



STUDENT CATALOG  
RULES, REGULATIONS & GUIDELINES

2018

## TABLE OF CONTENTS

Table of Contents.....	1
Welcome.....	2
Mission Statement.....	2
Admission Requirements and Process .....	3
Re-entry Policy.....	3
Transfer Policy .....	3-4
Advantage Program .....	4
Attendance Policy and Leave of Absence Policy.....	4-6
School Calendar.....	6
Campus Security/Drug and Alcohol Prevention Policy.....	7
Federal Financial Aid Penalties for Drug Violations.....	7
Careers in the Beauty Industry .....	8
Career Opportunities .....	8
Cell Phone Policy.....	8
Conduct Policy.....	8
Constitution Day.....	8
Continuing Education Requirements .....	9
Copyright Policy.....	9
Cosmetology Program Outline and Description .....	10-15
Esthetician Program Outline and Description.....	16-20
Disability Accommodation and Grievance Policy.....	21-22
Dress Policy.....	22-23
<b>Educational Enhancement Programs</b>	
Accreditation and Licensure.....	23
Memberships and Associations.....	23
Externship Policy.....	24
Facilities.....	24
Grading Policy .....	25-26
Graduation Requirements.....	26
Grievance Procedure.....	26
History.....	26
Languages Offered.....	27
State Licensure Requirements.....	27
Locker Policy.....	27
Non-Discrimination Policy.....	27
Physical Requirements and Safety Demands of the Cosmetology Industry .....	28
Refund Policy.....	28-30
Satisfactory Academic Progress Policy.....	30-32
Schedules .....	33
Smoking Policy.....	33
Staff and Faculty Members.....	34
Student Right of Access and Record Retention Policy.....	34-35
Record Retention and Transcripts.....	35
Student Status.....	35
Student Support Services .....	35-36
Student Tuition Recovery Fund .....	37
Termination Policy.....	37
Time Clock & Time Card Procedure.....	37-38
Tuition and Financial Services .....	38-44
Voter Registration.....	44
<b>Approved Courses Not Currently Offered</b> .....	44-65
Tuition for Approved Courses Not Currently Offered.....	44-45
Barbering Program Outline and Description .....	46-50
Cosmetology to Barber Crossover Program Outline and Description .....	51-55
Barber to Cosmetology Crossover Program Outline and Description .....	56-60
Nail Care Program Outline and Description .....	61-65

## **DEAR PROSPECTIVE STUDENT**

The purpose of the catalog is to provide prospective and current students with information regarding Lytle's Redwood Empire Beauty College (hereafter referred to as "Lytle's Beauty College," "College," and/or "institution"), including its rules, policies and procedures.

Upon request a paper copy of this catalog will be provided.

Lytle's Redwood Empire Beauty College, Inc., is proud to be family owned and operated for over 41 years, and has remained committed to helping students achieve dreams, accomplish goals, and grab opportunity. With the partnership of Pivot Point and Milady, we offer education to become a Cosmetologist or an Esthetician. An education from Lytle's Beauty College enables students to become entry-level, industry professionals in many specialty areas. Our educators will train and guide you as you apply your knowledge and techniques on mannequins and clients in a salon-like environment.

### **Cosmetology**

The Cosmetology Program is a 1600-hour program of technical instruction and practical operations covering all practices of a Cosmetologist.

You'll learn the fundamentals and theory of cutting, coloring, perming/relaxing, styling and finishing hair, skin care, makeup, nail care, nail techniques, as well as customer service and business basics, and product knowledge in a zone setting. Students complete four 12-week zones. You will start in zone 1 (also referred to as primary training) learning all the fundamentals to services clients in the student salon. In Zones 2-4 you will spend time in theory, continue building the fundamentals from the prior zones, provide services to clients and complete operations in the student salon.

### **Esthetician**

The Esthetician Program is a 600-hour program of technical instruction and practical operations covering all practices of an Esthetician.

You'll learn the fundamentals and theory of skin structure, upper body massage, our collection of signature facials and back facials, microdermabrasion, facial and body waxing and day, evening and fantasy makeup with MAC cosmetics, as well as customer service and business basics, and product knowledge in a zone setting. Your first six weeks of training will be zone 1 (also referred to as primary training) learning all the fundamentals to services clients in the student salon. Zone classroom time will consist of theory and building on the fundamentals from zone 1. Esthetician students spend one week in zone classroom and the next week servicing clients and completing operations in the student salon.

**Note:** The College reserves the right to change its rules, policies and procedures. The College will notify students of any policy change in writing.

## **MISSION STATEMENT**

The mission of Lytle's Redwood Empire Beauty College, Inc. is to prepare students to pass the state exam while providing a creative and nurturing educational environment, which promotes personal and professional success in Cosmetology Arts & Sciences.

The following goals and objectives must be met in order for Lytle's Beauty College to accomplish the above mission.

- Train and prepare students to pass the California state exam.
- Prepare students for entry-level employment.
- Teach students professionalism and customer service.
- Provide current teaching techniques and introduce new trends and styles.
- Maintain a well-rounded instructional and administrative staff.

## ADMISSION REQUIREMENTS AND PROCESS

The College determines eligibility through the admissions process and an entrance exam. The College does not recruit students who have been admitted to or who are already attending another institution that offers similar programs of study.

### The Process

To be considered for admission as a full-time student, a prospective student must complete the following requirements:

- Complete an interview and college tour with an Admissions Representative.
- Submit a completed Enrollment Application.
- Submit a professional reference on the College's Letter of Recommendation form.
- Submit a 250-Word Essay reflecting your personal and professional history, as well as how this has influenced your decision to join the Cosmetology or Esthetician field.
- Be at least 18 years old by the first day of class.
- Applicants must have completed high school and provide their official high school transcripts, or have completed the 10<sup>th</sup> grade and provide a General Education Development Certificate (GED) or an equivalent certificate, or California High School Proficiency Examination Certificate (CHSPE) or provide a state certification of home-school completion. This College does not accept Ability to Benefit.
  - All foreign high school transcripts must be translated and evaluated by an outside company that is qualified to translate documents into English prior to being submitted to the College for verification. Foreign high school diplomas will be evaluated to ensure the academic equivalence to a U.S. high school diploma is met.
  - Students who have been home schooled may be eligible for enrollment if they meet the standards under state law and if they are beyond the age of compulsory education. See an Admissions Representative for home school qualification evaluation.
- Demonstrate proficiency in general English comprehension and mathematics by passing the College's Admissions Exam with a score of 75% or higher.
- Applicants must be a U.S. citizen, or an eligible non-citizen and may be required to provide proof of citizenship status.
- Review financing with Admissions Representative.
- Provide a \$100.00 non-refundable enrollment deposit.
- Sign Letter of Acceptance.

### RE-ENTRY POLICY

Anyone interested in re-entry must submit a written request, to the Director, stating why re-enrollment should be considered. The College will review the request for re-entry and make a determination. When considering a written request for re-enrollment, the following factors are considered: (a) Previous academic and attendance record; (b) Ability of student to work with staff, students, and clients; (c) Reason for re-enrollment; and (d) Current student capacity. **Note:** Students with balances sent to collections are not eligible for re-enrollment. Students may only re-enroll two (2) times.

### TRANSFER POLICY

The College considers hours for transfer students from other institutions on a case by case basis. Students who have had previous training at another school of Cosmetology in California not more than 5 years ago, if accepted, will be given a maximum of 400 hours for the Cosmetology program and 150 hours for the Esthetician program. Transfer hours accepted by the College are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Students who have had previous training outside the State of California must furnish proof to the California Board of Barbering and Cosmetology (BBC) of clock/credit hours earned. After an evaluation, the BBC will notify the student, in writing, of the required number of hours that must be completed in a California School of Cosmetology to be eligible to take the state licensing examination. If a student is licensed in another state and does not meet the reciprocity requirements from the BBC, and is required by the BBC to complete deficient hours, the student will need to follow the Admission and Enrollment Requirements found in this catalog. It is the student's responsibility to provide copies of all records of withdrawal from periods of previous training.

The cost for transfer students is based upon the current per-hour tuition rate. The per-hour cost does not include the cost of the required equipment and textbooks.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of hours you earn at Lytle's Redwood Empire Beauty College, Inc. 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 hours or 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 program work 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 Lytle's Redwood Empire Beauty College, Inc. to determine if your hours or diploma will transfer.

The college does not grant credit for prior experiential learning.

The College has not entered into an articulation or transfer agreement with any other college or university. The College does not offer credit for prior experiential learning.

## **ADVANTAGE PROGRAM**

The Lytle's Beauty College Advantage Program may include the Extern Program, Honors Awards, Attendance Awards, Discounted Personal Services, Field Trips, and participation in Lytle's Beauty College Student Government. All Graduate students receive life-time Alumni Discounts for our Student Salon.

