Southeast School of Cosmetology



Catalog of Information

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356 Manchester Square Shopping Center

Manchester, KY 40962

Accredited by NACCAS

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Alexandria, Virginia 22302

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Licensed by Kentucky State Board of Hairdressers and Cosmetologists

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**Statement of founding and ownership**

**SOUTHEAST SCHOOL OF COSMETOLOGY** was founded on October, 17 1985, and has been in continuous operation since that time. The school is owned and operated by Betty S. Roberts. Southeast School of Cosmetology is an educational institution operating for teaching purposes only.

**Mission Statement**

**Southeast School of Cosmetology is dedicated to student success by providing a quality education to prepare students for their licensing test, and a pathway to success in the career of cosmetology and/or cosmetology instructor.**

**Facilities and Equipment**

Southeast School of Cosmetology is located in the Manchester Square Shopping center, muddy gap road, Manchester KY. The 4900 square foot space consists of the clinic area, shampoo area, mannequin area/theory classroom, facial area, dispensary, Locker room/time clock area, break room, two offices, reception area and two separate laboratories. The clinic area consists of working stations where upper-classmen work on clients under the direct supervision of an instructor. There are two private offices that are utilized for record keeping, interviewing and counseling students.

The reception area is used to receive customers and keep daily records of the student work.

The dispensary, located conveniently next to the clinic area is equipped with shelves for stock and appliances and a counter for preparation of chemicals to be used on customers. It is manned at all times. Preparation of chemicals is supervised by an instructor. The facial area has been furnished with the necessary equipment to provide professional instruction in skin care and makeup.

The Shampoo area, where wet services are provided is located for privacy, at the back of the school.

The theory classroom consists of visual aids such as chalkboards, charts a library etc. to aid the student in learning theory of cosmetology.

The mannequin area has been provided for the students in learning the practical aspects for the techniques of basic hair styling. The total school is well equipped for training of the student in all types of salon services. The school is constantly being up-dated and improved to meet the criteria of a modern up to date cosmetology school.

**School Calendar**

The school is in operation 52 weeks per year and is open Monday through Friday from 9:30 am to 4:30 pm. We observe the following holidays if they should happen to fall within our regularly scheduled day of operation:

January 1st New Year’s day

July 4th Independence Day

Thanksgiving Day and the following day

The entire week of December 25th

Beginning dates for new classes are the first Monday of each month provided there are openings for new students. (School can start more than one class each month if there is demand.)

Transfer Students or students who already have hours can start class at any period during the month.

In case of inclement weather, closings or delays will be posted on our Facebook

Page.

**Student right to access their files**

The school guarantees student access to their own files. Under the FERPA act Students have a right to access their own files, within 45 days from the day the school receives the request. The student or in the case of a student under legal age of consent, the parent or guardian of a dependent student, requests either in person or in writing an appointment to review that students files. And appointment will be made for the instructor, owner or director to review files with the student, parent, or guardian. The appointment will be made within the allotted time given by FERPA, after the request is made.

**Release of information**

The school releases no information about a student, current or former, without the written consent of the student or if under legal age the consent, parent or guardian, except those allowed by law. The school provides access to student files and other school records to its accrediting agency, Naccas.

**Courses offered**

**Cosmetology Course**

1800 hours

74 weeks full time

112 weeks part time

**Instructor Course**

1000 hours

24 weeks full time

45 weeks part time

\***we are not currently offering part time positions to our cosmetology students**

**Occupations available for courses**

Students who graduate the cosmetology course, and have obtained their license have a range of occupations including, hair designers or hair stylist, hair color specialist, nail artist, makeup artist, salon or spa manager, salon owner, platform artist, photo and movie stylist, and beauty product representative.

Students who have graduated the Instructor course and have obtained their license are not limited to the range of occupations for a cosmetologist, although they are qualified to do them. They can also enter the field of teaching up and coming Cosmetologist, or they could enter the management field in cosmetology schools.

**Admissions Requirements**

**The Cosmetology Course**

* Must be at least 16 years of age
* Must have proof of secondary school completion such as, a high school diploma, a GED certificate, and official transcript of secondary school completion, or a state certification of home school completion
* Complete an application for enrollment
* Persons having the approval of the Kentucky State Board of Hairdressers and Cosmetologist. Applicants must apply for a student permit from the board and must meet certain requirements such as age, educational requirements and if any, felony convictions.

