



School Catalog

January 1, 2017 to December 31, 2017

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Welcome to Maiquela's

Congratulations for choosing us to assist you in obtaining your desired cosmetology training, thank you for selecting Maiquela's Cosmetology Academy. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry. At Maiquela's Cosmetology Academy we offer 1600 hours of the total program of Cosmetology and 400 hours for Manicurist program.

The training to pass the State Board of Cosmetology examination. Our training includes a "MOCK-BOARD" practice at the completion of 1350 clock hours for cosmetology, 250 clock hours for manicuring to help assure your success at the State Board Exam.

This catalog contains important information about the programs we offer that will help guide you as you take the next important steps toward your future and how to be successful at every step necessary to create the life style you desire. This means hard work, dedication, and practice on your part. Our goal is to prepare our students with only the most advanced and newest techniques from Italy, Mexico and USA.

We will prepare you and guide you so that you can achieve the necessary skills to secure a successful future.

Additional Information can be found on our website at:

www.MaiquelasCosmetology.com

Sincerely, Maiquela Norton Owner

TABLE OF CONTENTS

MISSION STATEMENT.....	4
FACULTY.....	4
FACILITIES.....	4
ADMISSION.....	7
GRADUATION REQUIREMENT:.....	7
ELIGIBILITY FOR LICENSURE.....	7
PROBATION PERIOD:.....	8
APPEAL PROCEDURES:.....	8
CONDUCT POLICY:.....	8
LANGUAGE PROFICIENCY.....	8
LANGUAGE OF INSTRUCTION.....	8
ESL INSTRUCTION.....	8
FINANCIAL AID.....	8
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.....	9
RIGHT TO CANCELLATION.....	9
STUDENT'S RIGHT TO CANCEL.....	10
REFUND POLICY.....	10
GRADING PROCEDURES.....	10
STANDARDS OF SATISFACTORY PROGRESS.....	11
REQUIRED PRACTICAL OPERATIONS.....	11
ATTENDANCE POLICY.....	12
LEAVE OF ABSENCE.....	12
TUITION POLICY AND FEES SCHEDULE.....	12
EXTENDED TRAINING.....	13
LEARNING RESOURCES.....	13
JOB PLACEMENT ASSISTANCE.....	13
CAREER COUNSELING.....	13
PROBLEM/COMPLAINT RESOLUTION PROCEDURES.....	14
HEALTH AND SAFETY.....	15
EXTERNSHIP PROGRAM PARTICIPATION.....	15
APPROVALS.....	15
STUDENT SERVICES.....	15
NONDISCRIMINATION STATEMENT.....	15
HOUSING.....	16
RECORDKEEPING.....	16
STUDENT RIGHTS AND RESOURCES.....	16
STUDENT TUITION RECOVERY FUND.....	17
EDUCATIONAL PROGRAM MANICURIST.....	22

MISSION STATEMENT

At **Maiquela's Cosmetology Academy** our mission is to provide quality professional education to those in the local community who desire to succeed in the Cosmetology and Manicuring. For this reason Maiquela's Cosmetology Academy continually surveys the profession to keep abreast of current trends, designs and techniques.

OBJECTIVES

- To give as much support and resources to our students, for that reason teachers will give "individual" as well as "Class room instruction" Our goal is to prepare students for the State Board Examination. Our Objective is to guide students and implement the principles and skills to be qualified to work in a Salon.
- To Prepare students for the State Board examination which will enable them to become licensed in California. Upon satisfactory completion of 1600 hours for Cosmetology and 400 hours for Manicuring.
- To graduate qualified and competent students who successfully complete the program of study and a certificate will be awarded and students will be qualified to take the Certification test which will enable them to become Licensed in California.
- To build values and skills needed for salon and personal success.
- To provide students with the most current trends methods and techniques.
- Teachers give "individual" as well as "class room instruction". We will maintain a level of commitment, integrity, honesty, and respect between the students, institute, and staff.

FACULTY

The faculty at **Maiquela's Cosmetology Academy** is hired based on their expertise in their particular field of beauty and wellness. The faculty is required to have at least three years of combined education and industry experience in order to be instructors. Our faculty members are well trained in diverse hair and understand the importance of both theory and practical training that are necessary for a student to be successful in the cosmetology profession.