The general minimum standard for qualification is 90% attendance and 85% academic average.

When a student requests to participate in an outside event such as Externship or fieldtrips a student's attendance and academics will be reviewed for qualification. Every month students with perfect attendance receive an award certificate.

Upon graduation, students who have an overall GPA and attendance of 95% will graduate with honors and will receive an honors award.

## **ATTENDANCE POLICY**

All students are expected to attend class regularly and be on time. The student is required to complete all Program clock hours in accordance with state requirements. Students are expected to maintain 85% attendance or better to assure timely completion of his or her educational program.

### **Absenteeism**

All absences need to be reported at least 15 minutes prior to the scheduled class start time by utilizing the phone numbers provided below:

\*\*\*Call or Text is available

Primary Training            707-545-8484

\*\*\*Zones 2-5                707-545-8449

\*\*\*Esthetician Students 707-545-8449

\*\*\*Office                    707-545-8490

Education and coursework missed due to absence is the responsibility of the student to make up.

Students are allowed 10% of their contracted Program length in hours to be absent. Absences covered by this 10% policy include, but are not limited to illness, injury, holidays based on religious beliefs, child care problems, suspension, personal problems, vacation, jury duty, car problems, broken alarm clocks, etc. A student who exceeds the 10% may be withdrawn from the College or will be charged additional tuition for hours remaining at the rate of \$20.00 per hour payable in advance until graduation.

There are no unexcused or excused absences.

The 10% absence policy and school calendar is built into the student enrollment agreement and contracted graduation date.

A student who is absent, without contact to the College, for 14 consecutive calendar days, will be automatically withdrawn from the program.

### **Late Arrival (Tardy Policy)**

Students who are not clocked in and/or who are not physically in theory class or student salon at the start time may not be admitted into class/salon. If a tardy student is permitted to attend class (Pre-Approved Late Arrival), the student will have 15 minutes deducted from their hours for every minute missed after each quarter hour.

**Pre-Approved Late Arrival:** A student may formally request, in writing, late admittance into class due to mitigating circumstances, such as medical appointment, court appearance or other verifiable circumstances. The formal request should be submitted to the College Director (or his or her designated authority) in advance of the requested date, and documentation is required prior to late entry to class. The College Director has the authority to grant or deny late entry; all decisions are final.

Students with a pre-approved late arrival are required to notify the College Director (or his or her designated authority) in order to clock in and will be escorted to class. The student is expected to enter class in a manner that allows for limited distraction or disruption. Exceptions to this rule may occur at the discretion of the College Director.

### **Early Departure**

Leaving the College prior to regular dismissal time is considered to be an early departure. If a student must leave earlier than his or her scheduled dismissal time, he or she should complete a Request for Absence form in advance of the departure, and he or she must clock out in order to receive hours. Exceptions to this rule may occur at the discretion of the College Director.

### **Make-Up Hours Policy**

A student who accrues clock hours outside of his or her regular schedule (contracted per the enrollment agreement) will be considered to be making up hours. Make-up hours may include, but are not limited to, student salon work, community service events, field trips and/or other educational experiences. Make-up time is **not guaranteed**, as it may not always be available. When make-up opportunities are available, first priority will typically be given students who meet the Advantages Program guidelines. **MAKE-UP HOURS DO NOT REDUCE ABSENT HOURS**. Make-up hours assist in keeping students on target for graduation. When making up hours, in-house students must complete a Shift Request/Field Trip form.

### **Attendance Warning**

Should a student fall below 85% attendance or have excessive absences/tardiness, will be invited to an advising session with a College official. Our goal is to ensure that a student can successfully complete their program without exceeding the 10% absentee policy. These meetings are designed to keep students on track and encourage great attendance.

During Zone 1 (primary training for cosmetologist and estheticians), it is encouraged that students maintain perfect attendance (100%) due to there being no option to make up time or coursework. Students with absences in Zone 1 will be advised and, based on academics, and curriculum missed the student's enrollment status will be determined. Students with 2 or more No Shows (not calling), or who miss 2 or more Saturdays during their training, without a doctor's note, may be withdrawn.

### **Leave of Absence (LOA) Policy**

Lytle's Beauty College has a Leave of Absence policy that can grant a student a period of time off of school for circumstances such as family medical emergency, student medical emergency, military requirements, or the Director of the college making a determination that a student is unable to benefit from their program for a period of time and can return in a reasonable time frame.

### **LOA Criteria**

The LOA request must be completed and submitted to Administration Office (See LOA Procedures). The College reserves the right to amend this policy on a case-by-case basis. Documentation for a medical LOA must be provided from an attending physician. *Qualifying reasons for taking a LOA include: pregnancy; hospitalization of the student, immediate family member, or someone to whom the student is designated as primary caregiver; military duty; temporary disability; or a serious medical emergency.*

An LOA must be a minimum of two weeks and all LOAs combined cannot exceed 180 days in a 12-month period. Generally, a student cannot take more than two LOAs per enrollment. Students must follow the institution's LOA policy.

### LOA Procedures

1. The student must submit in advance and in writing, using the Leave of Absence form, a request for an LOA; the request shall include the reason for the student's request, and include the student's signature. If the student is unable to complete the LOA form the student must submit in writing by means of mail, email or fax a letter stating the nature of the request, and the requested start and end date of the LOA. Once the college receives your request, you will be contacted, notifying you if the LOA can be approved or not. The date of this notification will be the *official request date*. On occasion, unforeseen circumstances may prevent this from happening. For example, if a student were injured in a car accident and needed a few weeks to recover before returning, the student would not have been able to request the LOA in advance. In this case, the LOA beginning date would be determined by the administration to be *the first date the student was unable to attend school*.
2. In order to grant an LOA to a student, there must be a reasonable expectation that the student will return from the leave.
3. The LOA request and documentation reflecting the circumstance for the LOA must be completed and submitted to administration *within seven days of the official request date*. The return date for a Leave of Absence may be determined by Lytle's Beauty College administration. In some instances, due to unforeseen circumstances, this may not be possible. In this case, the documentation should be provided at the earliest available opportunity.
4. No additional institutional charges will be assessed during a LOA.
5. A student granted an LOA that meets the LOA criteria is not considered to have withdrawn and no refund calculation is required at this time.
6. The Institution will extend the student's contract period by the same amount of time taken in the LOA.
7. Should a student need to extend a Leave of Absence, the extension must be submitted in writing prior to the end date on the original LOA. The student will be notified by Administration if the extension is approved.
8. When returning from a Leave of Absence, the student must report to administration and if returning from a medical LOA, a doctor's release may be required.
9. If a student does not return from a LOA, the student's official withdrawal date will be the last date of attendance.

**If a student has not completed the proper LOA procedures, all time missed will count as absences from school and will affect overtime charges and Satisfactory Progress. If a student misses over 14 calendar days without an official Leave of Absence, his/her contract will be terminated.**

### SCHOOL CALENDAR

#### COSMETOLOGY

Class Orientation Dates	Class Start Dates
August 3, 2018	August 7, 2018
September 14, 2018	September 18, 2018
October 26, 2018	October 30, 2018
December 14, 2018	December 18, 2018
February 8, 2019	February 12, 2019
March 22, 2019	March 26, 2019
May 3, 2019	May 7, 2019
June 14, 2019	June 18, 2019
August 2, 2019	August 6, 2019

#### ESTHETICIAN

Class Orientation Dates	Class Start Dates
August 17, 2018	August 21, 2018
February 15, 2019	February 19, 2019
August 16, 2019	August 20, 2019

**Approved Programs that are currently not offered are: Nail Care Program, Barbering Program, Cosmetology to Barber Crossover Program, Barber to Cosmetology Crossover Program**

The College will be closed the following days in 2017 and 2018.

Labor Day Observance	September 1-3, 2018 /returning Sept. 4, 2018
Thanksgiving Holiday	November 22-26, 2018 /returning Nov. 27, 2018

Christmas Break/New Year's Day	Dec 23 2018-Jan 2, 2019 / returning Jan 3, 2019
Memorial Day Observance	May 26-28, 2018 / returning May 29, 2018
Fourth of July	July 1-9, 2018, / returning July 10, 2018
Labor Day Observance	September 1-3, 2018 /returning Sept. 4, 2018

\*\* The College operates on a year-round basis.