**The Instructors Course**

* Hold a current license as a cosmetologist for not less than one year
* Must have proof of secondary school completion such as, a high school diploma, a GED certificate, and official transcript of secondary school completion, or a state certification of home school completion
* Complete an application for enrollment
* Complete an apprentice instructor application and have it approved by the Kentucky State Board of Hairdressers and Cosmetologist.

**Transfer Student Policy**

Any student from another licensed Beauty School may transfer to SOUTHEAST SCHOOL OF COSMETOLOGY contingent upon the receipt by the school of a permit from Kentucky Board of Cosmetologist, confirming that the student meets all state requirements of a student of cosmetology. The number of hours previously earned (as stated on said permit) will be honored by the school. If Kentucky State Board of Cosmetologist does not approve student request, then the school cannot except transfer hours.

**Graduation Requirements**

I understand that, in order to graduate from the cosmetology course, and receive my diploma, I must successfully complete 1800 hours of instruction, pass the theory portion of the course with a 70% average, pass the practical portion of the course with a 70% average, pass the exit exams, and satisfy all financial obligations to the school. I understand that in order to graduate from the instructor course, I must, meet the above requirements with the exception of hours. The instructor course requires 1000 hours.

**Certificates Given to Graduates**

Upon completion of 1800 hours and all graduation requirements of the cosmetology course the graduate will receive a Certificate stating they have successfully graduated the course, and is signed by the director and instructors. They will also receive a signed copy of their transcript.

Upon completion of 1000 hours and all graduation requirements of the instructor course the graduate will receive a Certificate stating they have successfully graduated the course, and is signed by the director and instructors. They will also receive a signed copy of their transcript.

**Systems used**

Our school is currently using a dot net system that we record all grades into. This system is also equipped with a finger print system which our students us to clock in and out of class. The system generates the students’ academic and attendance progress, and tells us if our students are reaching SAP.

**Satisfactory Academic Progress Policy**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology are done 3 times per 1800 hours.

Instructors 2 times per 1000 hours.

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

**ATTENDANCE PROGRESS** **EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

**COURSE MAXIMUM TIME ALLOWED**

**WEEKS SCHEDULEDHOURS**

Cosmetology (Full time, 30 hrs/wk) - 1800 Hours 74 Weeks 2572

Cosmetology (Part time, 20 hrs/wk) – 1800 Hours 129 Weeks 2572

Instructors (Full time, 30 hrs/wk) – 1000 Hours 40 Weeks 1429

Instructors (Part time, 20 hrs/wk) – 1000 Hours 72 Weeks 1429 The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled hours.

**ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students with excused absences must make up failed or missed tests. Numerical grades are considered according to the following scale:

**90 - 100 EXCELLENT**

**80-89 VERY GOOD**

**70-79 SATISFACTORY**

**60-69 BELOW STANDARDS – UNSATISFACTORY**

**DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

**WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

**PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

**INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student’s contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

**APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

**NONCREDIT AND REMEDIAL COURSES**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

**TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

**REFUND POLICY**

 For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun classes. The "formal cancellation date" will be determined by the postmark on written notification, the date said notification is delivered to the school in person, the date of expulsion by the school, or 30 days after the last day of attendance or the expiration date of an approved Leave of Absence.

 If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the registration fee in the amount of $115 will be made. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

**PERCENT OF SCHEDULED TIME TOTAL TUTITION SCHOOL**

**ENROLLED TO TOTAL COURSE SHALL RECEIVE/RETIAN**

0.01% to 04.9% 20%

5% to 09.9% 30%

10% to 14.9% 40%

15% to 24.9% 45%

25% to 49.9% 70%

50% and over 100%

 Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions.

 Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

 If a Title IV financial aid recipient\* withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

Student Advisement and Placement services

Student advising is done on an individual basis, through progress reports and personal interviews. Also available is our placement assistance service. This consist of a list of salons, writing letters of recommendation, professionalism training, resume development assistants, job search skills, and if required, personal interviews with employers. While this service is provided, it is understood that he school cannot promise of guarantee employment to any of its graduates.