Maiquela Norton

Board of Barbering and Cosmetology Licensed Manicurist # M313460

Monica Arriaga

Board of Barbering and Cosmetology Licensed Cosmetologist # KK255102

Sirahuen E Maycott

Board of Barbering and Cosmetology Licensed Cosmetologist # KK 348631

FACILITIES

The **Maiquela's Cosmetology Academy** is located on 8511 Long Beach Blvd in the City of South Gate CA 90280 where class sessions will be held. The Academy is convenient for public transportation, freeway access and restaurants. We are within a mile west of the Long Beach freeway (710) and 5 miles north of the Ronald Reagan (105) freeway. There is all day parking available in the immediate area at no charge. The facility contains a lecture room, , facial area, manicuring area, reception area and waiting room, make-up room, pedicure room, shampoo bowls, hair cut & coloring room, administrative and teacher's offices and restrooms for men and women. The school is equipped with a speaker system for pleasant background music. The facility can accommodate 25 cosmetology students and 15 manicuring students.

Maiquela's Cosmetology Academy tries to create the best environment as possible for their students.

The facilities of the academy consist of:

- | | |
|-----------------------------|-------------------------------|
| 1. Lecture Room | 2. Manicurist classroom |
| 3. Reception & Waiting room | 4. Inventory and Storage room |
| 5. Hair Cut & Coloring room | 6. Make-Up Room |
| 7. Office & Library room | 8. Facial room |
| 9. Shampoo Bowls room | 10. Pedicure room |
| 11. Two Restrooms | 12. Parking |

A parking area available only for students, teachers, staff, and customers. Classrooms are equipped for both theory and practical classes. Hot and cold water will be available for the students in the hand washing facilities, as well as potable drinking water. Appropriate ventilation as well as work stations will be provided to the students.

EQUIPMENT

Maiquela's Cosmetology Academy will already have the following equipment available for the students on premises:

- ï Sufficient electrical equipment, Dermal Lights for giving instruction in skin care and electrical facials.
- ï 10 Mannequins, with full head of hair
- ï 1 Time Clock
- ï 5 Shampoo Bowls
- ï 6 Dryers
- ï 7 Make-Up Stations
- ï 2 Facial Chairs or Facial Couches
- ï 15 Hair Cut & Hair Coloring Stations
- ï 8 Manicure Stations
- ï 4 Pedicure Massage unit
- ï 1 Electrical Cap
- ï Uniforms, which will be available at the institution
- ï Thermal hair Straighteners:
 - * Electric comb (1)
 - * Non-electric comb (3)
 - * Stove (for non-electric combs) (1)
 - * Electric curling iron (two different sizes) (2)
 - * Stove (for non-electric curling irons) (1)

ï **Textbooks and References:**

- * Milady standard Cosmetology (Cosmetology)
- * Milady standard Technology (Cosmetology)
- * Milady's Exam review Workbook (Cosmetology)
- * Milady Standard Nail Technology textbook (Manicurist)
- * Milady Standard: Nail Technology—workbook (Manicurist)
- * Milady Standard Nail Technology—exam review workbook (Manicurist)
- * All books will be available at the school premises in English and Spanish.

A list of the text and reference books approved by the **Board**.

The Cosmetology act, the rules and regulations of the Board of Barbering and Cosmetology; Which will be available at the Academy's premises.

On the academy's premises will also be two other approved texts other than the one text possessed by the student for student reference.

The amount of equipment will increase as the student body increases.

SPECIFICATIONS OF EQUIPMENT

- ï Sufficient electrical equipment and Dermal Lights- These lights are needed for giving instruction in skin care and Electrical Facials. (Owner)
 - ï Mannequins, with full hair and stand. They will be used for training and teaching. They will train the students how to manage hair for cutting and styling. (Owner)
 - ï Time Clock. This allows the academy to have an accurate official record of the hours that the student finished when completed the total course. (Owned)
 - ï Shampoo Bowls. These sinks have curved cutouts designed to accommodate the back of a person's neck while his or her hair is washed. (Owner)
 - ï Dryers. Hand held electric blower that blows cool, warm, or hot air into a person's hair to dry it or style it.
 - ï Make-Up Station Equipped with table and chair to help the students to work comfortable and it has two mirrors to make the teaching of the class more effective. (Owner)
 - ï Facial Couches equipped with a reclining bed that take different positions, this will make the job much easier for the students to perform. (Owner)
 - ï Hair Cut & Hair Coloring Station with proper chairs and mirrors. (Owner)
 - ï Manicure station- Each one has an appropriate table, chair and on individual light this will be convenient for the students because they will not need to bring anything else for their practice or learning but their kits. (Owner)
 - ï Pedicure Massage Station- This will be convenient for the students because they have a place to sit a water bowl accessible to wash and work on the costumers feet. (Owner)
- They don't need to bring anything else for their practice or learning but their kits.**
- ï Electric Cap It's a safety device that speed up the time to dry the human hair. (Owner)
 - ï Uniforms: This will give a clean, professional look and safety attire to work in a clean and safety atmosphere.
 - ï Thermal hair Straighteners: This will make a safety and effective way to straighten and curling the hair.
(Owner)

ADMISSION

A GED or a high school diploma is required for admission. Applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate will be administered the Combined English Language Skills Assessment (CELSA) Ability to Benefit Test. This test is administered by an independent third party administrator and the cost of the test is paid by the student. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not attain a qualifying score, the student may take a different CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days. A qualifying score is 97.

