skills of each instructor to provide the best education available. Every instructor has completed the basic 1500 hours course in Barbering and two years of experience in the related field.

## **COSMETOLOGY CROSSOVER COURSE FOR BARBERS**

### **Description**

The curriculum for students enrolled in the cosmetology crossover course for barbers shall consist of a minimum of three hundred (300) clock hours of technical instruction and practical operations covering all practices that are NOT part of the required training or practice of a barber. The primary purpose of this course is to train the students in the basic manipulative skills on all phases of hairstyling, haircutting, hair coloring, permanent waving, nails, facials, make up, safety judgments, proper paperwork habits and practices of a barber and desirable attitude to pass the State Board Examination and for competency in job entry level positions in cosmetology or related career field.

### **Goals**

The Cosmetology crossover course for barbers is designed to prepare students to pass the State Licensing examination and to secure employment in cosmetology or related career field.

### **Objectives**

Upon completion of the course requirements, a student graduate will be able to:

- A. Perform the basic manipulative skills such as: haircutting, hair styling, shaping, bleaching, tinting, permanent waving, facials, make up and nails etc.
- B. Understand sterilization and sanitation procedures.
- C. Understand employer- employee relationship and respect the need to deliver worthy service for value received.
- D. Practice proper grooming, effective communication skills, visual poise, professional ethics, and salesmanship.
- E. Have a better understanding of the Barbering and Cosmetology Rules and Regulations.

### **Format**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for completion, State Board preparation and job entry-level skills. Each student will receive instructions that relate to the performance of useful, creative and productive career-oriented activities. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through well- developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person or a mannequin. Such technical and practical operations shall include

<b>SUBJECT</b>	<b>MINIMUM HOURS: TECHNICAL INSTRUCTION</b>	<b>MINIMUM HOURS: PRACTICAL OPERATIONS</b>
1. The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
2. The Cosmetology Chemistry Includes: chemical composition and purpose of cosmetic, nail, and skin care preparation, also shall include the elementary chemical make-up chemical skin peels, physical and chemical changes of matter.	5	

3. Health and Safety/Hazardous Substances Includes training in chemicals and health in establishments, material safety, data sheets, protections from hazardous, chemicals, preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases including HIV/AIDS and Hepatitis B.	20	
4. Theory of Electricity in Cosmetology Shall include the nature of electrical current, principals of operating electrical devices, and the various safety precautions used when operating electrical equipment	5	
5. Disinfection and Sanitation Includes procedures to protect the health and safety of the consumers as well as the technician, proper disinfection procedures for equipment used in establishments. (Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment).	10	10
6. Bacteriology, Anatomy, and Physiology, Shall include, but not limited to: human anatomy, human physiology.	5	
7. Wet Hair Styling Includes hair analysis, finger waving, pin curling and comb-outs	10	35
8. Thermal Hair Styling Shall include hair analysis, straightening, waving curling with hot combs, and hot curling irons.	5	15
9. Permanent Waving Includes hair analysis, sectioning patterns, chemical and heat permanent waving.	10	35
10. Chemical Straightening Includes hair analysis, and the use of sodium hydroxide and other base solutions.	5	10
11. Hair Cutting Includes hair analysis, basic guideline and sectioning the use of razors, scissors, for wet and dry cutting.	2	10
12. Hair Coloring and Bleaching Includes hair analysis, predisposition test, safety precautions, formula mixing, tinting, bleaching, the use of dye removers, shall NOT include credit for color rinses.	20	15
Hair coloring	20	
Bleaching	5	
13. Scalp and Hair Treatments Includes hair analysis, and scientific brushing.	2	5
14. Facials		
a. Manual- includes cleansing, scientific manipulations packs, and mask	2	5
b. Electrical- includes the use of all electrical modalities including dermal lights, and electrical apparatus for facials and skin care purposes	7	5
c. Chemical- includes chemical peels, packs, mask and scrubs. Training shall emphasize that only Non-living uppermost layers of facial skin, known as epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.	10	15