## **CAMPUS SECURITY/DRUG AND ALCOHOL PREVENTION POLICY**

### **Campus Security**

To maintain compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") and related Higher Education Act ("HEA") requirements, and in an effort to continuously promote and improve safety and security measures on campus, the College collects, maintains, and disseminates information regarding its current safety and security policies, victim services and crime statistics. Once collected, the information is presented annually in its Annual Security Report ("ASR") to prospective and current students, faculty and staff and the public. The College's most recent ASR is available on the College's website at: [http://www.lytlesrebc.edu/wp-content/uploads/2017/12/Lytle27s-Annual-Security-Report-28ASR29-2014\\_2015\\_-2016.pdf](http://www.lytlesrebc.edu/wp-content/uploads/2017/12/Lytle27s-Annual-Security-Report-28ASR29-2014_2015_-2016.pdf)

Upon request, the College will provide a paper copy of its ASR. Please contact the campus Director, Amanda Keith in the Administrative Office located at 176D Wikiup Drive, Santa Rosa Ca. 95403/ (707) 545/8490/ akeith@lytlesrebc.edu to request a paper copy of the ASR or if you have any questions about the ASR.

### **Drug and Alcohol Prevention**

The College is committed to the well-being of its students and employees. Thus, the College maintains alcohol and drug abuse policies and programs consistent with the Drug-Free Schools and Communities Act (DFSCA). Related to such policies and programs are internal implementation plans and procedures for ensuring effectiveness and to ensure consistency in enforcement, for both students and employees. In January, on a biennial basis, the College will review its compliance with the DFSCA and necessary updates or changes to the policy or program will be made. A notification will be sent to students and staff if any changes or updates are made.

The College strictly forbids the possession, distribution, use, or sale of alcoholic beverages and/or illegal drugs by students and employees on the College's property or as part of College activities. Medical marijuana or state-legalized recreational marijuana is federally illegal and is included and covered by this policy. Students and staff members should report any knowledge of such activities to the appropriate College personnel. Any infraction is cause for immediate suspension and possible termination. When appropriate, such infractions will also be reported to the local authorities. The College reserves the right to require drug testing based on reasonable suspicion.

Additional information on The College's Drug and Alcohol policy including drug and alcohol abuse prevention, education, and intervention activities as well as disciplinary sanctions for violating the College's policy is distributed annually to all staff and students as part of the Annual Security Report, located on the College's website at [www.lytlesrebc.edu](http://www.lytlesrebc.edu).

## **FEDERAL FINANCIAL AID PENALTIES FOR DRUG VIOLATIONS**

The following notice provides information about the Title IV federal financial aid penalties associated with drug-related offenses under section 484(r) of the Higher Education Act. It also describes how to regain eligibility for such financial aid after conviction of a drug-related offense.

As prescribed in Section 484(r), a student convicted of any offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment when he or she was receiving any grant, loan, or work assistance under Title IV will be ineligible to receive such assistance for the following period of time:

- For one year from the date of conviction for the first offense involving the possession of a controlled substance.
- For two years from the date of conviction for the second offense involving the possession of a controlled substance.
- Indefinitely from the date of conviction for the third offense involving the possession of a controlled substance.
- For two years from the date of conviction for the first offense involving the sale of a controlled substance.
- Indefinitely from the date of conviction for the second offense involving the sale of a controlled substance.



A student whose eligibility has been suspended under the previous provision may resume eligibility before the end of the prescribed ineligibility period by one of the following means:

- The student satisfactorily completes a drug rehabilitation program that complies with criteria the secretary of education prescribes and includes two unannounced drug tests.
- The conviction is reversed, set aside, or otherwise rendered nugatory.

## **CAREERS IN THE BEAUTY INDUSTRY**

Careers in the beauty industry are not just professions; they are also exciting opportunities. Professionals in the industry provide personal beauty services that improve and enhance clients' appearances. The industry offers a wide range of opportunities to suit a variety of interests and needs. It is a profession that gives you the opportunity to meet people and express creativity, no matter where you may find yourself.

Professionals in all areas of this industry should have a sense of form and artistry. They should enjoy dealing with the public and be sensitive and aware of their clients' requests and preferences.

The skills and talents developed through a beauty education can be employed in a variety of ways, which are well-suited to both scientific and creative minds. There is a high degree of flexibility that allows professionals to work part-time or full-time to accommodate individual needs. The environment also varies from working in a salon or spa, to working in motion pictures. The world of beauty is open to everyone and can be catered to the interests and skill level of the designer or esthetician.

## **CAREER OPPORTUNITIES FOR COSMETOLOGISTS AND ESTHETICIANS**

The list below shows career opportunities for Cosmetologists, Estheticians and Barbers, and is not intended to represent all of the career opportunities available. Students are trained for entry-level employment.

### **Salon, Spa and Barber Shop**

- Hair Designer
- Makeup Artist
- Hair Color Specialist
- Permanent Wave Specialist
- Nail Technician
- Sculptured Nail Specialist
- Salon Manager or Owner
- Salon Trainer
- Spa Trainer
- Esthetician/Facial Expert
- Waxing Specialist
- Trichologist

### **Business Management**

- Spa Trainer, Owner, Manager, Director
- Product Analyst
- Sales Executive
- State Board Inspector

### **Education**

- Retail Product Educator
- College Educator\*
- Corporate Educational Director\*
- College Educational Director\*

### **Sales**

- Retail Manager
- Manufacturer's Rep
- Industry Representative

### **Travel**

- Platform Artist
- Salon or Corporate Sales Director
- Cruise line Specialist
- Photo Stylist

\* May require additional certification or licensure

## **CELL PHONE POLICY**

Cell phones may be used for **professional** use only while in theory, zone, or in the student salon. Professional apps and searches are encouraged to share products or styles with educators, clients and fellow students. Students are allowed to text, check social media, emails, and make phone calls, etc., while on a break. Students should give the school phone number in case of emergency.

## **CONDUCT POLICY**

### **Conduct and Discipline**

It is expected that students attending the College are enrolled for serious educational pursuits and that they will conduct themselves appropriately and professionally. It is also expected that all students who enroll at the College are willing to assume the responsibilities of citizenship within the student body. It is mandatory that students bring their equipment and books to school daily and stay actively engaged in the day's curriculum. Students understand stealing or cheating is not part of our culture, and if found doing so they may be withdrawn. Our culture at Lytle's Beauty College does not allow foul language, gossip, unprofessional behavior, backbiting, physical confrontations, or any other type of destructive and/or disruptive behavior. Students exhibiting any of these behaviors, in person or through forms of social media, may be suspended or expelled.

### **Compliance**

Students must comply with all instructions, directives, and orders given by the school personnel relative to school activities. Also, students must comply with the school's Policies and Procedures and State Rules and Regulations.

## **CONSTITUTION DAY**

The College holds a class for the student body on Constitution Day, around September 17 of each year, to commemorate the signing of the Constitution on September 17, 1787. [www.constitutionday.com](http://www.constitutionday.com)

## **CONTINUING EDUCATION REQUIREMENTS**

The beauty industry is an ever-growing and changing field, which requires professionals to seek continuing education to maintain their licenses. Additional training or experiences may also be necessary or desired in some specialty areas in order to achieve all goals and meet the diverse needs of clients today. Students at Lytle's Beauty College are encouraged to participate in lifelong learning via continuing education or outside educational opportunities. The State Board of Barbering and Cosmetology does not require continuing education for license renewal.

## **COPYRIGHT POLICY**

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.

Penalties for copyright infringement include 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. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <https://www.copyright.gov/>

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course-related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privileged use of any institutional equipment. If the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment onto the school premises. Second violation, the staff member may be terminated or the student may be expelled from school. This decision will be taken by school administration. The College conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The College will keep a log summarizing violations reported and disciplinary actions taken.

## COSMETOLOGY PROGRAM CURRICULUM/OUTLINE

### COSMETOLOGY PROGRAM DESCRIPTION AND OUTLINE – 1600 Hours, 53-Week Curriculum

The curriculum for students enrolled in a cosmetology Program shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the California Barbering and Cosmetology Act.

The DOL Standard Occupation Classification code for Hairdressers, Hairstylists, and Cosmetologists is 39-5012. The description for this classification is to provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation.

