

2020-2021 School Catalog

**JENKS**

**BEAUTY COLLEGE**

EST 1977

# **2020-2021 SCHOOL CATALOG**

## **JENKS BEAUTY COLLEGE**

**535 W Main Street**

**Jenks, OK 74037**

**918.299.0901**

**Fax: 918.299.7053**

**[www.JenksBeautyCollege.com](http://www.JenksBeautyCollege.com)**

**CELEBRATING OVER 30 YEARS OF QUALITY EDUCATION  
IN THE COSMETOLOGY ARTS AND SCIENCES**

REV: 2/11/2021

## ADMINISTRATIVE STAFF AND FACULTY

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## LICENSING AND ACCREDITING AGENCIES

Licensed by:	<p>Oklahoma State Board of Cosmetology and Barbering 2401 NW 23<sup>rd</sup>, Ste 84 Oklahoma City, OK 73106</p>	405.521.2441
Accredited by:	<p>National Accrediting Commission of Career Arts and Sciences 3015 Colvin Street Alexandria, VA 22314</p>	703.600.7600
Approved for:	<p>ODVA-SAA education by the Oklahoma Department of Veterans Affairs P.O. Box 53067 405.523.4000 Oklahoma City, OK 73111</p> <p>Oklahoma Dept. of Rehabilitation Services 125 North Greenwood, Ste 300 Tulsa, OK 74120</p>	918.382.7700
Member	<p>Oklahoma Private School Association Oklahoma Private Cosmetology School Association American Association of Cosmetology Schools National Association of Student Financial Aid Administrators</p>	

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## WELCOME

On behalf of the board, faculty and staff; I want to personally welcome you to Jenks Beauty College. Since 1977, the college has educated hundreds of students, just like you, that have enjoyed successful careers in the beauty and wellness industry.

Without you, this school would not exist. You are important as a future graduate and alumni, but also a contributing member of our state's workforce. Please know that I have an open door policy and am committed to exceeding your expectations. You can contact me at any time as I welcome your feedback. The staff and I are dedicated to your success that starts with educating you on responsible borrowing and ends with you passing your state board examinations, leading to a career you can be proud of. Nothing is more rewarding than serving others and you have chosen a career that does just that.

Congratulations on being part of the Jenks Beauty College family and choosing an admirable profession that has an amazing history in America that touches the lives of millions.

You may contact me by telephone or my email which is [rcarlson@jenksbeautycollege.com](mailto:rcarlson@jenksbeautycollege.com)

Warm regards,

Ronnie Carlson  
President

## ABOUT US

### OWNERSHIP

Jenks Beauty College is wholly owned by Standard Beauty College of Oklahoma, LLC; an Oklahoma Limited Liability Corporation. The sole owner of the corporation is Ronald Carlson. Founded in 1977, the college has a rich history in the state of Oklahoma.

### PHILOSOPHY

Jenks Beauty College believes in the growth and worth of the person as an individual and as a member of society. We believe that education is a lifelong process that contributes to an enriched human experience, as well as, to the development of career skills. Jenks Beauty College is dedicated to providing excellence in its programs and is committed to providing quality education that responds to the needs of the community and to the individual's needs, interests, and abilities.

### MISSION STATEMENT

The Mission of Jenks Beauty College is to graduate students with entry-level skills required for employment in the beauty, health, and wellness industries that inspires success, creativity and a commitment to serving others.

### FACILITIES AND EQUIPMENT

The Jenks Beauty College is located in the heart of Jenks, Oklahoma in a one story building and occupies 7200 square feet. The facilities include:

- A large clinic floor with 40 cosmetology stations and hydraulic chairs
- 3 classrooms with adequate space for practical training. All classrooms are equipped with a computer and a large screen television for presentations.
- Small break area for Student's lunch-breaks. There are 2 microwaves, refrigerators and vending machines.
- An additional separate area for esthetician training which includes 5 esthetics chairs, and separate desk/work areas. A private changing area with a restroom.
- 9 manicuring stations
- 4 pedicure chairs
- 7 shampoo bowls
- Dispensary
- Restrooms
- Lockers
- Resources include computers available for student use and a resource library

- Reception area
- Instructor and Administrative Offices
- Free parking for students and patrons.
- Necessary equipment and materials are furnished for lab, practice, training and observation, and can accommodate all students enrolled.

## **OBJECTIVES**

- To offer entry level courses to prepare students for specific technical and occupational careers.
- To offer courses to allow students to increase their personal and professional skills.
- To provide educational programs (non-credit) and courses to meet individual and community needs not being met by credit courses and programs.
- To offer students an enriched learning experience.
- To continue to develop a modern learning facility.
- To provide geographic access through a multi-campus college system.
- To offer scheduling convenience and classes with varying course durations.
- To provide convenience in the enrollment process.
- To offer a flexible advisement system to meet the needs of students.
- To provide the student with career guidance, job placement assistance, and federal financial aid services.
- To offer services for students with disabilities, providing them the opportunity to participate in Jenks Beauty College community.
- To participate, when appropriate, in reciprocal and cooperative relationships with other educational institutions.
- To provide opportunity and encourage faculty/staff development.
- To market the education opportunities of Jenks Beauty College.
- To continue short and long range planning for Jenks Beauty College.
- To provide programs that aid in the economic growth and development of the greater Tulsa area.
- To provide the opportunity for graduating students to sit for the Oklahoma state board exams.

## **CAREER OPPORTUNITIES**

The beauty industry is a vast and growing field. With so much opportunity in cosmetology, nail design and esthetics, there are plenty of options out there for you, although Jenks Beauty College does not guarantee employment.

Career prospects for beauty school graduates are many once they finish their education. In today's society, everyone wants to look different and that is why the field of cosmetology is very much in demand. Graduates can either work for a company or be self-employed.