15. Eyebrow arching and Hair Removal Shall include: the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.	5	5
16. Make Up Shall include skin analysis, complete and corrective make up, lash and brow tinting, and the application of false eyelashes.	5	10
17. Manicuring and Pedicuring		
a. Water and oil manicure-includes nail analysis, and hand and arm massage.	5	15
b. Complete pedicure- nail analysis, and foot and ankle massage	1	3
c. Artificial Nails:		
1. Acrylic: Liquid and powder brush-ons	5	10 Nails
2. Artificial nail tips	3	10 Nails
3. Nail wraps and repairs	2	5 Nails
18. Salon Business, Retail Sales Opening a salon, business plan, written agreements, regulations, laws, policies, practices, compensation, payroll deductions, telephone use, advertising, sales, communications, public relations, insurance, and salon safety.	10	
19. Miscellaneous The State Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, client's record keeping, basic tax information relating booth renters, independent contractor employees and employers, also the instructor should apply the miscellaneous training to strengthen student performance, mock board, counseling, remedial, supervised field trips and related training.	13	

No credit of any type will be given for time spent laundering towels, or in washing or scrubbing floors, walls, woodwork, toilets, or windows. The above requirements must be met by each student, in each category, in order for the earned hours to be accepted by the Board for Barbering and Cosmetology for examination. The portion of miscellaneous hours is to be applied, as needed in the curriculum related areas.

### Grading Procedures

Students are assigned theory study and a minimum number of practical operations. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards course completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the State Board of Cosmetology and set forth in the Practical Skills Evaluation Criteria. Students must maintain an Academic Grade Average of 70% "C" or better and pass a FINAL written and practical exam prior to graduation. Students shall make up failed or missed test and incomplete assignments on the remedial day assigned by the institution. Theory and practical work will be graded according to the following scale:

Theory work	Will be graded as	follows: Written	Practical work	will be graded	as follows: Practical
90% - 100%	A	Excellent	4 points	A	Excellent
80% - 89%	B	Good	3 points	B	Good
70% - 79%	C	Satisfactory	2 points	C	Satisfactory
60% - 69%	D	Unsatisfactory	1 point	D	Unsatisfactory
Below 60%	F	Failing	No points	F	Failing

### Barbering Course Performance Objectives

The Barber student will be prepared to seek employment in the areas included, but not limited to: Barber, Shop manager, Shop owner, product demonstrator, stylist, colorist, publicist and other barber related jobs.



### **Textbooks and Resources**

The Milady Barber textbook, exam review book and theory and practical assignments, notes from class lectures, supplemental material handed out in class, lectures from various beauty educators who represent companies such as Matrix, Johnny B, Chi and other beauty supply distributors.

### **Learning Strategy**

Students must attend scheduled theory class, lectures, and demonstrations, read assigned chapters of text answer theory and practical workbook, prepare written procedures on practical operations, and perform practical operations on a patron and/or a mannequin. Theory class is scheduled Tuesday through Friday from 8:30 am to 9:30 am (1 hour) for all students enrolled on a full-time basis, Tuesday from 5:30 pm to 7:30 pm (2 hours) for all students enrolled on a part-time basis.

### **Required Practical Operations**

Policy and Regulatory agencies require students to complete an established number of practical operations for satisfactory skills development and graduation. Operations may be completed on mannequin, models or clients. The requirements listed are **MINIMUM** operations that each student must successfully complete prior to graduation. Additional operations may be scheduled **BY THE INSTRUCTOR**, based on training **NEEDS** and clientele volume.

Practical assignments are evaluated as completed and counted toward course completion **ONLY** when rated at satisfactory or better. The instructor will indicate the grade, the month and year it was completed, and the instructor initials in the applicable category. This criterion shall be explained to the students and used uniformly when giving practical grades according to the following scale:

A - **EXCELLENT**, No Errors (All steps followed correctly).