#### Technical instruction and practical training shall include the following hours:

	Minimum Hrs. Technical Instruction	Minimum Practical Operations
<b>Laws and Regulations</b> shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
<b>Health and Safety</b> shall include, but is not limited to: Cosmetology chemistry and 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. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	45	
<b>Anatomy and Physiology</b> shall include Human Anatomy, Human Physiology.	15	
<b>Training in the area of business and professional preparation</b> that includes professional ethics, portfolio building, and resume writing.	15	
<b>Training in the area of communication skills</b> that includes salesmanship, decorum, record keeping, and client service records.	50	
<b>Disinfection and Sanitation</b> shall include: Disinfection and sanitation and proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	100
<b>Hairstyling:</b> Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons, blower styling.	65	240
<b>Permanent Waving and Chemical Straightening</b> shall include: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	70 Perms 35 Chemical Straighten
<b>Hair Coloring and Bleaching</b> shall include the following techniques and procedures (including semi-permanent, demi-permanent and temporary colors): Hair analysis, tinting, bleaching, high and low lights, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	60	50
<b>Haircutting</b> shall include, but is not limited to: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<b>Manual, Electrical and Chemical Facials</b> shall include: Manual Facials with cleansing, scientific manipulations, packs, and masks. Electrical Facials include electrical modalities, dermal lights and electrical apparatus for facials and skin care purposes; machines that produce 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	25	40

the purpose of beautification.		
<b>Eyebrow Beautification and Make-up:</b> shall include, but are not limited to: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.	<b>25</b>	<b>30</b>
<b>Manicuring and Pedicuring</b> shall include, but are not limited to: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	<b>10</b>	<b>25</b>
<b>Artificial Nails and Wraps:</b> Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs	<b>25</b>	<b>40 Sculptured 80 Tips, Overlays</b>

## LEARNING RESOURCES

A comprehensive library of references, periodicals, books, texts, audio/video DVDs and web-based materials are available in the Learning Resource Room in Suite 170 to support and supplement the program of study. The room is equipped with tables, chairs, and a computer. Students should avail themselves of the opportunity to use these extensive materials.

## TEACHING AND LEARNING METHODS

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

## COSMETOLOGY PROGRAM GOALS AND OBJECTIVES

The Cosmetology Program is designed to train the student in the basic manipulative skills, proper safety procedures and work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in Cosmetology or a related career.

### Objectives:

- Train and prepare students to pass the state exam.
- Prepare students for employment.
- Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
- Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- Teach students professionalism and customer service.
- Project professionalism, visual poise and proper grooming.
- Provide current teaching techniques and introduce new trends and styles.
- Maintain a well-rounded instructional and administrative staff.
- Teach students to project a positive attitude and a sense of personal integrity and self-confidence.
- Train students to deliver service and value in an employment environment.
- Teach students to be able to perform basic analytical skills in order to advise clients on total look concepts.
- Train students how to apply academic learning, technical information and related matters to assure sound procedures, judgments, and decisions

## COSMETOLOGY CLASS SCHEDULE

Students complete four 12-week zones. You will start in zone 1 (also referred to as primary training) learning all the fundamentals to services clients in the student salon. In Zones 2-4 you will spend time in theory, continue building the fundamentals from the prior zones, provide services to clients and complete operations in the student salon.

Zones	Tuesday	Wednesday	Thursday	Friday	Saturday	Hours Per Week
Zone 1 (12 weeks)	8:30-4:00	8:30-4:00	10:00-4:00	8:30-4:00	NA	27
Zone 2 (12 weeks)	8:30-4:00	8:30-4:00	10:00-4:00	8:30-4:00	*9:00-3:00	**27/33 OR 33

Zone 3 (12 weeks)	8:30-4:00	8:30-4:00	10:00-4:00	8:30-4:00	*9:00-3:00	**27/33 OR 33
Zone 4 (12 weeks)	8:30-4:00	8:30-4:00	10:00-4:00	8:30-4:00	*9:00-3:00	**27/33 OR 33
Zone 5 (1-4 weeks)	8:30-4:00	8:30-4:00	10:00-4:00	8:30-4:00	*9:00-3:00	**27/33 OR 33

Zone1/ Primary training consists of 27 hours per week Tuesday-Friday. Zone1/Primary training for Cosmetology students is the first 12 weeks of training. After Zone 1/ primary training students will include every other or every Saturday to their existing schedule. \*\*Students who attended every other Saturday will attend 27 hours Tuesday -Friday and 33 hours Tues-Saturday.

### **COSMETOLOGY PROGRAM DISCLOSURE SUMMARY**

In addition to the information contained in the School Performance Fact Sheet as required by the Bureau for Private Postsecondary Education, NACCAS requires institutions to disclose a program’s graduation rate, licensure rate, and job placement rate. The information below is from the College’s 2016 annual report submitted to NACCAS. A paper copy of these statistics is available upon request. Below is statistical information provided for the Cosmetology Program.

**Graduation Rate:** 86%

**Placement Rate:** unverifiable

**Exam Pass Rate:** 98%

### **PRACTICAL AND WRITTEN GRADING**

#### **Grading and Evaluation Procedures**

Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests and grading practical operations while in the student salon and during Zone classroom time.

Students are required to receive a 75% or higher on all exams, assignments and practical exams within the program curriculum as described and/or assigned. Written exams are graded on a point system that is then converted to a percentage. The converted percentages will be used when determining the grade average.

#### **Written Grading Policy**

The grading scale is based on percentages. Letter grades are not issued nor are incomplete ratings. Scores of 75% to 100% are considered to be satisfactory (passing).

- 4 (A) 100-90
- 3 (B) 89-80
- 2 (C) 79-75
- 1 (D) 74-0

During Primary Training, students can retake up to 3 failed chapter tests **OR** re-take the same test 3 times, whichever comes first, without consequence, and more than 3 tests failed may result in expulsion. To be considered for re-enrollment, it may be recommended that the student complete additional classes to help them benefit from the curriculum and be able to achieve their educational goals.

All students outside of primary training can only re-take failed tests **once**, without consequence. The date and time for the re-testing will be set by the educator administering the test or by the Director of Education. The re-test will generally be scheduled outside of school hours. If a student fails to show up on time for the re-test or fails the test a second time the test score remains failed, the student will be advised, and then may be sent home for the day. During the advising, it will be determined, based on the student’s overall record and any previous infractions, whether the student is eligible for Academic Probation with the option to re-take the failed exam a third time, or whether the student will be withdrawn. The grade for a theory subject will be an average of assignments and the student’s test scores in that subject (when applicable). If the average of all scores in a subject is below 75%, but the student attained a score of 75% or better on the re-test, a score of 75% will be entered. Scores for exams in a repeated theory subject will only be entered if they are better than the original score. However, students are required to take and pass all exams in repeated theory subjects.

#### **Practical Exam Grading Policy**

Students are evaluated and tested based on their technical skills. The evaluation of progress is administered through practical examination using practical rubrics during zone. Practical exams are scored with a check mark or yes and no system. To calculate the overall competency, the educator will tally all “yes” or “check marks”,

divide the number correct into the number possible, to determine the score, using a 100% scale.

- 4 (A) 100-90
- 3 (B) 89-80
- 2 (C) 79-75
- 1 (D) 74-0

### Student Salon Practical Grading Policy

Student Salon practical operations are graded with a numbered grading scale from a score of 4 to 1, based on how well the student completed the operation. Only a Service ticket that is signed by the instructor at the beginning, middle and end of the service is considered complete for each Practical Operation performed. The instructor has the opportunity to comment, offer suggestions, recommend retail products, and gives a final grade for the service completed. All service tickets are filed in the Admission's Office.

4 (A) 100-90	3 out of 3 grading criteria areas completed successfully
3 (B) 89-80	2 out of 3 grading criteria areas completed successfully
2 (C) 79-75	1 out of 3 grading criteria areas completed successfully
1 (D) 74-0	0 out of 3 grading criteria areas completed successfully
<b>GRADING CRITERIA</b>	<b>Each criteria item should be scored with either a yes or no.</b>
<b>1. Consultation/Preparation</b>	Meet our professional dress policy, greet the client warmly and introduce yourself. Create rapport.
	Setup is accurate, complete and on time. Working area is clean and neat. Student listens to the needs of client, asks questions, and estimates cost of service.
<b>2. Service/Procedures</b>	At midpoints: movements, application of products, and steps of service are accurate and competent pursuant to rubrics and/or protocols from primary training or manufacturer's instructions. Timing is appropriate.
<b>3. Closure</b>	Student understands products and educates client about home care. Student escorts client to reception area and cleans work area.

### COSMETOLOGY PROGRAM ADDITIONAL GUIDELINES

The following are additional guidelines to follow when graduating from the Zone 1 Cosmetology Program to the Student Salon and Zones 2-5.