Recognition of Credit Policies

This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. Students, who for legitimate reasons, wish to transfer into the school from another accredited or state approved program, are permitted to do so with credit earned at the other institution.

This institution does not award credit for prior experiential learning.

This institution has not entered into an articulation or transfer agreement with any other institution.

GRADUATION REQUIREMENT:

When the student has completed the specified minimum required hours and operations upon the completion of the Sixteen hundred (1600) hour course. When the student has completed all required theory hours, practical operations and a cumulative total of clock hours required for the course which encompass both theory and practical training, with a GPA (Grade Point Average) of (70%) "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Program examination.

ELIGIBILITY FOR LICENSURE

Each Board of Barbering and Cosmetology program offered requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$125 non refundable initial license fee accompany the completed application. Students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam.. **Maiquela's Cosmetology Academy** assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations

The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Be at least 17 years of age.
- Completed the 10th grade in a public school or its equivalency
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.
- Cosmetology Program: Completed 1600 hours in a Board approved school.
- Manicurist Program: Completed 400 hours in a Board approved school.

Accreditation Status

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

PROBATION PERIOD:

Students who fail to meet SAP standards (due to either lack of attendance and/or low grades) during a given evaluation period will be placed on probation status until the following evaluation period. Students who fail to meet Satisfactory Academic progress by the conclusion of the probation period will be deemed not making satisfactory progress. Students at this time may be terminated from the course of study. Students, who meet SAP by the conclusion of the probation period, will be removed from the probation.

APPEAL PROCEDURES:

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

CONDUCT POLICY:

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

LANGUAGE PROFICIENCY

The following apply to students for whom English is not their primary language and will be taught in English. For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level. The following apply to students for whom Spanish is their primary language and will be taught in Spanish a student who wishes to take our program of study in the Spanish language will need to take a Spanish Proficiency exam. This institution uses the American Council on the Teaching of Foreign Languages. (ACTFL) The Listening Proficiency Test (LPT) which tests for the level and ability to understand the spoken word of the Spanish language. The Listening Test for Professionals® (LTP) is a standardized, computer-delivered test for the global assessment of listening ability in a language. LTPs measure how well a person understands spoken discourse as described in the ACTFL or ILR rating scales. The level of Spanish proficiency required is "Novice to Mid Intermediate" as defined by the test developer.

LANGUAGE OF INSTRUCTION

Instruction is provided in English and Spanish.

ESL INSTRUCTION

This institution does not provide ESL instruction.

FINANCIAL AID

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at **Maiquela's Cosmetology Academy** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Maiquela's Cosmetology Academy to determine if your diploma will transfer."

RIGHT TO CANCELLATION

The Student has the right to cancel this contract for school, without any penalty or obligation, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later less the application fee, not to exceed two hundred and fifty dollars (\$250.00). If you cancel, any payment made on your behalf will be returned to the payee within forty five (45) days following the School's receipt of the Student's written and dated cancellation. If the School gave the Student any equipment, the Student may return the equipment within ten days of the date the Student signed the cancellation notice.

If the Student does not return the equipment within this 30-day period, the school may keep an amount out of what the Student paid that equals the documented cost of the equipment. The School is required to refund any amount over that as provided above and the Student may keep the equipment. To cancel the contract for school, the student must mail or deliver a signed and dated copy of the cancellation notice, or fax. **REMEMBER, THE- STUDENT MUST CANCEL IN WRITING.** The Student does not have the right to cancel by just telephoning the school or by not coming to class.

Once purchased, the equipment and materials specified on the Equipment Schedule become the property of the student unless the materials are returned in usable condition (excluding health or sanitary items) within thirty (30) days following the date of the Students' withdrawal from school. The School will refund only the amount that exceeds the documented cost of those materials. Clearly recognized health and sanitary restrictions prevent the school from accepting the return of the equipment and or materials so specified on the Equipment Schedule. Cost of medical or other examinations, if required, are to be borne by the Student. School agrees charges collected from the Student, which the schools holds for the purpose of paying to any other public or private person, firm, organization or agency, such as for a bond, license application, or examination fees, or any similar fees or charges, shall, where the Student cancels or withdraws from the course at any time prior to completion, be refunded in full.