B - 1 to 2 Procedures incorrect, student is making **GOOD** satisfactory progress.

C - 3 Procedures incorrect (**SATISFACTORY** progress).

D - 4 Procedures incorrect (**RETURN** Student to manikin head for developing of skills).

E - All Procedures were done incorrectly (**REMOVE** student from clinic floor to freshman class).

**Licensing Requirements:** Applicant must be 17 years of age or older and have completed the 10th grade in the public schools of this state or its equivalent and completion of the barber course. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology crossover course as described above and passed the licensing exam with an overall average of 70% and as described on article 3, section 7321-7331 of State board rules and regulations.

### **INSTRUCTORS**

As in all phases of any profession each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to utilize the special skills of each instructor to provide the best education available. Every instructor has completed the basic 1600 hours course in Cosmetology and two years of experience in the related field.

## **BARBER CROSSOVER FOR COSMETOLOGISTS**

### **Description**

The curriculum for students enrolled in the Barber crossover course for cosmetologists shall consist of two hundred (200) clock hours of technical instruction and practical operations covering all those barber practices that are NOT a part of the required training or practice of a cosmetologist. The primary purpose of this course is to train the students in the basic manipulative skills on all phases of barbering, haircutting, shaving, hair coloring, permanent waving, rest facials, safety judgments, proper paperwork habits and desirable attitude to pass the State Board Examination and for competency in job entry level positions in barbering or related career field.

### **Goals**

The barber crossover course for cosmetologists is designed to prepare students to pass the State Licensing examination and to secure employment in the barbering or other related career field.

**Objectives**

Upon completion of the course requirements, a student graduate will be able to:

- a. Perform the basic manipulative skills such as: haircutting, shavings, hair styling, shaping, bleaching, tinting, permanent waving, rest facials etc.
- b. Understand sterilization and sanitation procedures.
- c. Understand employer-employee relationship and respect the need to deliver worthy service for value received.
- d. Practice proper grooming, effective communication skills, visual poise, professional ethics, and salesmanship.
- e. Have a better understanding of the Barbering and Cosmetology Rules and Regulations.

**Format**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for completion, State Board preparation and job entry-level skills. Each student will receive instructions that relate to the performance of useful, creative and productive career-oriented activities. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person or a mannequin. Such technical and practical operations:

<b>SUBJECT</b>	<b>MINIMUM HOURS: TECHNICAL INSTRUCTION</b>	<b>MINIMUM HOURS: PRACTICAL OPERATIONS</b>
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1. Shaving

Includes: preparation of client’s hair for shaving, applying after shave techniques, applying after shave antiseptic following facial service, massaging the client’s face, rolling cream massages.

100

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2. Miscellaneous

The State Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, client’s record keeping, basic tax information relating booth renters, independent contractor employees and employers, also the instructor should apply the miscellaneous training to strengthen student performance, mock board, counseling, remedial, supervised field trips and related training. 60

The above requirements must be met by each student, in each category, for the earned hours to be accepted by the Board for Barbering and Cosmetology for examination. The portion of miscellaneous hours is to be applied, as needed in the curriculum related areas.

**Grading Procedures**

Students are assigned theory study and a minimum number of practical operations. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards course completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the State Board of Cosmetology and set forth in the Practical Skills Evaluation Criteria. Students must maintain an Academic Grade Average of 70% "C" or better and pass a FINAL written and practical exam prior to graduation. Students shall make up failed or missed test and incomplete assignments on the remedial day assigned by the institution. Theory and practical work will be graded according to the following scale:

Theory work	Will be graded as	follows: Written	Practical work	will be graded	as follows: Practical
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60% - 69%	D	Unsatisfactory	1 point	D	Unsatisfactory
Below 60%	F	Failing	No points	F	Failing

## **Barber Crossover Course for Cosmetologists Performance Objectives**

The Barber crossover student will be prepared to seek employment in the areas included, but not limited to: Barber, Barber shop manager, barber shop owner, product demonstrator, stylist, colorist, publicist and other barbering related jobs.