1. **OPERATIONS:** When possible, start with and continue with the section educator throughout a client service. Have work evaluated at checkpoints (start, middle, and end) for appropriate credit.
2. **THEORY:** Theory starts promptly at 8:30. You must be in your seat, ready to learn by 8:30. Late arrivals and pre-approved late arrivals will be handled in accordance with the Attendance Policy. Snacks and a morning beverage are allowed in Senior Theory. You may not leave theory at any time unless a staff member calls you out or it is a designated break period. All students are required to attend weekly theory and participate in practical theory when applicable. Be prepared with writing tools, paper, text and workbooks. Students must use the restroom prior or after senior theory.
3. **OPERATIONAL CREDIT FOR A MANNEQUIN:** To receive credit for operations on a mannequin, you must perform a full simulated operation on the entire head. Exceptions may be made for performing state board procedures in state board practical sessions. Students may be charged for chemical supplies used on a mannequin that is not part of a current practical/theory procedure. The Operational Credit Guidelines are below.
4. **PERSONAL WORK:** Any service received by a student is considered personal work (see receptionist for student pricing). In order to be eligible to receive personal work, students must meet the following criteria: 90% attendance, **NO ABSENCES, LEAVE EARLY OR LATE ARRIVAL 7 DAYS PRIOR TO REQUESTED SERVICE.** You must also be current on all operations and tests, with a passing score of 75% or better. A "REQUEST FOR PERSONAL WORK" form must be completed and signed by **receptionist and Section Leader** that day, then turned in to the receptionist with a deposit for chemical, facial and waxing services. Additionally, the Receptionist or Section Leader may deny personal work requests based on staffing or client levels. You may only receive the service requested. Any service not approved by appropriate staff will be terminated immediately. Additionally, any student who does not meet the above criteria for **Personal Work** becomes ineligible for student pricing during their unscheduled hours. Generally, one operation must be completed prior to receiving personal work, **work may not be received or performed the first hour of the day or on Saturdays.**

5. **REQUEST OFF:** If you need to request time off, complete a Request for Absence, and have appropriate staff member sign, and turn into receptionist.
6. **ADDING A DAY:** If you would like to add an extra day that is not part of your schedule, complete a "SHIFT REQUEST" form and have it signed by the receptionist. Attendance rules apply to any hours or shifts added by a "Shift request."
7. **CLEANUP:** Everyone gets the opportunity to assist each other in the general tidying of the College and putting things away. A cleanup list will be posted in your section. Often times more than one student is assigned to each duty and it is the responsibility of the students to work together to get things done. Each student is also responsible for his or her own station, including: mirror, counter top, chair and surrounding floor area. Team caption for the section will help ensure that clean-up has been completed.
8. **CLIENTS: *Always have a full consultation*** with client prior to starting service. You must have an instructor initial your white ticket prior to starting any service, though you may do your client consultation prior to engaging an instructor. All chemical services need to be priced by the instructor and the student prior to start. Always complete a client chemical card, be sure to include your name, date, cost, formula and timing.. When a service is complete, your workmanship must be checked and graded for full credit. After your instructor has given you a final sign-off on the white ticket, you may escort your client to the front desk and take this opportunity to prescribe product. Students receive 15% of a full price retail sale in Beauty Bucks. Should you ever have a misunderstanding or feel uncomfortable with a client, immediately ask for an instructor's guidance.
9. **LAB & DESK:** Shortly after you advance to the Student Salon you will be assigned to work in both the Lab and the Desk. A staff member or a student mentor will assist with training for the tasks required in these areas. Every student is granted the privilege of learning the most important duty in a salon; the front desk and lab dispensing. When you are assigned Lab/Desk duty, this will be your station for that particular time, so it is your responsibility to help keep these areas clean and running efficiently. Daily Lab/Desk activities include: assisting in towel upkeep, dispensing products and supplies, answering phones, booking appointments, checking in inventory and most important, greeting clients. **Students are NOT allowed behind the desk or in the lab unless this is their assigned area. Only the receptionist and the attending student(s) are allowed to make or alter appointments. Students should only be around the Lab/Desk area to check appointments or get products/supplies, but are to remain on the outside of the area.**
10. **APPOINTMENTS:** Check your appointments schedule periodically for new appointments. You may use the computer by the Cosmetology Lab, or you may use your mobile device to check for appointments.
11. **WHERE ARE YOU?** We need to know where you are at all times. When you leave the floor (including going upstairs), please let your instructor and the receptionist know.

### **COSMETOLOGY MINIMUM CREDIT AND LENGTH TO COMPLETE OPERATIONS**

These are guidelines for minimum credit given on a mannequin or client. Instructors will use judgment based on difficulty of service and skill level of student to determine if credit above the minimum will be given. This will vary for each student, as we are all at different levels in our training. All practical services on a client, student, or mannequin must be checked by an instructor.

<b>Procedure</b>	<b>Operational Credit</b>	<b>Approx. Time to Complete</b>
Wet Hairstyling: Shampoo set rolled, dried, combed out	1	1.5 hours
Up do	1	.75 hour
Extension Braids	1 op for every 3 braids	.75 hour
Finger wave: whole head, dried, combed out	1	1.5 hour
Finger wave: not dried	1 op for every 3 full head of finger waves	1 hour
Thermal Hairstyling: Blow dry full head with a brush, section by section using base technique	1	.75
Rough Dry without sectioning and brush control	0	.25 hour
Thermal Hairstyling: Curl with iron, one time base size, whole head	1	1.0 hour
Thermal Hairstyling: straighten with flat iron, one time base size, whole head	1	.75 hour
Press and Curl: Straightening comb and Marcel curling iron	1 op for 3 wefts or full head of both pressing	.75 hour

	and curling	
Permanent Waving: 9-section or brick-lay perm wrap (pink or smaller)	1	1.0 hour
Permanent Waving: Custom perm wrap (pink or smaller unless approved by instructor) executed well	1	1.0 hour
Permanent: Spiral, Piggyback or Gemini perm wrap (appropriate length hair, executed well = twice as many rods as in a 9-section, correct base size)	2	2.0 hours
Chemical Straightening, full head virgin or retouch, must go back and reapply to zone 1, must smooth whole head with proper tension	1	1.0 hour
Keratin Smoothing (1 Chemical Straightening, 2 Thermals)	1 chem. str, 2 thermal	3
Haircut (with shampoo or spray bottle dampening)	1	1.0 hour
Fringe Trim on client only, not mannequin	1	.25 hour
Tint Touch Up, full head, with shampoo	1	1.25 hour, + processing
Predisposition Test	1	.25 hour
Scalp treatment, with brushing, massage, shampoo	1	1.0 hour
Enjoy treatment	1	.75
Facial on live model using state board procedures	1 op for every 2 facials	.75 hour
Facial on live model, full facial from book or professional facial rubric	1	.75 hour
Facial on mannequin, full facial using book or professional facial rubric	1	.75 hour
Makeup on live model , full makeup application	1	1.0 hour
Full makeup application on face map. Describe what you did and why	1 op for every 3 faces	1.0 hour
Brow, Lip, or Chin Wax (.5 for each)	1	.5 hour
Full Face Wax	2	.75 hour
½ Leg Wax	2	.75 hour
Full Leg Wax	4	1 hour
Bikini Wax	2	.75 hour
Underarm Wax	1	.75 hour
Arm Wax	2	.75 hour
Chest Wax	4	1 hour
Back Wax	4	1 hour
Manicure (water, oil, Hawaiian, gel)	1	1 hour
Gel removal	1	1 hour
<b><i>Pedicure (water, oil, Hawaiian, gel)</i></b>	1	1 hour
“Weekender” Tips, must be painted	1 op per nail	.25 per nail
Sculptured Acrylic, must be painted	1 op per nail	.25 per nail
Acrylic over tips, must be painted	1 op per nail	.25 per nail
Nail wraps (silk or paper), must be painted	1 op per nail	.25 per nail
Hot gluing tips to prep mannequin hand	0	.25 per hand

**Complete Set-up required for each service, to receive credit**



## ESTHETICIAN PROGRAM CURRICULUM/OUTLINE

### A. ESTHETICIAN PROGRAM OUTLINE AND DESCRIPTION - 600 HOURS, 20-WEEK CURRICULUM

The curriculum for students enrolled in a skin care program shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

The DOL Standard Occupation Classification code for Skincare Specialist is 39-5094. The description for this classification is to provide skincare treatments to face and body to enhance an individual's appearance.

Illustrative examples: *Medical Esthetician, Facialist*

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation.

Technical instruction and practical training shall include the following hours:

	Minimum Hrs. of Technical Instruction	Minimum Practical Operations
<b>Laws and Regulations</b> shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
<b>Health and Safety</b> shall include, but is not limited to, the following techniques and procedures: 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, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	75	
<b>Anatomy and Physiology</b> shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	55	
<b>Business &amp; Professional Preparation</b> shall include, but not be limited to: Client consultation, intake procedures, contraindications, salon and spa skills, client record keeping, professionalism, pre- and post-operative care, CPR/AED, basic tax information relating to booth renters, independent contractors, employees, and employers.	15	
<b>Training in the area of Desk Skills</b> that include professional ethics, salesmanship, decorum, record keeping, client appointments, and client service records.	15	
<b>Disinfection and Sanitation</b> shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	30	80
<b>Manual Facials</b> include cleansing, scientific manipulations, packs, and masks	30	60
<b>Electrical Facials</b> 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.	10	20
<b>Chemical Peels and Masques:</b> include chemical skin peels, packs, masks and scrubs.	30	60
<b>Hair Removal</b> shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows: Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25	50
<b>Makeup</b> shall include, but is not limited to, the following issues: Skin analysis,	20	40

basic and corrective application, application of false eyelashes. Shall also include skin analysis, basic and corrective application, and application of false eyelashes.		
---	--	--

## REFERENCES

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

## TEACHING AND LEARNING METHODS

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

## ESTHETICIAN PROGRAM GOALS AND OBJECTIVES

The Esthetician Program is designed to train the student in the basic manipulative skills, proper safety procedures and work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions as an Esthetician or a related career.