There are a number of employment opportunities for beauty school graduates. They can choose any of the following fields as per their interests:



Hair Stylist  
 Salon or Spa Manager  
 Hair Coloring Technician  
 Esthetician or Facialist  
 Makeup Artist  
 Eyelash Technician  
 Nail Technician

Hair Loss Specialist  
 Platform Artist  
 Beauty Supply Specialist  
 Product Educator  
 Teacher or Instructor  
 Salon or Spa Owner

### **THE PHYSICAL DEMANDS OF PRACTICING THE PROFESSION**

Good health and stamina are important in the cosmetology profession because of the long hours that are spent on your feet. Wearing supportive and comfortable shoes cannot be stressed enough. Most full-time cosmetologists work 40 hours a week but longer hours are common in this occupation, especially among self-employed workers. Work schedules may include evenings and weekends, when beauty shops and salons are busiest. Weekends and lunch periods are usually very busy; therefore cosmetologists usually take breaks during less popular times. Nearly half of all cosmetologists work part time or have variable schedules. (Source: Occupational Outlook Handbook)

### **SAFETY REQUIREMENTS FOR THE PROFESSION**

Prolonged exposure to some hair and nail products can be hazardous. Maximum precautionary procedures, safe, sanitary and appropriate preparation and application of chemicals shall be taught and observed at all times. Safety requirements of the profession are regulated by state law and included in classroom instruction as follows:

1. Adequate ventilation;
2. Adequate lighting;
3. The use of safe, sanitary and washable materials;
4. Product use and handling;
5. Workstation sanitation and safety
6. Sanitary precautions before and after servicing each patron;
7. Proper use of all equipment.

### **COMPLETION/LICENSURE/JOB PLACEMENT RATES**

To help you make a well-informed decision about entering the new career you have chosen, we want you to know that according to the latest information:

**70.43%** of the students scheduled to graduate in 2019 completed the program.

**89.39%** of the graduates in 2019 who took the licensing examination administered by the state passed the examination.

**80.00%** of the graduates in 2019 have found jobs related to their field.

## **ADMISSIONS**

### **STATEMENT OF NON-DISCRIMINATION**

The college admits students of any race, age, religion, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, age, religion, color, sexual orientation, gender identity, gender expression, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and other school administered programs. In accordance with the requirements of Title IX of the Education Amendments of 1972 and their regulations, the College does not discriminate on the basis of sex in the educational programs and activities which it operates, including employment and admissions. The College President is the School's Title IX coordinator to coordinate Title IX compliance.

### **FACILITIES AND SERVICES FOR STUDENTS WITH DISABILITIES**

No qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. Additionally, the Institution will exert its best effort to provide reasonable special requirements for the handicapped person by nature of their handicap. If you would like to request academic adjustments or auxiliary aids, please contact the Administrative Office. You may request academic adjustment or aids at any time. The Administrative Office is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3 (j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The Institution will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the Administrative Office in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may send the request to 535 W Main Street, Jenks, OK 74037.
- 2) The Administrative Office will respond within two weeks of receiving the request.
- 3) If you would like to appeal the decision regarding your request, please contact the Administrative Office with all the previously requested information. Appeals must be submitted within one week of the date of the Administrative Office's response

## **ADMISSION REQUIREMENTS**

The admission criteria set forth below are the minimum standards established by the Oklahoma State Board of Cosmetology and NACCAS. The policies and procedures of Jenks Beauty College have been formulated and adopted to assure the student of comprehensive recognition and services from accreditation agencies, the Department of Education, employers, and funding agencies. The School reserves the right to evaluate High School diploma(s) presented by the student. The school may, at any time, request a copy of a high school transcript to validate the High School diploma.

The institution has an admissions policy that identifies all requirements that a prospective student must meet prior to enrolling in and beginning a specific program of study. Required documents must be maintained in each student's file. Requirements include:

- (1) Government issued ID or Government issued passport
- (2) High school graduation documentation:
  - i. High school diploma
  - ii. High school graduation equivalency certificate.
  - iii. Have evidence of completion of homeschooling.
- (3) In the case of a foreign diploma, verification by an outside agency that is qualified to translate the document into English and confirm the academic equivalence to a high school diploma.

### ***English Language Proficiency***

All applicants must be proficient in English (reading, writing, and speaking). This requirement is met by one of the following:

- (1) Transcript indicating "C" or higher in a college-level writing/composition course from a nationally or regionally accredited U.S. college, or
- (2) graduating from a high school where the primary language of instruction is English.

Those for whom English is a second language must provide proof of English proficiency by meeting the following standards of TOEFL (Test of English as a Foreign Language) examples as follows:

- (1) 450 or above on the paper-based test, or
- (2) 173 or above on the computer-based test, or
- (3) 61 or above on the internet-based test, or
- (4) 6 or above for the IELTS (International English Language Testing System)

### **Additional Documentation for Instructor Course:**

- (1) Must have successfully completed and passed the Oklahoma State Board of Cosmetology Basic Exam and be fully licensed in cosmetology.

***ALL STUDENTS MUST ATTEND ORIENTATION CLASS PRIOR TO STARTING COURSE.***

**ABILITY-TO-BENEFIT POLICY**

Jenks Beauty College does not accept ATB (Ability to Benefit) students. Enrollees are required to have no less than a high school diploma, or a G.E.D.

**TRANSFER POLICY**

The School does not recruit students already attending or admitted to another school offering a similar program of study.

Reference Oklahoma State Board Rules & Regulations: A student will not be allowed to transfer from one cosmetology school to another for a period of at least thirty (30) days from the date of withdrawal or other termination unless a notarized release agreement signed by official of transferring school is received by the State Board. A student may transfer out-of-state student hours provided the student submits the necessary proof of training to the State Board for evaluation. The School will evaluate previous training or education as long as approved by the State Board.

**REENTRY STUDENTS/INTERRUPTIONS**

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of Satisfactory Progress will apply to students at the time they return to school. Elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days in the Leave.