### **Textbooks, Resources**

The Milady Barbering textbook, exam review book and theory and practical assignments, notes from class lectures, supplemental material handed out in class, CIMA, lectures from various beauty educators who represent companies such as Matrix, Johnny B, Chi and other beauty supply distributors.

### **Learning Strategy**

Students must attend scheduled theory class, lectures, and demonstrations, read assigned chapters of textbooks, answer theory and practical workbook, prepare written procedures on practical operations, and perform practical operations on a patron and/or a mannequin. Theory class is scheduled Tuesday through Friday from 8:30 am to 9:30 am (1 hour daily) for all students enrolled on a full- time basis, Tuesday from 5:30 pm to 7:30 pm (2 hours) for all students enrolled on a part time basis.

### **Required Practical Operations**

Policy and Regulatory agencies require students to complete an established number of practical operations for satisfactory skills development and graduation. Operations may be completed on mannequin, models or clients. The requirements listed are **MINIMUM** operations that each student must successfully complete prior to graduation. Additional operations may be scheduled **BY THE INSTRUCTOR**, based on training **NEEDS** and clientele volume. Practical assignments are evaluated as completed and counted toward course completion **ONLY** when rated at satisfactory or better. The instructor will indicate the grade, the month and year it was completed, and the instructor initials in the applicable category. This criterion shall be explained to the students and used uniformly when giving practical grades according to the following scale:

A - **EXCELLENT**, No Errors (All steps followed correctly).

B - 1 to 2 Procedures incorrect, student is making **GOOD** satisfactory progress.

C - 3 Procedures incorrect (**SATISFACTORY** progress).

D - 4 Procedures incorrect (**RETURN** Student to manikin head for developing of skills).

E - All Procedures were done incorrectly (**REMOVE** student from clinic floor to freshman class).

**Licensing Requirements:** Applicant must be 17 years of age or older and have completed the 10th grade in the public schools of this state or its equivalent and completion of the cosmetology course. A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the barber crossover course as described above and passed the licensing exam with an overall average of 70% and as described on article 3, section 7321-7331 of State board rules and regulations.

### **INSTRUCTORS**

As in all phases of any profession each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to utilize the special skills of each instructor to provide the best education available. Every instructor has completed the basic 1500 hours course in Barbering and two years of experience in the related field. Wireless internet is also available for free for all students located inside campus and can access additional resources via search engines.

### **LIBRARY RESOURCES**

The school's reference library supports the audio-visual and computer based educational and training program i.e.. course management guide. It contains textbooks, digital and video references, journals, newspapers, magazines and other periodicals beneficial to the students. Students can access any of our resources by providing a government identification prior to checking the desired item out and allowing office staff to hold on to the identification until the material is returned to the reference library. Service hours: Monday -Friday 10am-6pm.

## STUDENT ENROLLMENT AND ATTENDANCE

<b>Cosmetology and Esthetician Day Schedule:</b>	Monday - Friday from: 8:00 am. to 2:00 pm.
<b>Barber Day Schedule:</b>	Tuesday - Friday from: 8:30 am. to 3:00 pm.
<b>Barber, Cosmetology, Manicure and Esthetician Night Schedule:</b>	Monday - Friday from: 5:30 pm. to 9:30 pm.
<b>Crossover course (Cosmetology, Barber)</b>	Monday 8:am to 2:00pm Tue-Wed 10:am-2:00pm

**STARTING DATES:** Classes start the first Monday of every month. After the completion of the minimum number of hours students may extend the hours of attendance to complete a maximum of 12 hours per day. Minimum hours for Manicure 50 hours, Esthetician 60 hours, Cosmetology 160 hours, Barber 150 hours, Crossover 30 hours.