### Objectives:

- Train and prepare students to pass the state exam.
- Prepare students for employment.
- Perform the basic manipulative skills in the areas of facial treatments, waxing/hair removal and make-up
- Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- Teach students professionalism and customer service.
- Project professionalism, visual poise and proper grooming.
- Provide current teaching techniques and introduce new trends and styles.
- Maintain a well-rounded instructional and administrative staff.
- Teach students to project a positive attitude and a sense of personal integrity and self-confidence.
- Train students to deliver service and value in an employment environment.
- Teach students to be able to perform basic analytical skills in order to advise clients in all areas of skincare.
- Train students how to apply academic learning, technical information and related matters to assure sound procedures, judgments, and decisions

## ESTHETICIAN CLASS SCHEDULE

Your first six weeks of training will be zone 1 (also referred to as primary training) learning all the fundamentals to services clients in the student salon. Zone classroom time will consist of theory and building on the fundamentals from zone 1. Esthetician students spend one week in zone classroom and the next week servicing clients and completing operations in the student salon.

Zones	Tuesday	Wednesday	Thursday	Friday	Saturday	Hours Per Week
Zone 1 (5 weeks)	8:30-4:00	8:30-4:00	10:00-4:00	8:30-4:00	NA	27
Zone 2 (15 weeks)	8:30-4:00	8:30-4:00	10:00-4:00	8:30-4:00	*9:00-3:00	**27/33 OR 33

Zone1/ Primary training consists of 27 hours per week Tuesday-Friday. Zone1/Primary training for Esthetician students is the first 6 weeks of training. After Zone 1/ primary training students will include every other or every Saturday to their existing schedule. \*\*Students who attended every other Saturday will attend 27 hours Tuesday -Friday and 33 hours Tues-Saturday.

## **ESTHETICIAN PROGRAM DISCLOSURE SUMMARY**

In addition to the information contained in the School Performance Fact Sheet as required by the Bureau for Private Postsecondary Education, NACCAS requires institutions to disclose a program's graduation rate, licensure rate, and job placement rate. The information below is from the College's 2016 annual report submitted to NACCAS. A paper copy of these statistics are available upon request. Below is statistical information provided for the Esthetician Program.

**Graduation Rate:** 93.18%

**Placement Rate:** unverifiable

**Exam Pass Rate:** 100%

## **PRACTICAL AND WRITTEN GRADING**

### **Practical Grading Policy**

#### **Grading and Evaluation Procedures**

Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests and grading practical operations while in the student salon and during Zone classroom time.

Students are required to receive a 75% or higher on all exams, assignments and practical exams within the program curriculum as described and/or assigned. Written exams are graded on a point system that is then converted to a percentage. The converted percentages will be used when determining the grade average.

#### **Written Grading Policy**

The grading scale is based on percentages. Letter grades are not issued nor are incomplete ratings. Scores of 75% to 100% are considered to be satisfactory (passing).

4 (A) 100-90

3 (B) 89-80

2 (C) 79-75

1 (D) 74-0

During Primary Training, students can retake up to 3 failed chapter tests **OR** re-take the same test 3 times, whichever comes first, without consequence, and more than 3 tests failed may result in expulsion. To be considered for re-enrollment, it may be recommended that the student complete additional classes to help them benefit from the curriculum and be able to achieve their educational goals.

All students outside of primary training can only re-take failed tests **once**, without consequence. The date and time for the re-testing will be set by the educator administering the test or by the Director of Education. The re-test will generally be scheduled outside of school hours. If a student fails to show up on time for the re-test or fails the test a second time the test score remains failed, the student will be advised, and then may be sent home for the day. During the advising, it will be determined, based on the student's overall record and any previous infractions, whether the student is eligible for Academic Probation with the option to re-take the failed exam a third time, or whether the student will be withdrawn. The grade for a theory subject will be an average of assignments and the student's test scores in that subject (when applicable). If the average of all scores in a subject is below 75%, but the student attained a score of 75% or better on the re-test, a score of 75% will be entered. Scores for exams in a repeated theory subject will only be entered if they are better than the original score. However, students are required to take and pass all exams in repeated theory subjects.

#### **Practical Exam Grading Policy**

Students are evaluated and tested based on their technical skills. The evaluation of progress is administered through practical examination using practical rubrics during zone. Practical exams are scored with a check mark or yes and no system. To calculate the overall competency, the educator will tally all "yes" or "check marks", divide the number correct into the number possible, to determine the score, using a 100% scale.

4 (A) 100-90

3 (B) 89-80

2 (C) 79-75

1 (D) 74-0

#### **Student Salon Practical Grading Policy**

Student Salon practical operations are graded with a numbered grading scale from a score of 4 to 1, based on how well the student completed the operation. Only a Service ticket that is signed by the instructor at the beginning, middle and end of the service is considered complete for each Practical Operation performed. The

instructor has the opportunity to comment, offer suggestions, recommend retail products, and gives a final grade for the service completed. All service tickets are filed in the Admission's Office.

4 (A) 100-90	3 out of 3 grading criteria areas completed successfully
3 (B) 89-80	2 out of 3 grading criteria areas completed successfully
2 (C) 79-75	1 out of 3 grading criteria areas completed successfully
1 (D) 74-0	0 out of 3 grading criteria areas completed successfully
<b>GRADING CRITERIA</b>	<b>Each criteria item should be scored with either a yes or no.</b>
<b>4. Consultation/Preparation</b>	Meet our professional dress policy, greet the client warmly and introduce yourself. Create rapport.
	Setup is accurate, complete and on time. Working area is clean and neat. Student listens to the needs of client, asks questions, and estimates cost of service.
<b>5. Service/Procedures</b>	At midpoints: movements, application of products, and steps of service are accurate and competent pursuant to rubrics and/or protocols from primary training or manufacturer's instructions. Timing is appropriate.
<b>6. Closure</b>	Student understands products and educates client about home care. Student escorts client to reception area and cleans work area.

### ESTHETICIAN PROGRAM – ADDITIONAL GUIDELINES

The following are additional guidelines to follow when graduating from the Primary Esthetician Training to the Senior Salon Esthetician Floor:

- 1. OPERATIONS:** Have work evaluated at checkpoints for appropriate credit. Patience is essential, while there are many students there are fewer instructors. For us to service your needs timely, communicate exactly what you need from us, we are advocates for your success.
- 2. THEORY:** Theory starts promptly at 8:30. You must be in your seat, ready to learn by 8:30. Late arrivals and pre-approved late arrivals will be handled in accordance with the Attendance Policy. Snacks and a morning beverage are allowed in Senior Theory. You may not leave theory at any time unless a staff member calls you out or it is a designated break period. All students are required to attend weekly theory and participate in practical theory when applicable. Be prepared with writing tools, paper, text and workbooks. Students must use the restroom prior or after senior theory.
- 3. OPERATIONAL CREDIT FOR A MANNEQUIN:** To receive credit for operations on a mannequin, you must perform the operation on the entire face, including full State Board SMA, set-up and break-down.
- 4. PERSONAL WORK:** Any service received by a student is considered personal work (see receptionist for student pricing). In order to be eligible to receive personal work, students must meet the following criteria: 90% attendance, **NO ABSENCES, LEAVE EARLY OR LATE ARRIVAL 7 DAYS PRIOR TO REQUESTED SERVICE.** You must also be current on all operations and tests, with a passing score of 75% or better. A "REQUEST FOR PERSONAL WORK" form must be completed and signed by **receptionist and Section Leader** that day, then turned in to the receptionist with a deposit for chemical, facial and waxing services. Additionally, the Receptionist or Section Leader may deny personal work requests based on staffing or client levels. You may only receive the service requested. Any service not approved by appropriate staff will be terminated immediately. Additionally, any student who does not meet the above criteria for **Personal Work** becomes ineligible for student pricing during their unscheduled hours. Generally, one operation must be completed prior to receiving personal work, **work may not be received or performed the first hour of the day or on Saturdays.**
- 5. REQUEST OFF:** If you need to request time off, complete a Request for Absence form, and have appropriate staff sign, and turn into receptionist.
- 6. ADDING A DAY:** If you want to add an extra day that is not part of your schedule, complete a "Shift Request" form and have it signed by the salon receptionist. Attendance Rules apply to "Shift Request" hours.
- 7. CLEANUP:** The **Cleanup** of the Facial Room, Makeup Station and Wax Room is a shared responsibility by the Esthetician Class. After completing a service it is the responsibility of the student to clean the area they were working in. Assisting with the Esthetician laundry is also necessary. Cleaning protocols are posted in the Student Salon.