**WITHDRAWAL POLICY**

Students wishing to terminate their enrollment must submit a written statement to the admissions office designating their date of withdrawal. If a student misses thirty (30) consecutive days without notice to the school of their intent he/she will be automatically terminated. The Admission office will forward a termination notice by US mail or email to the student notifying them of their termination.

**PROGRAMS, CLASS SCHEDULES AND CLOSINGS**

**PROGRAMS OFFERED**

The programs offered by Jenks Beauty College are as follows:

Cosmetology	1500 Hours
Esthetician	600 Hours
Instructor	1000 Hours
Manicuring	600 Hours

For more detailed information about the courses offered at the school, see Course Outlines beginning on page 29.

## CLASS SCHEDULES

<b>Day</b> classes are held	<b>Tuesday – Friday</b>	<b>8:30 am to 3:00 pm</b>	<b>24hrs per week</b>
	<b>or</b>		
	<b>Tuesday – Friday</b>	<b>8:30 am to 4:30 pm</b>	<b>30hrs per week</b>
<b>Evening</b> classes are held	<b>Tuesday - Thursday</b>	<b>2:00 pm to 10:00 pm</b>	<b>30hrs per week</b>
	<b>Saturday</b>	<b>8:00 am to 4:30 pm.</b>	
	<b>or</b>		
	<b>Tuesday - Thursday</b>	<b>4:00 pm to 10:00 pm</b>	<b>26hrs per week</b>
	<b>Saturday</b>	<b>8:00 am to 4:30 pm.</b>	
	<b>or</b>		
	<b>Tuesday – Thursday</b>	<b>5:00 pm to 10:00 pm</b>	<b>23hrs per week</b>
	<b>Saturday</b>	<b>8:00 am to 4:30 pm</b>	

## CLINIC FLOOR HOURS

Tuesday – Thursday	Open 9:30a.m.	Close 8:30p.m.
Friday	Open 9:30a.m.	Close 8:30 p.m.
Saturday	Open 8:00a.m.	Close 4:30 p.m.

## CLASS STARTING DATES

Jenks Beauty College is open 12 months a year and any eligible person may apply on any college day. Classes start on the first Tuesday of any school week.

## HOLIDAYS

Classes will not be held on the following holidays:

New Years Day

Fourth of July

Thanksgiving Break November 25th-28th

Christmas Break December 24th-26th

## INCLEMENT WEATHER

School closures due to weather will be determined by the school administration. The School will notify students of closure by posting on its Facebook page by 6:00 a.m. for day classes and 3:00 p.m. for evening classes.

## ATTENDANCE

### CLASS ATTENDANCE

Students are expected to attend all classes according to their assigned schedule. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with the instructor when an absence is anticipated.

### **ABSENCE POLICY**

In the case of an unplanned absence (in the case of illness) the student must notify the instructor prior to the start of class that he/she is ill and will not be in class that day. Absences can only be excused with valid documentation (doctor's notes, funeral notice, etc.). Students are encouraged to makeup hours by attending outside of their scheduled hours. Makeup times must be approved by the instructor. Students receiving benefits from government agencies must adhere to policies stipulated by the specific agency. Students missing 14 consecutive days will automatically be dropped without approved absences within that respected window.

### **TARDINESS POLICY**

Students must arrive for classes on time. Any student not present at the start of the scheduled class will be considered tardy. Students are expected to notify their instructor if they are late.

### **LEAVE OF ABSENCE POLICY**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. Some examples of approved reasons for a LOA include but are not limited to:

- Childbirth
- Unexpected major illness of student or immediate family member
- Accident that requires a recovery period

*LOA's are not granted for vacations or because the student feels like they want to take a break.*

In order for a LOA to qualify as an approved leave of absence the student must follow the institution's policy in requesting the LOA. The policy is as follows:

- The student must request the LOA in advance and in writing.
- The LOA must include the reason for the LOA.
- The LOA form must be signed and dated by the student and director of education.
- There must be a reasonable expectation that the student will return from the LOA.
- A start date and a return date must be listed on the LOA form.
- The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution collects the request from the student at a later date.
- The beginning date of the approved LOA would be the first date the student was unable to attend the school due to unforeseen circumstances. For example, if the student were

injured in a car accident and needed a few weeks to recover before returning to the school, the student would not have been able to request the LOA in advance.

**Things the Student Needs to Know:**

- A student granted a LOA that meets the above criteria is not considered to have withdrawn, and no refund calculation is due at this time.
- In any 12-month period, no more than two LOAs can be approved. Together, these absences must not exceed a total of 180 days.
- The grace period for Title IV recipients failing to return from a LOA will be the students last date of attendance.
- A student will not be assessed any additional charges as a result of the LOA and will not earn Title IV funds.
- The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA. The school will extend the student’s contract period by the same number of days taken in the LOA. Changes to the enrollment agreement will be initialed by all parties.
- If the student fails to return on the date indicated on the LOA form or contact the **Director of Education** to request an extension, the student will be dropped and the withdrawal date for the purposes of calculating a refund will be the student’s last date of attendance.

Jenks Beauty College recognizes that individuals serving in the National Guard or Reserve or on Active Duty may be called to duty or extended period of TDY. Military students will follow the same procedures as non-military students for a LOA and the same information above is applicable to military students. However, if the LOA for a military student exceeds the 180 days allowed by the Department of Education, the school will not hold the student responsible for any balance owed to the school.

**DISTANCE LEARNING POLICY**

With the exception of the three policy types listed below, all of the school's policies and procedures listed in the catalog apply to online learning.

**Admissions Requirements**

Students taking advantage of distance learning opportunities are goal-oriented. They know how to manage time to meet course objectives and schedules. Students planning to register for online courses must have entry-level computer skills and a valid e-mail account prior to enrollment.