### HOLIDAYS - SCHOOL CLOSED

The Academy is closed on Saturday, Sunday and the following holidays. Martin Luther King's Birthday, President's birthday, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas eve and day, New Year's Eve and day. A special holiday may be declared for emergency or special reasons; in such event students will be notified by school personnel via telephone and/or a notice posted on the front door of the school explaining the reason for closure and the date of reopening.

### ATTENDANCE POLICY

A full-time student shall complete 27 hours per week. A part-time student shall complete 20 hours per week.

Attendance Relating to Clock Hours:

1. Hours will not be added nor deducted from a student's record for disciplinary reasons.
2. Hours are computed on half an hour basis (for example: 48 minutes would be computed at 30 minutes of an hour for credit purpose)
3. Teacher's practical log must have the instructor's initials next to the completed and graded operation(s)
4. Each student must use a biometric clock.
5. When a student forgets or fingerprint may not be processed, he/she must make sure his/her name is written on the daily attendance sheet.
6. Three violations will constitute a 1day suspension.
  - a. Leaving school premises without clocking out
  - b. Taking a long or extended break or lunch without clocking out.

### Leave of Absence

The International Academy of Cosmetology ceased allowing a leave of absence.

### Absences

Absences will be considered excused under the following conditions:

- a. Illness of the student.
- b. Illness or death in the student's family.
- c. Documented emergency.

### Tardiness

Day school starts at 8:00 a.m., night School starts at 5:30 p.m. There is a 7-minute grace period, after that the school will compute the 30 minutes credit, (i.e, clocked in at 8:20, will count at 8:30) student last hour to clock in or attend is 10:00 am. For daytime schedule and 6:07 p.m. for evening, the student must clock in before or at the specified time, clocking in at 10:00 am, and 6:00 pm is considered being late, however the student may make up any hours missed on a specified day depending on your schedule:

- a. Tuesday through Friday night by staying longer for a maximum of 12 hours per day. (check current school regulations)
- b. Being late for three days in a week shall lead to a 1day suspension.
- c. Hours will not be added nor deducted from a student's record for disciplinary reasons.
- d. Hours are computed on a half an hour basis (for example: 48 minutes would be computed at 30 minutes of an hour for credit purposes).

### Make-up Work

Any hours missed can be made up by staying longer than 5 ½ hours per day, to a maximum of 12 hours per day. Any exams missed may be made up on the following day of attendance. (check with school current regulations)

### Class Cuts

Only clocked hours of attendance are recorded. Students are never permitted to leave the building unless they are clocked out.

### Unsatisfactory Attendance

If a student's unauthorized absences cause the student's attendance to fall below half time, the student will be counseled and placed on probation for one (1) month. If, within the probationary period, the student's attendance does not improve, the student may be subject to withdrawal.

### ATTENDANCE SCHEDULE

<b>COSMETOLOGY:</b>	<u>1000 hours total</u>
Full Time	27.5 hours per week, 40 weeks.
Part Time	20 hours per week, 52 weeks.
<b>MANICURING:</b>	<u>400 hours total</u>
Full Time	18 hours per week, 26 weeks.
Part Time	20 hours per week, 24 weeks.
<b>ESTHETICIAN:</b>	<u>600 hours total</u>
Full Time	22 hours per week, 30 weeks.
Part Time	20 hours per week, 32 weeks.
<b>BARBER:</b>	<u>1000 hours total</u>
Full time	27.5 hours per week, 40 weeks.
Part time	20 hours per week, 52 weeks.
<b>BARBER CROSSOVER</b>	<u>200 hours total</u>
Full time	26 hours per week, 10 weeks.
Part time	20 hours per week, 12 weeks.
<b>COSMETOLOGY CROSSOVER</b>	<u>300 hours total</u>
Full Time	27.5 hours per week, 13 weeks.
Part time	20 hours per week, 17 weeks.