**Referring Student for professional assistance Policy**

In case of student distress, staff members will provide help through

* Listening
* Discussion of the problem or problems
* Trying to ease concerns

In the case that a student is still distressed and staff sees that the student could benefit from or ask for professional assistance the staff member will confidentially give the student a list of professional assistance. The list will also be posted on the board inside the school so that any student who may need assistance but cannot ask for it can also utilize it.

**Statement of Non-discrimination**

Southeast school of cosmetology, INC. does not discriminate on the basis or sex, age, race, color, religion, ethnic origin.

**Scholarship and fee waiver policy**

The southeast school of cosmetology offers scholarships to high school seniors. The school requires the student to write an essay on why he or she would like to become a cosmetologist. The school does not base its scholarship on race, sex, or financial stability. All essays are turned into the high school guidance counselor and are numbered; only the guidance counselor will know the names of the applicants. The cosmetology school reads the essays and chooses the essay they feel best meets the requirements. The school then notifies the guidance counselor of the number they have chosen. They are then told then name of the winner.

The school also offers special occasions scholarships that are based on the need and financial stability of the student. The student must also write an essay on why he or she would like to become a cosmetologist.

**Student Conduct**

1. Students must always conduct themselves in a professional manner, as ladies and gentlemen.

2. Students must never be rude to a customer, staff member or any other student.

3. Students must watch their language at all times while on school property.

4. Rumor packers, and trouble makers will not be tolerated.

5. fighting on school property will not be tolerated. (If a fight occurs BOTH students will be immediately terminated, and local authorities will be contacted.)

6. Students are expected to be respectful to other students, instructors, staff and customers at all times.

7. Students are NOT permitted to talk back or curse at instructors, customers, staff or other students.

Any student who breaks one of these rules will be given a verbal warning, then a written warning and if necessary will be suspended or terminated from school.

If seen necessary by school staff student will be terminated the first time situation occurs.

**Termination**

Any student who refuses to comply with school policy, rules and regulations will be terminated.

**Attendance**

1. All students are required to attend school regularly.

2. Any student who must be absent for the day is required to make a phone call to the school within the first hour of absence. If at the end of the third (3rd) day, no contact is made a letter will be sent certified mail, return receipt requested. The student will be informed that if no contact is made within the next 48 hours, suspension or termination will occur.

3. All absences must be made up before the end of the individuals prescribed training period to meet course requirements or there will be additional charges as so stated in the Enrollment Contract.

4. Any student, who has more than 20% unexcused absences for any given month and has not maintained satisfactory grades or academic progress, may be suspended at the discretion of the school director. If said student has not rectified the aforementioned problem by the time more than 50% of the total length of the program has elapsed, said student shall be dismissed.

5. Time lost due to tardiness and early leaving will result in being accessed as time absent.

6. Any student who is late for school will not be allowed to enter class, said student must remain in the clinic area and study. If a student is late for school two consecutive days without an excuse, the will be sent home. All students will be allowed to make-up work missed due to absences with the exception of missed exams, only students with a doctors excuse will be allowed to take a missed exam when the student returns to school. Students who miss exams and do not have an excuse will be given a zero for that test score.

7. Excuses other than doctors excuses, will be taken at the school officials discretion. If an excuse is questionable the director will call to make sure it is legitimate.

8. Students missing more than 10 consecutive days with no show or no call will be dropped.

9. Any student who has acquired two suspensions during their entire enrollment, will receive no further warnings and will be terminated at next offense. Unless decided otherwise by school director.

10. Students can receive up to 40 hours per week.

11. Students who are not making up Excused time, or have a work schedule on file stating they have to leave class early to go to work are required to take a 30 minute lunch, and are offered two fifteen minute breaks throughout the day.

**Make up work**

If a student has an excused absents for a missed exam, the exam must be made up with the next two days. It is the responsibility of the student to ask the instructor to take the missed exam. It is not the instructors job to remind students to make up missed exams.

**Withdrawn Students**

If student withdraws more than one time said student will not be readmitted to school.

**Leave of Absence**

The school does offer a Leave of Absence for students who require it. Leave can be given up to 90 days. If students need to take a leave, the student must request the leave in writing to the school director. The request must state the number of days the student requires and reasons for the leave. The director will approve or deny this leave at their discretion.