Such charges are not subject to any refund if the School has paid them prior to the receipt of notice of withdrawal or cancellation. The School reserves the right to change or modify, without notification, the program content, equipment, staff or materials and organization as necessary for the ongoing improvement of the program in order to keep pace with technological progress and to improve instructional quality, with approval of the Schools licensing agent, if necessary. Such changes will not diminish the quality of any program or result in tuition increases for the duration of this agreement.

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

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The School shall refund any amount paid by the student within 45 days after it receives the notice of cancellation. Notice of cancellation may be given by mail, hand delivery, or fax. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that the student no longer wishes to be bound by the Agreement

REFUND POLICY

The Student has the right to cancel this contract for school, without any penalty or obligation, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later less the application fee, not to exceed two hundred and fifty dollars (\$250.00). The Student has the right to withdraw at any time from the course of instruction as described above (RIGHT TO CANCELLATION). If the Student withdraws or is terminated, or expelled, by the school, the school shall remit a refund as provided in this section less an Application Fee not exceeding two hundred fifty dollars (\$250.00) within forty five (45) days following withdrawal, termination, or expulsion. The student shall be deemed by the school to have withdrawn from the course of instruction when any of the following shall occur: (1) the student notifies the school of withdrawal or of the date of the student's withdrawal, whichever is later; (2) the school terminated the student's enrollment as provided above; (3) the student fails to attend classes for a three-week period. For the purpose of the calculation of this part, the date of the Student's withdrawal shall be deemed to be the last date of recorded attendance.

CALCULATION OF REFUND AMOUNT: The refund shall be the total amount the student paid (institutional charges) for instruction divided by number of hours of the program, multiplied by the number of days or scheduled to attend prior to withdrawal.

GRADING PROCEDURES

Students are assigned theory study and a minimum number of practical operations.

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

Theory work will be graded according to the following scale

Written:	90% - 100%	A	Excellent
	80% - 89%	B	Good
	70% - 79%	C	Satisfactory
	60% - 69%	D	Unsatisfactory
	Below 60%	F	Failing

Practical work will be graded as follows:

Practical:	4 points	A	Excellent
	3 points	B	Good
	2 points	C	Satisfactory
	1 point	D	Unsatisfactory
	No points	F	Failing

Learning Expectations

Students must attend scheduled theory class, lectures, and demonstrations, read assigned chapters of text books, answer theory and practical workbook, prepare written procedures on practical operations, and perform practical operations on a patron and/or a mannequin.

STANDARDS OF SATISFACTORY PROGRESS

This Institution expects all of the students to maintain Satisfactory Academic Progress (SAP). The institution requires all students attending must be making satisfactory progress as determined in our guidelines. The student must:

1. Maintain a cumulative academic average of "C" (70%) or better at the end of the evaluation period.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3), (67%) of the scheduled hours indicated on their enrollment contract at the end of the evaluation period.
3. Complete the course within a maximum time frame of one and one-half (1 1/2) time the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course 40 weeks (including grace time for absences, two weeks) he or she must complete within 80 weeks

Students meeting the minimum requirements at any evaluation point will be considered to be making satisfactory progress until the next scheduled evaluation.

The following factors will be measured to determine Academic Progress:

Theory test grades, the completion of work assignments, assigned projects, chapter outlines, and practical work (including manikin and patron work).

Theory work will be graded according to the following scale:

Written:	90% - 100%	A	Excellent
	80% - 89%	B	Good
	70% - 79%	C	Satisfactory
	60% - 69%	D	Unsatisfactory
	Below 60%	F	Failing

Practical work will be graded as follows:

Practical:	4 points	A	Excellent
	3 points	B	Good
	2 points	C	Satisfactory
	1 point	D	Unsatisfactory
	No points	F	Failing

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

REQUIRED PRACTICAL OPERATIONS

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

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

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

- C - 3 Procedures incorrect (SATISFACTORY progress).
- D - 4 Procedures incorrect (RETURN Student to manikin head for developing of skills).
- E - All Procedures were done incorrectly (REMOVE student from clinic floor to freshman class).