### TUITION AND FEES SCHEDULE

COURSE	TUITION STRF*	REGISTRATION	EQUIPMENT	TOTAL
COSMETOLOGY	\$8,000.00 0*	\$200.00*	\$475.00+\$180.book	\$8,855.00
MANICURING	\$3,200.00 0*	\$200.00*	\$375.00+\$165.book	\$3,930.00
ESTHETICIAN	\$4,800.00 0*	\$200.00*	\$658.00+\$365Ebk/b	\$6,023.00
BARBER	\$8,000.00 0*	\$200.00*	\$175.00+\$180book	\$8,555.00
<u>CROSSOVER:</u>				
COSMETOLOGY	3,750.00 0*	\$200.00*	\$+	\$3,950.00
BARBER	2,500.00 0*	\$200.00*	\$+	\$2,700.00
TEACHER TRNG	4,500.00 0*	\$200.00*	\$+	\$4,700.00

**\*0x1000. \*(non-refundable fee) + (additional price), = a Dermalogica kit is included**

### TUITION POLICY & FEES

All tuition and fees are payable in advance unless other arrangements have been made prior to beginning of classes. For information on tuition assistance, please contact the registrar. A late charge of \$30.00 will be assessed on all private payments, 5 days delinquent. Upon completion of courses, copies of student records shall be provided. All fees and charges must be paid in full. The school reserves the right to change tuition and fees, make subject changes when necessary and make Substitutions in kits as required without prior notice. Any changes in fees will not affect attending students. If a student obtains a loan to pay for an institutional program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

### EXTENDED TRAINING

Students requiring training beyond the required hours stipulated in the contract will be charged \$10.00 per hour for all courses, however a one- time extension may be granted depending on the student's need.

## **PROBLEM/COMPLAINT RESOLUTION PROCEDURES**

In the event of a problem, complaint, misunderstanding or concern and to assure they are addressed in a fair and equitable manner, the International Academy of Cosmetology procedures are as follows:

1. Problems, complaints, concerns, or misunderstandings severe in nature should be brought in writing immediately to the attention of the Administrator. The Administrator will meet with the complainant within ten (10) days of receipt of written complaint. In the event the issue is not resolved to the satisfaction of both parties, either party may request the matter be referred to the school's complaint committee.
2. The Complaint Committee, shall be comprised of the following people: School Director, School Administrator, and an active student, this committee shall meet with the complainant within twenty-one (21) calendar days of receipt of the complaint and review the allegations. If more information from the complaint is needed, a letter shall be written outlining the additional information. In the event the "NO" further information is needed the Complaint Committee shall act on the allegations and a letter will be sent to the complainer and within fifteen (15) calendar days starting the steps to be taken to correct the problem or reasonable explanation as to why situation cannot be changed.
3. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling the Toll-free telephone: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website at [www.bppe.ca.gov](http://www.bppe.ca.gov).
4. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818), ([www.bppe.ca.gov](http://www.bppe.ca.gov)), Phone (888) 370-7589 or by Fax (916) 263-1897
5. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## **RIGHT TO CANCELLATION**