Please note that any distance learning may not be accepted for reciprocity or eligible for licensure in other states.

**Technical Requirements**

The school’s distance learning program uses a web-based platform that integrates with the college’s G Suite for Education account. It communicates with Google Docs, Gmail, and Google Calendar. “Google Classroom” is used to create classes, distribute assignments, communicate with

instructors, and stay organized. To participate in the program, basic technology recommendations include computer and high-speed Internet access, Adobe Flash Player, Adobe Acrobat Reader, and audio and video capabilities. Since everything is mobile-friendly; students can use tablets and smartphones.

### **Attendance and Participation**

- The instructor must see your face in order for attendance to be documented.
- Faculty is available to assist students with questions. The student may email the instructor for a one-on-one on campus or meet via video conference or phone call.
- Student engagement is a critical key to success in the online environment; therefore, attendance is mandatory.

### **MAKE-UP WORK POLICY**

It is the student's responsibility to get missed assignments from the instructor, make-up tests and set a time with instructor for make-up exams, written and practical.

### **INDEPENDENT STUDY**

Jenks Beauty College may utilize Independent Study, or online classes for any of our programs if approved for temporary use for emergencies.

## **BASIC STANDARD FOR STUDENT CONDUCT**

The school sets forth specific Standards of Conduct for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goal orientation during training can only enhance the graduate's potential for success. Students may receive an advising form for any conduct not deemed appropriate or for not adhering to any standard of conduct.

### **BEHAVIOR**

#### **All students must:**

- Comply with the published dress code including, apron or smock and practice proper hygiene and grooming at all times. If a student is not in compliance with the dress code they may not be allowed to clock in.
- No eating or drinking except in designated break areas. No exceptions.
- Jenks Beauty College is a tobacco free campus.
- The business phone is for emergency calls only. Cell phones are to be kept on silent and may only be used for the business of furthering your chosen educational career field while clocked in.
- Park only in the designated areas for student parking. Parking in front of the school is used for client use.

### **ETHICS & PROFESSIONALISM**



**All students must:**

- Follow all state laws and regulations at all time while attending the school
- Discuss only ethical and professional subject matter during school hours and refrain from using profanity.
- Be fair, honest and never steal. Stealing from others at the school will result in immediate termination from training.
- Respect property. Destruction of property or violent behavior will result in immediate termination from training.
- Practice courtesy and professionalism at all times when dealing with students, clients, staff and visitors to the school. Visitors not receiving a service must remain in the reception area. Visitors are not allowed on the clinic floor, classrooms or break areas. Only children who are clients may be accompanied by a parent or guardian.
- Personal services must be approved by the Director or Instructor.
- Maintain a clean work station. Training involves sanitation, cleanliness, care of the equipment and facility. Students are responsible for personal work stations and work areas. Daily assigned sanitation duties must be evaluated by an instructor before the student clocks out each day. State Board requires all students to follow sanitation rules at all times.
- Pay tuition in a timely manner. **IT IS UNFAIR TO EXPECT TO RECEIVE AN EDUCATION FOR FREE.** Our school has reserved space, equipment and qualified instructors for you. Failure to keep your tuition payments current can result in your probation or termination from the school.
- Provide services to clients as assigned. If you refuse a service for an assigned client you will be clocked out for the remainder of that day. Such refusal may result in
- termination from the school.
- The school is not liable for missing property in and outside of school. Please be mindful of your property.

**COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS**

Jenks Beauty College policy prohibits unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing. Students who violate this policy are subject to discipline under Jenks Beauty College’s Basic Code of Student Conduct.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details see Title 17, United States Code, Sections 504, 505.

For more information, please see the web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## COMPLAINT/GRIEVANCE PROCEDURE

The school shall receive and process any complaint filed by any party which reasonably suggests that the school may not be in compliance with applicable federal, state, or local laws and regulations, or lack of educational quality or a violation of accreditation requirements. The school may at its discretion, refuse to process any complaint which appears to be frivolous or groundless, or which is submitted anonymously. The following procedures outlines the specific steps in the complaint process.

- Complaints shall be submitted in writing and signed by the complainant on the designated form provided by the school within 60 days of the date the act which is the subject of the grievance occurred.
- A complaint must state the basis for any allegations of noncompliance.
- A complaint alleging that the school is in noncompliance shall contain all relevant names and dates and briefly describe the actions forming the basis of the complaint. Copies of the supporting documents should accompany a complaint based upon written evidence. Any other documents or materials that support the allegation should also accompany the complaint.
- Receipt of the complaint shall be acknowledged by personally delivering to the office of the President.
- The complaint will be reviewed by school leadership and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
- If the complaint is of such nature that it cannot be resolved by the President, it will be referred to an appropriate agency if applicable. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
- In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary the school will appoint a hearing committee consisting of one member selected by the school who has no involvement in the dispute and who may also be a corporate office, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
- Students must exhaust the institution's internal complaint process before submitting the complaint to the schools accrediting agency or licensing board, if applicable.
- A complaint form is available through the following agencies: Oklahoma State Board of Cosmetology 405.521.2441 NW. 23<sup>rd</sup>, Suite 84 Oklahoma City, OK 73107 NACCAS 703-600-7600 3015 Colvin Street Alexandria, VA 22314. It is required that all complaints must be addressed through the school's complaint procedure prior to filing a complaint

with the above agencies. The school will maintain written records of all complaints filed for the past two (2) years.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled at the school and is provided to applicants prior to enrollment. The SAP is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time.) The policy complies with the guidelines established by the United States Department of Education. All programs have an Academic Year of 900 hours.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900 and 1200 clocked (actual) hours
Instructor	450 and 900 clocked (actual) hours
Esthetician & Manicuring	300 and 600 clocked (actual) hours

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

Quantitative and qualitative evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had 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 per their program 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 normal maximum time frame.

### **FAILED COURSES**

Students that fail a course have an opportunity to retake once free of charge.