**Drug Policy**

The school has a ZERO drug policy. If a student is suspected to coming to school under the influence, said student will be sent for drug testing. If the student was in fact under the influence said student will be terminated and will not be readmitted to school. If a student is found with drugs on their person of in their personal belongs inside the school said student will be terminated and the authorities will be informed.

**Administrative Staff and Faculty**

Jimmy Bishop Manager/Instructor

Amanda Flynn Instructor

Jennifer Roberts Financial Aid office/Director

**Tuition**

**Cosmetology Program** $11290.00 tuition

$640.00 books & supplies

**Instructor Program** $6270.00

$120.00 Books and Supplies

*We do accept Financial Aid,* ***for those who qualify****. We have a financial aid officer on site to help with this process.*

**Tuition Payment methods**

Students who are required to make self-payments can choose to pay weekly or monthly. Weekly payments will be set up for 96 weeks, and monthly payments will be set up for 24 months. Tuition can be paid by cash, check, money order, Title IV, in school scholarships and federal student loans.

**Default Tuition Payments**

Students who have failed to pay their payments will be given a bill, and ask to pay the outstanding balance by a certain date. If the bill is not paid then the student will be ask to leave, and will not be permitted to return to school unless the outstanding balance is paid in full.

If a Student is given a verbal warning and then a written warning for any combination of these rules said student will be suspended or terminated at the school discretion.

The school also reserves the right to suspend or terminate any student at first offence if they see necessary.

All rules and Regulation are subject to change at the school discretion. If a rule does change all students will be made aware in writing.

**Additional Charges**

If a student goes over his or her contract date, said student will be charged $6.00 for every clock hour they attend the school.

Any student who is terminated or withdraws early will be charge a $150.00 fee.

**Annual report rates for 2011**

**Completion rate 75%**

**Licensure rate 100%**

**Placement rate 64.71%**

**Licensure requirements**

Upon completion of the 1800 hours, the individual is eligible to apply for an apprentice cosmetologist license by submitting the appropriate examination application, which may be obtained from the school. You must successfully complete a written and practical examination. Upon successful completion of both portions of the examination, an apprentice cosmetologist license is issued.

An apprentice cosmetologist must work for at least six (6) months under the immediate supervision of a licensed cosmetologist. Upon completion of the six (6) month apprenticeship, the individual is eligible to apply for the regular cosmetologist examination.

According to 201 KAR 12:045. Section 2(2), a six (6) month apprenticeship consists of working in a licensed beauty salon for an average of 20 hours per week for six (6) months.

An apprentice cosmetologist cannot hold a license for more than 18 months without requesting an extension from the Board.

\*as published on www.kbch.ky.gov

**Factors that could enable a person from employment**

* Licensure requirements
  1. Not getting approved for Apprentice License
  2. Not getting 1800 hours and graduating cosmetology school
  3. Not passing State board license exam
* Regulatory oversight restrictions
  1. Not complying with state board rules and regulations
  2. Getting licenses suspended or revoked
* Physical requirements of the industry
  1. Mental Illness (cosmetology is mentally stressful and someone with mental illness may not be able to cope with everyday issues)
  2. Back problems (cosmetology requires a lot of standing which is hard on the back)
  3. Feet and let problems (cosmetology requires a lot of standing which is hard on the feet and legs)
  4. Joint problems (cosmetology is hard on a person who has joint problems because it requires a lot of standing, bending, and lifting of the arms.)
* Ability to meet employers needs
  1. Not being responsible
  2. Not complying with KY state board laws
  3. Not being able to follow directions
  4. Having problems with authority

**Disciplinary Policy**

When a student has broken a rule of policy of the school, the school officials talk about the offense and together figure out the appropriate action. Unless the officials see otherwise the student is normally warned on first offense. Every time said student gets in trouble the actions goes to another step. Which are as follows:

* Verbal warning
* Written warning
* Suspension
* Termination

These do not have to be done in this exact form. If the school sees fit the student can be suspended or terminated at first offense.

**Cosmetology Course Outline 1800 HOURS**

**DESCRIPTION:** The Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.

2. Project professionalism, visual poise and proper grooming.

3. Communicate effectively and interact appropriately colleagues, supervisors and clients.

4. Respect the need to deliver worthy service for value received in an employment environment.

5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, haircoloring,

texture services, scalp and hair conditioning, skin and makeup, and nail care.