ATTENDANCE POLICY

Students are required to attend 85% of the scheduled sessions throughout the entire program. By maintaining a cumulative average attendance level of at least 85% of the scheduled hours indicated on the student's enrollment contract at the end of each evaluation period ensures that there will be completion of the student's program within 150% of the scheduled course length which is the maximum time frame in which a student must complete the course. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student must complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks. The student will be notified of their probation status and they will be required to meet with the Chief Academic Officer.

Makeup hours: upon signing your enrollment agreement, your tuition covers all fees up to your anticipated graduation date. Students may make-up any missed hours at the discretion of their instructor as long as there is space in the classroom. However, after the scheduled completion date for your program, MCA will continue to train students toward completion for an additional 20 hours at no additional cost. Once the student has exhausted the additional 20 hours of training, each additional hour will cost \$5 per hour. Sick days, personal religious holidays, etc., are subjected to this charge. Approved documented medical emergencies, court days, pre-arranged days off, or funerals are not subject to this charge.

Absences

Absences will be considered excused under the following conditions:

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

Tardiness

Day school starts at 9:00 a.m. to 5:00 p.m. Night School starts at 5:00 p.m. to 9:00 pm. There is a 7 minute grace period, after that the student may not clock in or attend. NO grace period is observed, the student must clock in before or at the specified time. However the student may make up any hours missed on a specified day depending on your schedule:

- a. Any day by staying longer for a maximum of 12 hours per day.
- b. Being late for three days in a week, shall lead to a 1 day suspension.
- c. Hours will not be added nor deducted from a student's record for disciplinary reasons.
- d. Hours are computed on a quarter of an hour basis (for example: 48 minutes would be computed at ¾ of an hour for credit purposes).

LEAVE OF ABSENCE

The **Maiquela's Cosmetology Academy** ceased allowing a leave of absence.

Re-Enrollment

Previously enrolled students who have not completed their program requirements may apply for reenrollment by presenting a written request for re-enrollment. The request should include both a detailed explanation of the reasons for the student's previous withdrawal and why the student should be allowed to re-enroll. If the student is approved for re-enrollment, full credit for previous properly documented and paid for instruction hours will be granted in accordance with State regulations Unpaid balances from any previous enrollment must be resolved prior to re-enrollment.

TUITION POLICY AND FEES SCHEDULE

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee	STRF	Books & Materials	Total Program Charges
Cosmetology	\$9,400	\$250	\$0	\$1,800	\$11,450
Manicurist	\$3,500	\$250	\$0	\$1,000	\$ 4,750
Cosmetology					
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>					\$ 4,700
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>					\$11,450
Manicurist					
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>					\$ 4,750
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>					\$ 4,750

Students withdrawing from **Maiquela's Cosmetology Academy** prior to completion of their contracted program must pay all balances in full prior to the release of the Proof of Training and/or Record of Withdrawal documents for the hours completed in the academy.

The school reserves the right to change tuition and fees, make subject changes when necessary and make substitutions in kits as required without prior notice. Any changes in fees will not affect attending students.

If a student obtains a loan to pay for an institutional program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid funds.

EXTENDED TRAINING

Students requiring training beyond required hours will be charged at \$5.00 per hour for all courses.

LEARNING RESOURCES

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered.

Learning resources: A resource library containing many audio and visual aids, books, periodicals, magazines on styling, skin care, nail care, motivation, health and wellness for student's reference. Students may check-out reference materials during normal business hours (9am to 9pm Monday through Thursday and 9:00 am to 3:00 pm Friday) by submitting a request to their instructor or a representative from the office.

JOB PLACEMENT ASSISTANCE

Maiquela's Cosmetology Academy main objective is to provide specialized training that prepares our graduates for employment as a Manicurist or Cosmetologist. The staff works with salon owners and employers to provide students the opportunity to obtain gainful employment after they have received their license. We encourage students to discuss their employment aspirations with the instructor or member of the administrative staff. Job placement assistance is provided to graduates and students upon request at no extra charge, but the school does not give any guarantee of employment nor data placement school use as an incentive to attract prospective students to enroll.

CAREER COUNSELING

Students are counseled individually, approximately every 400 hours for Cosmetology Course, every 100 hours for Manicurist training course to review the student's progress and adjustment. Students may request additional counseling sessions at any time.