### **MAXIMUM TIME FRAME**

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

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	
	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>

Cosmetology (Full Time, 30 hrs/wk) – 1500 hrs	75	2,250
Instructor	51	1,500
Esthetician, Manicuring	30	900

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

### **VETERANS SAP AND ATTENDANCE POLICY**

Students receiving Veterans education benefits must meet satisfactory academic progress (SAP) and attendance requirements in accordance with the school's SAP and Attendance policies in order to remain eligible to be certified for VA benefits. VA students on academic warning aren't considered to be maintaining satisfactory progress and will continue to be certified for education benefits for one period with the U.S. Department of Veterans Affairs (VA), however, the VA will be notified if warning occurs. If students fail to meet academic requirements while on warning, their enrollment certification will be terminated which may result in VA requiring students to repay a portion or all benefits received. Once benefits are terminated due to SAP or attendance, students are ineligible to be certified for VA education benefits until SAP is once again met or if students successfully appeal the decision for readmission.

### **ACADEMIC PROGRESS EVALUATIONS**

A 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. Students must maintain an overall grade average of 70%(2.0) and pass a FINAL exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical graded are considered according to the following scale:

Grading Scale: 90 – 100	EXCELLENT
80 – 89	VERY GOOD
70 – 79	SATISFACTORY
Below 70	FAILING

### **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 (SAP) until the next scheduled evaluation. Students not maintaining SAP will receive a hard copy of their status at the time of 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 SAP during the warning period. The student will be advised in writing on the actions required to attain SAP 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 will be placed on probation.

## **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 warning or probation period.

## **APPEAL PROCEDURE**

If a student is determined to not be making SAP, the student may appeal the determination due special or mitigating circumstances such as the death of a relative, an injury or illness of the student, or other allowable special circumstances. The Appeal must be in writing to the President within 14 calendar days, along 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 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 for one payment period. Appeal responses will be completed within 14 days of receipt. The President's decision is final.

## **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.

### **NONCREDIT, REMEDIAL, COURSES, REPETITIONS**

Noncredit, remedial courses, and repetitions 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. SAP evaluation periods are based on actual contracted hours at the institution.

### **Veterans Prior Credit**

Students utilizing VA education benefits must provide all transcripts and records of previous education and training. Jenks Beauty College will evaluate these records and, when possible, grant appropriate credit for the previous education and/or training, shorten the length of the training program, and notify the student regarding the amount of credit being granted for previous training.

## **GRADUATION, LICENSURE AND EMPLOYMENT ASSISTANCE**

### **GRADUATION REQUIREMENTS**

Prior to completion of the course, students must pass a practical examination and a written final examination with a grade of at least 70% on each. All students are required to complete the course and all graduation requirements within 150% of the published length of the course. Upon satisfactory completion of the designated number of course hours and all curriculum requirements, and meeting all financial obligations to the school, the student will be awarded a diploma and is then eligible to take the State Board examination.

### **LICENSURE REQUIREMENTS**

The State Board conducts examinations for licensure in Oklahoma City. Each applicant is required to take both a written and practical practice exam. Minimum passing grades for examinations are as follows: (1) Cosmetology – 75%; (2) Instructor – 75%; (3) Manicuring – 75%; (4) Esthetician – 75%. Additionally, Completion of an approved course of study in a licensed school of this state.

### **PREREQUISITES FOR EMPLOYMENT**

To work in your chosen field in the State of Oklahoma a student must complete the graduation and licensure requirements and procure a license from the Oklahoma State Board of Cosmetology.

### **EMPLOYMENT ASSISTANCE**

The school is committed to assisting in the placement of every graduate seeking employment. The school does not in any way guarantee employment, but will work with the student to identify potential employment opportunities.

### **ADVISORY SERVICES**

The school provides academic and individual career advice on a continuous basis. Individuals who request professional counseling needs may refer to the bulletin board for additional services.

## **STUDENT RECORDS**

### **STUDENT RECORDS (RIGHT TO PRIVACY)**

The following information concerning student records maintained by Jenks Beauty College & Jenks Beauty College is provided in compliance with the Federal Education Rights and Privacy Act of 1974. (PL 93-380)

The Act provides that all records maintained on a student be made available for inspection by students and parents or guardians of dependent minors. A student's confidential records are not to be shown to any other third party without the students written consent.

All records are the property of the school and are maintained in the school's administrative offices. The school provides access to student and other school records to its accrediting agency, auditors and/or Department of Education as required. All institutional records related to accreditation are maintained from the effective date of the last renewal or accreditation or in accordance with state and federal law.

### **RELEASE OF INFORMATION**

A signed release of information must be obtained from the student before any information from the students file is released to a third party.

## **ADDENDUM A**

### **COURSE COSTS 2020-2021**

<b>Course Name</b>	<b>Admin Fee</b>	<b>Registration Fee</b>	<b>Book/ Kit Cost</b>	<b>Tuition</b>	<b>Total</b>	<b>Hourly Tuition</b>
Cosmetology	\$50	\$100	\$2,400	13,800	\$16,350	\$9.20
Instructor	\$50	\$100	\$550	7,750	\$8,450	\$7.75
Manicuring	\$50	\$100	\$1,050	5,520	\$6,720	\$9.20
Esthetician	\$50	\$100	\$1,300	5,520	\$6,970	\$9.20

### **TEXTBOOK AND KIT OPT-OUT POLICY**

A student has the right to opt out of program textbooks and/or kit if desired. By doing so, there is an agreement that books purchased outside the school are equivalent in edition and publisher. Kits purchased outside of school must meet the minimum requirements set forth by the Oklahoma State Board of Cosmetology and Barbering and be sufficient to fulfill program objectives.

### **TEACH OUT PLAN**

Jenks Beauty College has secured a teach out agreement with Clary Sage College, in the event Jenks Beauty College closes.