The student has the right to cancel this contract for school, without any penalty or obligation, and obtain a refund of charges paid through attendance at the first class or session, or the seventh day after enrollment, whichever is later less the registration fee, not to exceed two hundred and fifty dollars (\$250.) After the end of the cancellation period, you also have the right to cancel at any time and the right to receive a Pro-Rata refund if you have completed sixty (60%) or less of the scheduled days in the current payment period in your program through the last day of attendance. Cancellation of this agreement may occur up to: \_\_\_/\_\_\_/\_\_\_ If you cancel, any payment made on your behalf will be returned to the payee within forty- five (45) days following the school's receipt of the student's written and dated cancellation. If the School gave the student any equipment, the student may return the equipment within ten days of the date the student signed the cancellation notice. If the Student does not return the equipment within this 30-day period, the school may keep an amount out of what the student paid that equals the documented cost of the equipment. The school is required to refund any amount over that as provided above and the student may keep the equipment. To cancel the contract for school, the student must mail or deliver a signed and dated copy of the cancellation notice, or fax. **REMEMBER, THE STUDENT MUST CANCEL IN WRITING.** The student does not have the right to cancel by just telephoning the school or by not coming to class. Once purchased, the equipment and materials specified on the Equipment Schedule become the property of the student unless the materials are returned in usable condition (excluding health or sanitary items) within thirty (30) days following the date of the students' withdrawal from school. The school will refund only the amount that exceeds the documented cost of those materials. Clearly recognized health and sanitary restrictions prevent the school from accepting the return of the equipment and or materials so specified on the Equipment Schedule. The cost of medical or other examinations, if required, are to be borne by the student. School agrees charges collected from the student, which the school holds for the purpose of paying to any other public or private person, firm, organization or agency, such as for a bond, license application, or examination fees, or any similar fees or charges, shall, where the student cancels or withdraws from the course at any time prior to completion, be refunded in full. Such charges are not subject to any refund if the school has paid them prior to the receipt of notice of withdrawal or cancellation. The school reserves the right to change or modify, without notification, the program content, equipment, staff or materials and organization as necessary for the ongoing improvement of the program to keep pace with technological progress and to improve instructional quality, with approval of the schools licensing agent, if necessary. Such changes will not diminish the quality of any program or result in tuition

increases for the duration of this agreement. The student may be terminated from enrollment, at the discretion of the School Director, if the student's behavior, attendance or dress does not conform to the requirements, rules, and regulations of the school as set out in the catalog. The student release holds harmless and indemnifies the school and its agents from and against all liabilities and other expenses which may be imposed upon, incurred by, or asserted against it or them by any reason of bodily injury, or property damage or loss which the student may suffer from any cause while enrolled in the school.

### **STUDENT TUITION RECOVERY FUND**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818, ([www.bppe.ca.gov](http://www.bppe.ca.gov)), Phone (888) 370-7589 or by Fax (916) 263-1897 Website: [www.bppe.ca.gov](http://www.bppe.ca.gov) .

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss because of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a

social security number or a taxpayer identification number.

### **REFUND POLICY**

The student has the right to cancel this contract for school, without any penalty or obligation, and obtain a refund of charges paid through attendance at the first class or session, or the seventh day after enrollment, whichever is later less the registration fee, not to exceed two hundred and fifty dollars (\$250.00). The student has the right to withdraw at any time from the course of instruction as described above (RIGHT TO CANCELLATION). If the Student withdraws or is terminated, or expelled, by the school, the school shall remit a refund as provided in this section less the application fee not exceeding two hundred fifty dollars (\$250.00) within thirty (30) days following withdrawal, termination, or expulsion. The Student shall be deemed by the school to have withdrawn from the course of instruction when any of the following shall occur: (1) the student notifies the School of withdrawal or of the date of the Student's withdrawal, whichever is later; (2) the school terminated the student's enrollment as provided above; (3) the student fails to attend classes for a three-week period. For the calculation of this part, the date of the student's withdrawal shall be deemed to be the last date of recorded attendance. **CALCULATION OF REFUND AMOUNT:** The refund shall be the total amount the student paid (institutional charges) for instruction divided by number of hours of the program, multiplied by the number of days or scheduled to attend prior to withdrawal. **APPLICATION OF REFUND PROCEEDS:** If any portion of the tuition was paid from the proceeds of a student loan or third party the refund shall be sent to the lender, third party, or if appropriate, to the state or federal agency (ies) that guaranteed or reinsured the loan. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest less the amount of any refund, and that. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds. Following the attribution to payment periods required in CRF 34668.22: in order of priority, Perkins Loans, Supplemental Loans to Students, Stafford Loans, Parent Loans for Undergraduate Students (does not apply to this institution). **NOTICE OF REFUND TO STUDENT:** The School shall notify the student in writing of the date on which the refund was made, the amount of refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent within ten days of such refund. Posting this notice in the US Postal Service shall be deemed constructive notice for this purpose. The school reserves the right to **POSTPONEMENT OR CHANGE OF DATE AND/OR TIME IN WHICH ANY CLASS IS OFFERED** if the minimum percentage of enrolled students enrolled also so agree. Students who do not desire the change may be offered a full refund. A student attending this School who is a client of a public or private agency or organization that pays all of the student's tuition and fees, is not liable for the cost of tuition, equipment or supplies, fees or for any other costs associated with educational services provided. If the Student withdraws or cancels, tuition, fees and other charges shall be refunded to the Sponsoring organization as per the contract and/or agreement between the school and the sponsoring organization, no refunds will be made to the student. Student understands if cannot demonstrate the ability to do so and completes the program in less time than course duration described, the tuition that Student agreed to pay shall be fully earned by the school upon date of completion and Student is not entitled to any refund by reason of earlier completion. The student's rights under this agreement may not be assigned to any other person and the student must complete the program within the time described or within the maximum time frame described in the catalog, with approval of the school. It is clearly understood that the school may assign or sell its rights to payment under this agreement. Such assignment however will not relieve the school from fulfillment of its duties and refund policy hereunder. The student and/or Guarantor of the name of the assignee or third party and the location the same. The school will not deny admittance because of race, creed, age or national origin. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