PROBLEM/COMPLAINT RESOLUTION PROCEDURES

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

1. Problems, complaints, concerns, or misunderstandings severe in nature should be brought in writing immediately to the attention of your instructor. The instructor will meet with the complainant within ten (10) days of receipt of written complaint. In the event the issue is not resolved to the satisfaction of both parties, either party may request the matter be referred to the school's Chief Executive Officer. If more information from the complaint is needed, a letter shall be written outlining the additional information. In the event the "NO" further information is needed the Chief Executive Officer shall act on the allegations and a letter will be sent to the complainer and within fifteen (15) calendar days starting the steps to be taken to correct the problem or reasonable explanation as to why situation cannot be changed.
2. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet website at www.bppe.ca.gov
3. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:
Bureau for Private Post-secondary Education
Physical address
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov
Telephone (toll free):(888) 370-7589 or (916) 431-6959 or by fax (916) 263-1897
4. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

HEALTH AND SAFETY

The institution will keep all working areas in a clean and safety condition at all times. The students should be aware of the physical demands required the beauty and wellness professional industry. This industry generally requires continued standing or sitting and constant use of the upper torso, shoulder, arms, wrist and hands, upper back and neck and the necessary care for the handling of harmful materials. Students have to be careful of the application of liquids that can produce allergies or discomfort. A student must be physically capable of performing all required activities conducted at the Academy and comply with all safety policies and procedures

EXTERNSHIP PROGRAM PARTICIPATION

Participation in the Externship Program made available by the **Maiquela's Academy of Cosmetology** is strictly voluntary on the part of the student, school and salon. The student may terminate their participation in the program anytime and return to school.

All hours and operations completed under this program will be translated into course credit. The school may not use the Externship Program as a prerequisite for graduation.

APPROVALS

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.

STUDENT SERVICES

The institution does provide placement and career counseling services. However, this institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community.

STUDENT ENROLLMENT AND ATTENDANCE

Day Schedule:	Monday - Friday	from	9:00 am. to 3:00 p.m.
Night Schedule:	Monday - Thursday	from	4:00 pm. to 9:00 p.m.

HOLIDAYS - SCHOOL CLOSED

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

NONDISCRIMINATION STATEMENT

In compliance with federal, state, and local government requirements, the institution does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, handicap or sexual orientation in the administration of its educational programs, School-administered programs and publications, or employment practices. **Maiquela's Cosmetology Academy** does not discriminate against qualified individuals with disabilities.

HOUSING

Maiquela's Cosmetology Academy has no responsibility to find housing for any student. None of the programs offered are residential, neither do they provide any sort of housing to any student. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,000 a month. (www.apartments.com)

RECORDKEEPING

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

STUDENT RIGHTS AND RESOURCES

Faculty and administrative staff will be available for guidance throughout your enrollment and any career questions that you may have.

Maiquela's Cosmetology Academy does not guarantee employment to graduates but does help them be as employable as possible, as well as orients them on how to be the best they can be.

For the convenience of the students, uniforms and books which will be required for the program will be sold at the premises.

If the student has any grievances they are to file a written complaint to the Chief Executive Officer explaining the situation and the Chief Executive Officer of the institution will handle it immediately.

STUDENT TUITION RECOVERY FUND

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charge on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act." You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all the following applies to you.

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You must pay the state imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third-party, such as an employer, government program or other payer, and you have no separate agreement to repay the third-party." To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment. Students whose entire tuition and fees are paid by a third party organization are not eligible for participation in the Student Tuition Recovery Fund. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

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

Website: www.bppe.ca.gov

Bureau for Private Post-secondary Education

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Telephone and Fax #S: (888) 370-7589 or by fax (916) 263-1897

(916) 431-6959 or by fax (916) 263-1897

EDUCATIONAL PROGRAM COSMETOLOGY

Description

The curriculum for students enrolled in the cosmetology course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

The primary purpose of the Cosmetology Course is to train the students in the basic manipulative skills on all phases of Cosmetology, skin care, manicure and pedicure, safety judgments, proper paper work habits and desirable attitude to pass the State Board Examination and for competency in job entry level positions in Cosmetology or related career field.

MISSION

The mission of the program is to help contribute to the workforce training needs of the area by successfully training motivated adult students in their acquisition of skills as required to be licensed as a Cosmetologist in California. Upon successful completion, graduates are ready to pass the required state test and be licensed as Cosmetologist in the State of California.

OBJECTIVES

At the completion of the program the student will be able to

1. Properly use and handle all cosmetology related tools such as; scissors, razors, curling irons, low driers, dermal lights, combs and brushes, etc..
2. Apply corrective and preventative skin care treatments, and apply make-up.
3. Effectively use styling techniques which include, roller setting, thermal styling, pressing, finger waving, pin curls etc..
4. Perform chemical services such as, permanent waving, hair coloring, bleaching, chemical relaxing etc..
5. Perform haircutting services using scissors, razors, and thinning tools.
6. Perform Manicuring, Pedicuring and artificial nail services.
7. Apply scalp and hair treatments including the use of therapeutic message.