### **METHOD OF PAYMENT**

Upon enrollment, the tuition is due and payable in full, however, the student, at the school's option may pay the registration fee and a down payment with monthly installments on balance. The school accepts VISA/MC. Call (918) 299-0901 for information. Payments are due on the 1<sup>st</sup> of each month or the 1<sup>st</sup> day of class each month, whichever comes first. Failure to make payments on time may result in probation or termination.

Federal student financial aid is available to those who qualify to cover educational expenses. Financial aid may be in forms of grants (no repayment required) and student loans (must be repaid). All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student. Any balance on the students account not covered by financial aid is the responsibility of the student and must be paid in full prior to graduation.

Students are responsible for paying their account in full prior to graduation. Failure to make timely payments may result in probation or termination. All unpaid accounts will be turned for collection.

## **STUDENT FINANCIAL AID**

### ***FINANCIAL AID IS AVAILABLE TO THOSE WHO QUALIFY***

The school has been determined eligible by the United States Department of Education to participate in Title IV Financial Aid Programs.

### **FINANCIAL AID ELIGIBILITY REQUIREMENTS**

To receive federal, state or institutional funds at Jenks Beauty College, you must meet the following requirements.

- Have a high school diploma, GED, or high school education in a home school setting
- Be a U.S. citizen or an eligible non-citizen
- Male students must be registered with the Selective Service, if required
- Certify that you will use federal student aid for educational purposes on the FASFA
- Be enrolled at least half time
- Have a valid social security number
- Make satisfactory academic progress as a student attending Jenks Beauty College



- Certify that you are not in default on a federal student loan and that you do not owe money on a federal student grant.

### **CRITERIA FOR DETERMINING THE AMOUNT OF STUDENT'S AWARD**

Student's award is determined by using Estimated Family Contribution (EFC), determined by the Department of Education using the FASFA application, and the school's Cost of Attendance (Student Budget).

Cost of Attendance – Estimated Family Contribution = Financial Need

### **PELL GRANTS/FEDERAL STUDENT LOANS**

Applicants may go online to [www.fafsa.gov](http://www.fafsa.gov) to apply. Aid grants are awarded to eligible students.

### **VETERANS ASSISTANCE BENEFITS**

Veteran benefits are accepted with authorization from the veterans administration. For more information call: 1-888-442-4551 or visit their website at <https://benefits.va.gov/gibill/>.

### **ADDITIONAL FUNDING**

- Oklahoma Vocational Rehabilitation Educational Assistance (918) 382-7700 [www.okrehab.org](http://www.okrehab.org).
- Tribal-Contact individual tribal offices
- Americorp

### **INSTITUTIONAL REFUND POLICY**

- For all applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.
- Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal.

#### **Official cancellation or withdrawal shall occur on the earlier of the dates that:**

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract by prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.

4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school.
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. Unofficial withdrawals will be determined by the school thru monitoring clock hour attendance at least every 30 days from the student's last physical attendance.
9. 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:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
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%

1. All refunds will be calculated based on the student's last date of attendance.
2. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.
3. 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.
4. If a course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option:
  - a. Provide a full refund of all monies paid; or
  - b. Provide completion of the course.
5. If a school cancels a course and ceases to offer instruction after students have enrolled and instruction has begun; the school shall at its option:
  - a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school, or;
  - b. Provide completion of the course and/or program, or;
  - c. Participate in a Teach-Out Agreement, or;
  - d. Provide a full refund of all monies paid.

6. If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The School has at its option:
  - a. Provide a pro rata refund, or
  - b. Participate in a Teach-Out Agreement.
7. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150. 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.

## **TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS**

### **As stated in 34 CFR 668.22**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

When you withdraw during your payment period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it

may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan Funds that you would have received had you remained enrolled past the 30<sup>th</sup> day.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must retain a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of the excess funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## **COSMETOLOGY COURSE OUTLINE**

**TEXTS:** Milady's Standard Cosmetology Textbook  
 Milady's Standard Cosmetology Exam Review  
 Milady's Standard Cosmetology Theory Workbook  
 Milady's Standard Cosmetology Practical Workbook

***COURSE DESCRIPTION:***

The primary purpose of the Cosmetology course is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary to achieve competency in job entry-level skills, obtain licensure, and gainful employment in the field of cosmetology or related career fields.

***COURSE 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. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of hair care, skin care and nail care.
5. Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
6. Apply academic and practical learning and related information to ensure sound judgements, 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 resource center of references, periodicals, books, texts, audio/video cd's, and on-line resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

***INSTRUCTIONAL 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 entry-level job skills. Student salon 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 that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

***GRADING PROCEDURES:*** Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better.

Practical skills are evaluated according to text procedures as set forth in the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a written grade average of 75% and pass a 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	70-79	SATISFACTORY
80-89	VERY GOOD	Below 70	FAILING