### **INSTRUCTIONAL FACILITIES**

The International Academy of Cosmetology is located on the exiting Tweedy Mile, in the city of South Gate at 4085 Tweedy Boulevard. The Academy is convenient for public transportation, freeway access and restaurants. We are within a mile west of the Long Beach freeway (710) and 5 miles north of the Ronald Reagan (105) freeway. There is all-day parking available in the immediate area at no charge. The spacious 6,000 square feet facility contains a theory room/freshman, clinic area, facial area, manicuring area, reception area, lunch area, administrative and teacher's offices and restrooms for men and women with handicap access. The school is equipped with a speaker system for pleasant background music. The facility can accommodate 60 cosmetology students, 60 barber students, 15 manicuring students, 15 esthetician students and 5 teacher trainees. The equipment for all courses is comparable to the one used in the industry, such as hydraulic chairs, shampoo



bowls, mirrors, hair dryers, facial beds, facial steamers, manicure tables, pedicure basins, combs, haircutting scissors, hair clippers, rollers, perm rods etc. and at a ratio of 1:1, all the equipment at this facility has been purchased with no balance owed.

The address where the instruction will be provided is:

4085 Tweedy Boulevard

South Gate, CA 90280

Contact: (323) 249-0270 or Email: info@internationalcosb.com Website: internationalcosb.com

## **ORGANIZATIONAL CHART**

### **Owners**

**Owner** - Mario Fuentes

**Owner** - Angelica Cornejo

### **Director**

**Chief E. Officer/Chief O. Officer**

Mario Fuentes

### **Administrative Assistants**

Nashbli Rodriguez Andrew Fuentes

### **Instructors**

Maria Graciela Villa

Irma Ramirez

Marisela Isaac

Jose Perez

Alexander De Leon

Claudia Monzon

Silvia Guzman

Elizabeth Hernandez

Frank Gonzalez

### **Admission Director**

Angelica Cornejo

### **Chief Academic Officer**

Rosa Mesa

### **Receptionist /Admissions**

#### **Assistant**

Nashbli Rodriguez

### **Substitute Instructor**

Evelin Alonso

Rocio Camacho

### **Faculty Qualifications:**

Every instructor of the International Academy of Cosmetology has successfully completed a 1,600. hours cosmetology training or 1,500. hours barbering course, also successfully completed teacher training and with a minimum of two years of experience in the field.