**8. CLIENTS: Always have a full consultation** with client prior to starting service. All services need to be priced by the instructor and the student prior to start. Always complete a **Client Consultation Card**; be sure to include your name, date, cost and service. When a service is complete your workmanship must be checked and graded on the Service. Escort your client to the front desk. This is the perfect opportunity to prescribe product. Students receive 15% of a full price sale in Beauty Bucks.

Should you ever have a misunderstanding or feel uncomfortable with a client, immediately ask for an instructor's guidance.

**9. DESK:** Esthetician students are required to assist with the daily responsibilities of booking and answering appointment calls for the Esthetician Room and returning phone messages for appointments at the **Front Reception Desk**. It is the responsibility of the entire Esthetician class to keep the Esthetician Lab clean and restocked with professional products at each station. Use discretion when approaching and talking around the front desk; this is a place of business.

**10. WHERE ARE YOU?** We need to know where you are at all times. When you leave the floor (including going upstairs) please let an instructor and the receptionist know.

**ESTHETICIAN MINIMUM CREDIT AND LENGTH TO COMPLETE OPERATIONS**

These are guidelines for minimum credit given on a mannequin or client. Instructors will use judgment based on difficulty of service and skill level of student to determine if credit above the minimums will be given. This will vary from one student to another, as we are all at a different levels in our training. All practical services on a client, student, or mannequin must be checked by an instructor.

PROCEDURE	OPERATION(S) EARNED	MINUTES TO COMPLETE
Disinfection & Sanitation	1 Operation	10
Facial: Manual with Mask	1 Manual Operation, 1 Chemical Peel/Mask Operation	45
Facial: Electrical with Mask	1 Electrical or Manual Operation, 1 Chemical Peel/Mask Operation	45
Chemical Peel/Mask	1 Chemical Peel/Mask Operation	10
Facial: Tech	1 Manual Facial Theory Hour	45
Back Facial with Mask	1 Electrical or Manual Facial Operation, 1 Chemical Mask Operation	45
MDA with Facial	1 Electrical or Manual Facial, 2 Chemical Peel/Mask Operations	60
Face Wax (Brow Lip & Chin)	3 Waxing Operations	30
Eye Brow Arch (both eyes)	1 Waxing Operation	30
Lip Wax	1 Waxing Operation	15
Chin Wax	1 Waxing Operation	15
Face Wax (sides or cheeks only)	1 Waxing Operation	20
Arm Wax (1 for each arm)	1 Waxing Operation	20
Underarm Wax (both arms)	2 Waxing Operations	30
½ Leg Wax (1 for each leg)	1 Waxing Operation	30
Full Leg Wax (2 for each leg)	2 Waxing Operations	40
Chest Wax	1 Waxing Operation	30
Back Wax	2 Waxing Operations	45
Bikini Wax	2 Waxing Operations	40
Makeup	1 Makeup Operation	30
Makeup: State Board	1 Makeup Operation	10

**State Board Procedures**

Procedure	Operation(s) and/or Theory Earned	Credit Given	Minutes to Complete
Facial: cleanse, exfoliate, massage, MD, mask	1 Facial Op, 2 Chemical Mask Ops	3	30
Facial: State Board with Mask	1 Manual or Chemical Facial Operation	1	20

Eyebrow Wax	1 Waxing Operation	1	10
Blood Spill Procedure	0.25 Hazardous Substance Theory Hours	0.25	15
Make Up	1 Make Up Op	0.50	20
Eyelash Enhancement	0.25 Hazardous Substance Theory Hours	0.25	10
State Board Set Up	0.25 Dis & San or Hazardous Substance Theory Hours	0.25	10

## DISABILITY ACCOMMODATION & GRIEVANCE POLICY

### 1. Statement of Non-Discrimination and Accommodation

- a. Lytle's Beauty College ("the College") does not discriminate on the basis of disability.
- b. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the educational resources of the College, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA") and their related statutes and regulations.
- c. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, who has been designated to coordinate the efforts of the college to comply with Section 504 and ADA.

ADA Compliance Coordinator: Amanda Keith  
 186 Wikiup Drive Santa Rose, CA 95403  
 (707) 545-8490; akeith@lytles-rebc.com

### 2. Requests for Accommodation

- d. Individuals with disabilities wishing to request a reasonable accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to a faculty or staff member, other than the ADA Compliance Coordinator, will not be treated as a request for an accommodation. However, if a student discloses a disability to faculty or staff member, he or she is required to direct the student to the ADA Compliance Coordinator.
- e. The ADA Compliance Coordinator will provide a student or applicant with a **Request for Accommodations form**.
- f. Reasonable accommodations are available for students and applicants who provide the appropriate documentation of a disability. Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified profession in the area of the student's disability, as enumerated below:

Disability	Qualified Professional
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au. D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. The College may request additional documentation as needed.

- g. After the ADA Compliance Coordinator receives the Request Form and the required documentation, he/she will engage the student or applicant in an interactive process to determine what accommodations may be reasonable.
- h. If the student or applicant is denied the requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity.
- i. The College will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements.

### 3. Grievance Process

- a. The College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA.
- b. Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance pursuant to the procedure outlined below. The College will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.
- c. Procedure
  - i. Grievances must be submitted to the ADA Compliance Coordinator, Amanda Keith, 186 Wikiup Drive Santa Rosa, CA 95403 (707) 545-8490; akeith@lyltes-rebc.com. Grievances must be submitted to the ADA Compliance Coordinator, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
  - ii. A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
  - iii. The ADA Compliance Coordinator (or her/his trained designee) shall investigate the complaint and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The ADA Compliance Coordinator will maintain the files and records relating to such grievances.
  - iv. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the ADA Compliance Coordinator will so advise the student and provide an update as to the status of the investigation. The student may also contact the ADA Compliance Coordinator to inquire as to the status of the investigation at reasonable intervals.
  - v. The person filing the grievance may appeal the decision of the ADA Compliance Coordinator by writing to:

Amanda Keith  
186 Wikiup Drive  
Santa Rosa, Ca. 95403  
(707) 545-8490, Akeith@lyltesrebc.edu

- within 15 days of receiving the ADA Compliance Coordinator's decision. The Compliance Coordinator shall issue a written decision in response to the appeal no later than 30 days after its filing.
- vi. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.
- vii. The College will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

### **DRESS POLICY**

As a student who has chosen a career in the field of Cosmetology or Esthetician, your professional appearance is critical. From your very first day of training to your last day, even after you have entered into your career professionally, your poise, professionalism, even your ability to perform services will be judged by your own appearance. Since most students enter this profession because they enjoy making people feel good about the way they look, it is just as important to project yourself as the "professional" who has the ability to do just that.

**Personal Hygiene:** Proper personal hygiene must always be maintained. Be particular about your personal hygiene including cleanliness, mouth hygiene, and use of deodorants. Hair must be clean. Students who smoke during breaks and lunch must be odor free upon returning to classroom/student salon.

**Makeup:** Appropriate makeup (eyes, lips and cheeks) is strongly recommended OR skin should have a polished and professional appearance.

**Hair:** Styled hair is required. Remember that your appearance has an impact on how your clients view you professionally. All grooming (hair and skin) must have a polished look.

**Clothing:** All students are required to dress themselves in a fashionable and appropriate manner, with the highest standards of the professional beauty industry. Dresses, skirts and “dress shorts” are permitted so long as they are of an appropriate length; meaning you can bend over, reach up or down without exposing your personal self. Bare midriffs, low-cut tops, and provocative clothing are not permitted. Athletic wear such as; sweatshirts, sweatshirt hoodies, workout leggings, athletic shoes, baseball caps, etc. are not permitted. Clothing items bearing lewd and/or offensive symbols are not permitted. Thick knit leggings are permitted with a **top that covers the backside and front of the lower body**. Mildly distressed jeans are permitted, distressed areas must not expose personal areas (such as under garment’s).

**Shoes:** Shoes need to be comfortable, professional and clean. The following shoes are not allowed: Flip flops, Uggs (or their cousins), slippers or shoes that resemble slippers, athletic shoes, Chuck Taylor (or cousins). Black slip on or tennis shoes are allowed, the entire shoe including the sole and laces must be black (no exceptions).

**ALL** Students must wear their provided black lab coat and a nametag while receiving clock hours.

This standard should be maintained during classroom and student salon/spa time, as well as during approved off-site educational events. Dress to be a success in our fashion forward industry. If a Student chooses to dress sloppily and is lacking a polished look, he/she will be advised and may be sent home.