HOURS	SUBJECT – UNITS
150	<p>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, Electricity, and Professional Ethics and as coordinated with each practical practice subject as appropriate throughout the course of training.</p> <p>INFECTON CONTROL – PRINCIPLES AND PRACTICES: Health, Public Sanitation Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control Products, tools, Equipment use and safety.</p>
90	<p>SCALP CARE, SHAMPOOING, AND CONDITIONING: Properties of the Hair and Scalp, Structure and Composition of the Hair, Hair Growth and Loss, Disorders of the Hair and Scalp, Hair and Scalp Analysis, Scalp Care and Massage, Brushing the Hair, Shampooing, Conditioning Procedures and Practices</p>
390	<p>HAIRSTYLING: Principles, Elements, and Philosophy of Hair Design, Creating Harmony, Designing for Men, Principles and Techniques of Wet Styling, Blowdrying and Waving, Hair Wrapping, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements and Wigs, Thermal Hair Straightening, Styling Long Hair, Styling Procedures</p>
180	<p>HAIRCUTTING: Client Consultation, Basic Principles and Techniques of Sectioning and Haircutting, Haircutting Tools, Body and Posture Positioning, Removing Length or Bulk with Razor, Scissors, Clippers, Shears, Basic Haircut Procedures</p>
120	<p>HAIR COLORING – BLEACHING: Identifying Natural Hair Color and Tone, Types of Haircolor, Client Consultation, Principles and Techniques of Temporary, Semi-permanent, Permanent Colors, Lightening, Tinting, Toning, Highlighting, Special Effects, Haircolor Safety Precautions, Color Procedures</p>
240	<p>CHEMICAL TEXTURE SERVICES: The Hair Structure, Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing and Curl Performing, Procedures</p>
60	<p>FACIALS AND MAKEUP: Skin Structure and Growth, Skin Disorders and Diseases, Skin Analysis and Consultation, Determining Skin Type, Skin Care Products, Client Consultation, Facial Massage, Facial Equipment, Electrotherapy and Light Therapy, Aromatherapy, Principles and Techniques of Skin Chemical Problems, Histology of the Skin, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Makeup Color Theory, Procedures</p>
90	<p>MANICURING, PEDICURING, NAIL EXTENSIONS: Nail Structure and Growth, Nail Disorders and Diseases, Tools and Products, Principles and Techniques of Manicuring, Pedicuring and Advanced Nail Techniques, Aromatherapy, Paraffin Wax Treatments, Nail Art, Procedures</p>
180	<p>SALON BUSINESS, RETAIL SALES: 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, Seeking Employment, Job Skills, and Salon Safety, Building Your Business</p>

1500 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

**TEXTS:** Milady's Master Educator Student Course Textbook  
Milady's Master Educator Student Exam Review

**COURSE DESCRIPTION:** The primary purpose of the instructor course is to train the student in basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in job entry level positions as an instructor or related career avenue. The course is a 1000 clock hour course.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, poise and effective communication skills.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and Audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, 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 educational practices for career development as a teacher and to maintain professional proficiency in cosmetology and related fields.

**EVALUATION:** of achievement in a given subject is the official responsibility of the assigned instructor, grading of achievement is based upon predetermined criteria, which are announced to the students at the beginning of the course.

**GRADING:** Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory 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. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% or greater and pass a 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:

Written:	90-100	EXCELLENT	Practical:	90-100	EXCELLENT
	80-89	VERY GOOD		80-89	VERY GOOD
	70-79	SATISFACTORY		70-79	SATISFACTORY
	BELOW 70	FAILING		BELOW 70	FAILING

**INSTRUCTIONAL METHODS:** The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery.

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

<b>INSTRUCTOR COURSE UNITS</b>		<b>HOURS</b>
<b>SUBJECT</b>		<b>HOURS</b>
<b>THEORY</b>		150
Limited to orientation, state laws, regulations, professional image and conduct, first aid, job seeking, compensation packages, payroll deduction, fundamentals of business management, ethics, principles of learning, teaching maturity, student learning principles		
<b>INTRODUCTION TO TEACHING &amp; CURRICULUM</b>		120
Preparation, presentation, application, testing, lecture, workbooks, demonstrations, return demonstrations, discussion, question and answer, projects, field trips		
<b>COURSE DEVELOPMENT AND LESSON PLANNING</b>		150
Planning, analysis, implementation, benefits, outline, examples of lesson plans, components of effective lesson plans, principles of lesson plans.		
<b>TEACHING AIDS (used in classroom student teaching)</b>		60
Film or videos, charts, mannequins, reference materials, chalkboard, overhead projectors and transparencies.		
<b>TESTING AND STUDENT EVALUATION</b>		120
Measurement of student ability/achievement, diagnosis of student weaknesses, motivation for study, oral and written testing.		
<b>TEACHING – ASSISTING IN THE CLASSROOM AND CLINIC</b>		150
Independent classroom instruction, records and reports, safety measures, classroom conditions and maintenance, class supervision and control, classroom problems and solutions.		
<b>PRACTICE TEACHING – CLASSROOM AND CLINIC</b>		250
Independent clinic supervision, client communications/receptions desk, inventory control, effective dispensary procedures, supervision of clinic sanitation/client safety, technical skills ability.		
<b>TOTAL HOURS</b>		<b>1000</b>

The above hour requirements must be met in each category in addition to all other licensing requirements to be eligible for the state licensing examination.



## MANICURING COURSE OUTLINE

**TEXTS:** Milady's Art and Science of Nail Technology  
 Milady's Art and Science of Nail Technology Theory Workbook  
 Milady's Art and Science of Nail Technology Exam Review

**COURSE DESCRIPTION:** The primary purpose of the Manicuring course is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry-level positions as a Nail Technician or related career avenue. The 600 hour course is measured in clock hours.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, poise, and effective communication skills.
3. Understand employer / employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills in manicuring, pedicuring and various methods of nail extensions.
5. Apply the theory, 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 techniques, trends, and methods for career development in nail technology and related fields.

**EVALUATION:** OF ACHIEVEMENT IN A GIVEN SUBJECT IS THE OFFICIAL RESPONSIBILITY OF THE ASSIGNED INSTRUCTOR. GRADING OF ACHIEVEMENT IS BASED UPON PREDETERMINE CRITERIA WHICH ARE ANNOUNCED TO THE STUDENT AT THE BEGINNING F THE COURSE.

**GRADING:** Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory 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. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% or greater and pass a 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:

Written:	90-100	EXCELLENT	Practical:	90-100	EXCELLENT
	80-89	VERY GOOD		80-89	VERY GOOD
	70-79	SATISFACTORY		70-79	SATISFACTORY
	BELOW 70	FAILING		BELOW 70	FAILING

**INSTRUCTIONAL METHODS:** The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through

comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery.