6. Perform the basic analytical skills to advise clients in the total look concept.

7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT

80 - 90 VERY GOOD

70 - 80 SATISFACTORY

60 - 70 BELOW STANDARDS – UNSATISFACTORY

**HOURS SUBJECT – UNIT**

**100 THEORY - CLASSROOM INSTRUCTION**

Orientation, The History of Cosmetology, Career Opportunities, Life Skills Management, Communicating for

Success, State Laws and Regulations, Professional Image, First Aid, Chemistry, Anatomy and Physiology, Electricity

**100 BACTERIOLOGY, DECONTAMINATION AND INFECTION CONTROL**

Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology,

Infections, Infection Control, Products, Tools, Equipment use and safety

**100 SHAMPOO, RINSES, SCALP TREATMENTS**

Shampooing, Rinsing, and Conditioning, Principles and Techniques of Treatments and Disorders of the

Hair and Scalp and Related Chemistry; Product Knowledge, use and safety

**250 HAIRSTYLING**

Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements, and Wigs; Product Knowledge, use and safety

**250** **HAIRCUTTING**

Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, shears

**200**  **HAIR COLORING - BLEACHING**

Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems

**200 CHEMICAL REARRANGING (TEXTURE SERVICES)**

Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing

**175** **MANICURING, PEDICURING, NAIL EXTENSIONS**

Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring,

Pedicuring and Advanced Nail Techniques

**175** **FACIALS**

Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin,

Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy

**50** **SALON BUSINESS, RETAIL SALES, CAREER AND EMPLOYMENT INFORMATION**

Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Salon Safety; Seeking Employment, On the Job, and Professional Ethics

**200** **INSTRUCTOR DISCRETION**

To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training.

**1800**  **TOTAL HOURS**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.

**Instructor Course Outline 1000 HOURS**

**DESCRIPTION:** The Instructors Course is designed to train the student in the basic teaching skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Instructor or a related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.

2. Project professionalism, visual poise and proper grooming.

3. Communicate effectively and interact appropriately colleagues, supervisors, clients, and students.

4. Respect the need to deliver worthy service for value received in an employment environment.

5. Perform the basic teaching skills in the areas of hair styling, hair shaping, haircoloring,

texture services, scalp and hair conditioning, skin and makeup, and nail care.

6. Perform the basic analytical skills to advise students in the total look concept.

7. Teach students to apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in instructor and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT

80 - 90 VERY GOOD

70 - 80 SATISFACTORY

60 - 70 BELOW STANDARDS – UNSATISFACTORY

**HOURS SUBJECT – UNIT**

**50 THEORY - CLASSROOM INSTRUCTION**

Teaching Orientation, The History of Cosmetology, Career Opportunities, Life Skills Management, Communicating for

Success, State Laws and Regulations, Professional Image, First Aid, Chemistry, Anatomy and Physiology, Electricity

**50 BACTERIOLOGY, DECONTAMINATION AND INFECTION CONTROL**

Teaching Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology,

Infections, Infection Control, Products, Tools, Equipment use and safety

**50 SHAMPOO, RINSES, SCALP TREATMENTS**

Teaching Shampooing, Rinsing, and Conditioning, Principles and Techniques of Treatments and Disorders of the

Hair and Scalp and Related Chemistry; Product Knowledge, use and safety

**175 HAIRSTYLING**

Teaching Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements, and Wigs; Product Knowledge, use and safety

**150** **HAIRCUTTING**

Teaching Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, shears

**100**  **HAIR COLORING - BLEACHING**

Teaching Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems

**100 CHEMICAL REARRANGING (TEXTURE SERVICES)**

Teaching Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing

**100** **MANICURING, PEDICURING, NAIL EXTENSIONS**

Teaching Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring,

Pedicuring and Advanced Nail Techniques

**100** **FACIALS**

Teaching Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin,

Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy

**25** **SALON BUSINESS, RETAIL SALES, CAREER AND EMPLOYMENT INFORMATION**

Teaching Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Salon Safety; Seeking Employment, On the Job, and Professional Ethics

**100** **INSTRUCTOR DISCRETION**

To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training.

**1000**  **TOTAL HOURS**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.