Graduation Requirements

When the student has completed the specified minimum required hours and operations upon the completion of the Sixteen hundred (1600) hour course. When the student has completed all required theory hours, practical operations and a cumulative total of clock hours required for the course which encompass both theory and practical training, with a GPA (Grade Point Average) of (70%) "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Program examination. Students must pass a final exam. No externship is required

Textbooks, Resources

Milady Standard Cosmetology, 13th Edition exam review book and theory and practical assignments, notes from class lectures, supplemental material handed out in class, lectures from various beauty educators who represent companies and other beauty related representatives.

Two instructors are required to teach this educational program. One instructor must be currently licensed as a Cosmetologist by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in this field. The other instructor will teach only the Manicuring portions of the curriculum. This instructor must be licensed as a Manicurist by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in this field

LIST OF ITEMS FOR COSMETOLOGY COURSE

Cosmetology kit which is included in this program will contain the following:

BOOKS SET

- Text book Milandy's Standard
- 1 Theory Work book
- 1 Practical Work book
- 1 Review Exam Book

ELECTRICAL ITEMS

- Stove
- Blow Dryer
- Curling Iron
- Clippers (boy hair cuts)

FACIALS

- | | | |
|--|--|---|
| <ul style="list-style-type: none">Facial ScrubFacial MasqueFacial CleanserFacial TonerFacial Moisturizer | <ul style="list-style-type: none">* Mannequin Head* Mannequin Stand* Marcel Hot Iron* Pressing Comb* Processing Caps | <ul style="list-style-type: none">* All Purpose Clips* Metal Duck Clips* Single Pron Clips* Plastic Butterfly Clips* Shears |
| <ul style="list-style-type: none">TweezersPlastic SpatulaMake-UpMake-Up Brushes | <ul style="list-style-type: none">* Hair Shaper Razor* Razor Blades* Shampoo Cape* Comb out Cape | <ul style="list-style-type: none">* Hair Cutting Cape* Hair Rollers* 3 dz White Long Perm Rods* 1dz White Short Perm Rods |

UNIFORM

- | | | |
|---|---|--|
| <ul style="list-style-type: none">Round Vent BrushCushion Paddle BrushStyling BrushLarge Tint BowlTint BrushStyling CombsRat Tail Combs | <p>Must be solid
Black (scrubs)</p> | <ul style="list-style-type: none">* Water Bottle Spray |
|---|---|--|

SHOES

Black or white Closed toes and heels

MANICURE, PEDICURE & NAILS

- | | | |
|--|---|--|
| <ul style="list-style-type: none">Polish RemoverHand LotionCuticula OilCuticula RemoverAntisepticManicure BowlNail Tips (clear & natural)Damping Dish1 Tubs for Pedicure | <ul style="list-style-type: none">* Plastic Fingers* Cuticula Scissors* Cuticula Nippers* Toe Nail Clippers* Finger Nail Clippers* Manicure Brush w/handle* Emery Boards 5"* Orange Woodsticks | <ul style="list-style-type: none">* Nail Glue* Nail Forms* Acrylic Nail Files* Silk Wrap Sheets* Four Sided Buffer* Acrylic Liquid* Acrylic Powder* Acrylic Nail Brush* Nail Polish & Top Coat |
|--|---|--|

ADDITIONAL ITEMS

- White Towels (at least 5 med.)
- Cotton Strips
- Cotton Balls & Box of Tissue
- Shaving Cream
- Gel
- Hair Spray
- End Papers For Perms
- Sanex
- Bobby Pins & Wax Kit

■ COSMETOLOGY CURRICULUM (1600 Total Clock Hours)

- Modules of Instruction**

Module	Module Description	Technical Instruction (Hours)	Minimum Required Practical Operations (actual operations)
<u>1100 Hours of Technical Instruction and Practical Training in Hair Dressing</u>			
Module 1 Hairstyling	In this course the student will learn the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
Module 2 Permanent Waving and Chemical Straightening	In this course the student will learn the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
Module 3 Hair Coloring and Bleaching	In this course the student will learn the following techniques and procedures (also including, the use of semi-permanent, semi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers	60	50
Module 4 Hair Cutting	In this course the student will learn the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<u>200 Hours of Technical Instruction in Health and Safety</u>			
Module 5 Laws and Regulations	In this course the student will learn about the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	0
Module 6 Health and Safety Considerations	In this course the student will learn the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter.	45	0
Module 7 Disinfection and Sanitation	In this course the student will learn the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.	20	0
Module 8 Anatomy and Physiology	In this course the student will learn about Human Anatomy, Human Physiology.	15	0
<u>200 Hours of Technical Instruction and Practical Training in Esthetics</u>			