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

### **MANICURING UNITS OF INSTRUCTION AND HOURS:**

<b>SUBJECT</b>	<b>HOURS</b>
<b><i>ORIENTATION, THEORY, SALON MANAGEMENT</i></b>	<b>120</b>
State Laws, Regulations, Professional Image, First Aid, Chemistry, Electricity, Job Seeking, Ethics, Hygiene, Grooming, Personality Development, Success Principles, Sales, Communications, Business Planning, Written Agreements, Salon Operations, Policies And Practices, Employees Compensation, Payroll Deductions, Telephone Use, Advertising, Public Relations, Insurance, Goal Setting, Occupational Safety, Health	
<b><i>STERILIZATION, SANITATION, BACTERIOLOGY, MISCELLANEOUS</i></b>	<b>40</b>
Public Sanitation, Sanitation Methods, Chemical Agents, Types and Classifications, Bacterial Growth And Infections	
<b><i>MANICURING, PEDICURING, NAIL EXTENSIONS</i></b>	<b>440</b>
Nail Diseases, Disorders, Anatomy, Nail and Hand Care, Theory of Massage, Terms, Implements, Treatments, Plain, Hot Oil, Electric, and Men's Manicure, Pedicures, Nail Extensions, and Advanced Nail Techniques	
<b>TOTAL HOURS</b>	<b>600</b>

## ESTHETICIAN COURSE OUTLINE

**TEXTS:** Milady's Standard Esthetics Fundamentals Textbook  
 Milady's Standard Esthetics Fundamentals Theory Workbook  
 Milady's Standard Esthetics Fundamentals Exam Review

### **COURSE DESCRIPTION:**

The primary purpose of the Esthetician Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician or related career avenue. The program is a 600 clock hour course (18 weeks).

### **COURSE OBJECTIVES:**

Upon completion of the course training and all course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer–employee relationships and respect the need to deliver worthy service for the value received.
4. Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/ brow tinting.
5. Apply the theory, 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 techniques, trends, fashions, and methods for career development in esthetics and related career positions.

**GRADING PROCEDURES:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. 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 performance standards established by the state licensing agency and are set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 75% or greater 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:

Written:	90-100	EXCELLENT	Practical:	90-100	EXCELLENT
	80-89	VERY GOOD		80-89	VERY GOOD
	70-79	SATISFACTORY		70-79	SATISFACTORY
	BELOW 70	FAILING		BELOW 70	FAILING

**INSTRUCTIONAL METHODS:** The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery.

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

**UNITS OF INSTRUCTION AND HOURS:** Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

**HOURS SUBJECT—UNIT**

- |     |   |
|-----|---|
| 80  | <p><b>BACTERIOLOGY, STERILIZATION, SANITATION AND SAFETY:</b> General salon/clinic safety; first aid; hazardous materials communications; local, state, and federal safety codes; salon/clinic rules and regulations. Types and classifications; bacterial growth and reproduction; bacterial infections and their prevention; immunity and body defenses; methods of infection control; physical and chemical agents</p>   |
| 180 | <p><b>SCIENCES: HISTOLOGY, DERMATOLOGY and PHYSIOLOGY OF THE SKIN</b><br/> <b>ANATOMY, PHYSIOLOGY, AND NUTRITION:</b> Cells, tissues, and organs; body systems; importance of water; nutrition for healthy skin and longevity</p> <p><b>STRUCTURE AND FUNCTIONS OF THE SKIN:</b> Physiology and histology of the skin; structure and functions of the skin; hair structure and functions with appendages; relation to esthetics (nails, sebaceous glands, and sweat glands)</p> <p><b>CHEMISTRY:</b> Chemistry and matter as related to esthetics; chemical reactions and solutions/elements; compounds and mixtures/biochemistry; the pH scale</p> <p><b>CHEMISTRY AS APPLIED TO COSMETICS:</b> Cosmetics; skin care products; massage creams and oils, ampoules, scrubs, new technologies; FDA laws governing cosmetics and cosmetic safety</p> <p><b>ELECTRICITY AND MACHINES:</b> Electricity and its effects on the skin; galvanic current for chemical (desincrustation) and ionic iontophoresis; high-frequency current; use of magnifying lamp, Wood's lamp; use of brushing, spray, suction machines; use of vaporizer, pulverizador, hot towel cabinet; paraffin unit; electric mittens, booties, and face mask</p> <p><b>MAKEUP TECHNIQUES:</b> Color analysis; morphology of the face; product knowledge, chemistry, and related composition; eyebrow contouring.</p> |
| 200 | <p><b>FACIAL TREATMENTS:</b> Client preparation; skin analysis and consultation; skin types; skin conditions and disorders; facial procedures; facial treatments with or without machines; overview of aromatherapy and manual lymphatic drainage for the face and neck; product recommendation</p> <p><b>MAKEUP APPLICATION:</b> corrections and contouring; false eyelashes; eyelash and eyebrow tinting; further training required for advanced techniques</p>   |
| 40  | <p><b>NON-PERMANENT HAIR REMOVAL:</b> Theoretical overview of permanent methods (electrolysis, thermolysis,blend); temporary methods of hair removal (manual tweezing, depilatory lotions,waxing, strip &amp; non-strip) Body exfoliation; back treatments; use of products to enhance skin appearance; training required for advanced body techniques such as aromatherapy, manual lymphatic drainage, water therapies</p>   |
| 60  | <p><b>SALON DEVELOPMENT:</b> Business operation; site planning and design; accounting, inventory, and sales tax; payroll regulations; ethics and professional conduct; communication skills; retailing techniques; marketing (advertising, retailing, and promotion); customer relations</p>  |

JOB SKILLS: Resume; interviews; letter writing; licensing regulations; job attitudes; professional organizations; continuing education; industry trade shows, magazines; career opportunities

40

**COSMETOLOGY LAW, RULES AND REGULATIONS**

**600**

**TOTAL HOURS**