<p>Module 9 Manual, Electrical and Chemical Facials</p>	<p>In this module the student will learn the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	25	40
<p>Module 10 Eyebrow Beautification and Make up</p>	<p>In this section of the course the student will learn about the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.</p> <p>In this section of the module the student will learn about the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.</p>	25	30
<p>100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring</p>			
<p>Module 11 Manicuring and Pedicuring</p>	<p>In this module the student will learn about Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.</p>	10	25
<p>Module 12 Artificial Nails and Wraps</p>	<p>In this module the student will learn about Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs</p>	25	120 nails
<p>Module 13 Professionalism</p>	<p>Professionalism</p> <p>In this module the student will learn about communication skills that include professional ethics, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers.</p>	25 hrs	
<p style="text-align: center;">21</p>			

EDUCATIONAL PROGRAM MANICURIST

DESCRIPTION

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

MISSION

The mission of the program is to help contribute to the workforce training needs of the area by successfully training motivated adult students in their acquisition of skills as required to be licensed as a Manicurist in California. Upon successful completion, graduates are ready to pass the required state test and be licensed as a Manicurist in the State of California

OBJECTIVES

At the completion of this program the student will be able to

- Clean and sanitize tools and work environment.
- Schedule client appointments and accept payments.
- Remove previously applied nail polish, using liquid remover and swabs.
- Clean customers' nails in soapy water, using swabs, files, and orange sticks.
- Shape and smooth ends of nails, using scissors, files, and emery boards.
- Apply undercoat and clear or colored polish onto nails with brush.
- Advise clients on nail care and use of products and colors.
- Assess the condition of clients' hands, remove dead skin from the hands and massage them.
- Soften nail cuticles with water and oil, push back cuticles, using cuticle knife, and trim cuticles, using scissors or nippers.
- Brush powder and solvent onto nails and paper forms to maintain nail appearance and to extend nails, then remove forms and shape and smooth nail edges using rotary abrasive wheel

Graduation Requirements

When the student has completed the specified minimum required hours and operations upon the completion of the four hundred (400) hour course. When the student has completed all required theory hours, practical operations and a cumulative total of clock hours required for the course which encompass both theory and practical training, with a GPA (Grade Point Average) of (70%) "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Program examination.

Textbooks, Resources

Milady's Standard Nail Technology, 6th Edition, 2011, the Milady Art and Science Manicuring text book, exam review book and theory and practical assignments, notes from class lectures, supplemental material handed out in class, lectures from various beauty educators who represent companies such as: OPI Nails, Elite Nails and other beauty related representatives.

One instructor is required to teach this educational program. The instructor must be currently licensed as a Manicurist by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in this field.

LIST OF ITEMS FOR MANICURIST COURSE

Manicurist kit which is included in this program will contain the following:

i	Polish Remover	* Plastic Fingers	* Nail Glue
i	Hand Lotion	* Cuticula Scissors	* Nail Forms
i	Cuticula Oil	* Cuticula Nippers	* Acrylic Nail Files
i	Cuticula Remover	* Toe Nail Clippers	* Silk Wrap Sheets
i	Antiseptic	* Finger Nail Clippers	* Four Sided Buffer
i	Manicure Bowl	* Manicure Brush w/handle	* Acrylic Liquid
i	Nail Tips (clear & natural)	* Emery Boards 5"	* Acrylic Powder
i	Damping Dish	* Orange Woodsticks	* Acrylic Nail Brush
i	1 Tubs for Pedicure		* Nail Polish & Top

MANICURING CURRCULUM (400 Total Clock Hours)

Modules of Instruction

Module	Module Description	Technical Instruction (Hours)	Minimum Required Practical Operations (actual operations)
<u>300 Hours of Technical Instruction and Practical Training in Nail Care</u>			
Module 1 Manicures and Pedicures	The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	60 hrs	60 180 nails
<u>100 Hours of Technical Instruction and Practical Training in Health and Safety</u>			
Laws and Regulations	The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	
Module 2 Health and Safety Considerations	The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25 hrs	
Module 3	The subject of Disinfection and Sanitation shall include, but	20 hrs	10

Disinfection and Sanitation	is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.		
Module 4 Bacteriology, Anatomy and Physiology	The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and condition	10 hrs	
Module 5 Professionalism	Professionalism In this module the student will learn about communication skills that include professional ethics, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers.	25 hrs	