For “DO” and “DO NOT” examples visit our Pinterest Board: Dress Policy

<https://www.pinterest.com/lytlesrebc/dress-policy-for-students/>

## **EDUCATIONAL ENHANCEMENT PROGRAMS**

### **Accreditation and Licensure**

Lytle’s Redwood Empire Beauty College, Inc. is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin St Alexandria, VA 22314, 703-600-7600 <http://naccas.org/naccas/>. NACCAS is an accrediting agency recognized by the U.S. Department of Education.

The college is a private institution that is approved to operate by the Bureau of Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum state 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.

Through the Department of Education, the college is eligible to participate in student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended.

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 P. O. Box 980818, West Sacramento, CA 95798-0818, phone 916-431-6959, or by fax 916-263-1897.

The college does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a bankruptcy petition within the preceding five years, and has not 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 (11 U.S.C. Sec. 1101 et seq.)

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

The College is approved and registered with the following agencies that provide financial and/or other assistance to students.



- Job Link
- U.S. Department of Education
- State Department of Rehabilitation
- California Student Aid Commission
- Department of Veterans Affairs

### **Memberships and Associations**

The College memberships include the following professional organizations:

- Pivot Point International
- American Association of Cosmetology Schools: (AACCS)
- National Association of Student Financial Aid Administrators (NASFAA)
- California Association of Student Financial Aid Administrators (CASFAA)

### **EXTERNSHIP POLICY**

The College participates and complies with the Board of Barbering and Cosmetology (BBC) Externship program, which serves as a bridge between the College and employment. Furthermore, the Externship program provides opportunities for the student to work in our personally selected (and approved by the BBC) salons throughout the greater Bay Area. Externship is provided based on salon availability, and student eligibility.

Students must meet the following requirements to participate in Lytle's Beauty College's Externship program.

- Meet the Lytle's Advantage Program Requirements
- Cosmetology students must have at least 960 hours.
- Esthetic students must have at least 360 hours.
- Students who wish to extern must have completed at least 60% of the required minimum practical operations and minimum hours of technical instruction. See Theory Hours and Operations Requirements document for required number of theory hours and operations.
- Students must qualify to participate in Advantage Program under the standards set forth in the student handbook.
- Students must be current on all academics: tests, homework, operations, theory.
- Students may not extern more than 8 hours in any week (Monday through Sunday).
- Students may not have more than 10 hours in a day or 40 hours in a week of school clock hours (including externing, school, pre-board).
- Students may not extern more than 160 hours total.
- Students may not extern during Theory or Zone classroom hours; however students may leave during salon floor hours with approval of the Student Salon Receptionist.
- Tuition must be current in order to participate in the Extern program.
- Students must wear their extern nametag at all times when externing.
- Students are responsible for calling the salon where they are assigned to schedule an externing appointment, find out about the salon's dress code, operating hours, directions, etc.
- If a student is unable to make it to an extern appointment, it is the student's responsibility to call the salon and the school and let them know.
- Student externs can only work in an assisting capacity, must be directly supervised by a licensee if applying chemicals, and cannot receive compensation in the form of money.
- Students are allowed and encouraged to extern at least 4 times at the same salon. We also want each student to experience different salon environments.

**Students may be withdrawn from the Extern program for the following reasons:**

- Failing to show up for an extern appointment.
- Calling in sick or late more than 3 times during the duration of their extern participation.
- Allowing their attendance, academic average, or attitude to fall below the requirements of the Advantage Program.
- Any misconduct at school or an extern salon, including school write-ups.

### **FACILITIES**

The College provides separate primary training and theory classrooms for the Cosmetology and Esthetician programs and fully equipped Esthetician and Cosmetology student training salon. Each classroom is equipped with a media and publication library, as well as access to the internet for student use during operating hours, and cosmetology students have 24-hour access to Pivot Point LAB on-line learning. The Student Salon is equipped with dryers, shampoo bowls, individual training stations, a manicure/pedicure area, spa and wax room which features, facial tables, steamers, wax pots, dressing rooms, and other current modalities to perform in demand services. The College also maintains a laboratory supplied with professional products. There are several break areas and kitchens throughout the campus to accommodate student breaks and lunches. Free

parking is available, and the college is located near public transportation. Lytle's Beauty College is approximately 10,000 square feet and furnishes all equipment as mandated by the Board of Barbering and Cosmetology to serve an average daily attendance of 100 students. Student parking is prohibited in spaces that surround buildings

## **GRADING POLICY**

### **Grading and Evaluation Procedures**

Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests and grading practical operations while in the student salon and during Zone classroom time.

Students are required to receive a 75% or higher on all exams, assignments and practical exams within the program curriculum as described and/or assigned. Written exams are graded on a point system that is then converted to a percentage. The converted percentages will be used when determining the grade average.

### **Written Grading Policy**

The grading scale is based on percentages. Letter grades are not issued nor are incomplete ratings. Scores of 75% to 100% are considered to be satisfactory (passing).

- 4 (A) 100-90
- 3 (B) 89-80
- 2 (C) 79-75
- 1 (D) 74-0

During Primary Training, students can retake up to 3 failed chapter tests **OR** re-take the same test 3 times, whichever comes first, without consequence, and more than 3 tests failed may result in expulsion. To be considered for re-enrollment, it may be recommended that the student complete additional classes to help them benefit from the curriculum and be able to achieve their educational goals.

All students outside of primary training can only re-take failed tests **once**, without consequence. The date and time for the re-testing will be set by the educator administering the test or by the Director of Education. The re-test will generally be scheduled outside of school hours. If a student fails to show up on time for the re-test or fails the test a second time the test score remains failed, the student will be advised, and then may be sent home for the day. During the advising, it will be determined, based on the student's overall record and any previous infractions, whether the student is eligible for Academic Probation with the option to re-take the failed exam a third time, or whether the student will be withdrawn. The grade for a theory subject will be an average of assignments and the student's test scores in that subject (when applicable). If the average of all scores in a subject is below 75%, but the student attained a score of 75% or better on the re-test, a score of 75% will be entered. Scores for exams in a repeated theory subject will only be entered if they are better than the original score. However, students are required to take and pass all exams in repeated theory subjects.

### **Practical Exam Grading Policy**

Students are evaluated and tested based on their technical skills. The evaluation of progress is administered through practical examination using practical rubrics during zone. Practical exams are scored with a check mark or yes and no system. To calculate the overall competency, the educator will tally all "yes" or "check marks", divide the number correct into the number possible, to determine the score, using a 100% scale.

- 4 (A) 100-90
- 3 (B) 89-80
- 2 (C) 79-75
- 1 (D) 74-0

### **Student Salon Practical Grading Policy**

Student Salon practical operations are graded with a numbered grading scale from a score of 4 to 1, based on how well the student completed the operation. Only a Service ticket that is signed by the instructor at the beginning, middle and end of the service is considered complete for each Practical Operation performed. The instructor has the opportunity to comment, offer suggestions, recommend retail products, and gives a final grade for the service completed. All service tickets are filed in the Admission's Office.

4 (A) 100-90	3 out of 3 grading criteria areas completed successfully
3 (B) 89-80	2 out of 3 grading criteria areas completed successfully
2 (C) 79-75	1 out of 3 grading criteria areas completed successfully
1 (D) 74-0	0 out of 3 grading criteria areas completed successfully
<b>GRADING CRITERIA</b>	<b>Each criteria item should be scored with either a yes or no.</b>
<b>1. Consultation/Preparation</b>	Meet our professional dress policy, greet the client warmly and introduce

	yourself. Create rapport. Setup is accurate, complete and on time. Working area is clean and neat. Student listens to the needs of client, asks questions, and estimates cost of service.
<b>2. Service/Procedures</b>	At midpoints: movements, application of products, and steps of service are accurate and competent pursuant to rubrics and/or protocols from primary training or manufacturer's instructions. Timing is appropriate.
<b>3. Closure</b>	Student understands products and educates client about home care. Student escorts client to reception area and cleans work area.

## GRADUATION REQUIREMENTS

1. Completion of the required program clock hours, theory hours and practical operations as mandated by the State and the College;
2. Complete and successfully pass all practical and written tests; and
3. Fulfill all financial obligations owed to the College.

A diploma will be issued upon satisfactory completion of the above items.

## GRIEVANCE PROCEDURE

The grievance policy is contained in The School's catalog which is issued prior to students' enrollment. If you have a problem with an individual, try to resolve the matter with that person. If the problem cannot be resolved, our Education Director or Lead Admissions personnel can act as a buffer so both parties may discuss their problems calmly and with a third party to assist in resolving the matter. If needed, the problem may be taken up with the Director. This chain of command permits the proper flow of information and allows the system to function more effectively. This produces more positive results, rapid action/reaction and consistency.

Formal grievances may be filed by following these steps:

1. All grievances must be in writing using any form you prefer and describe in detail any allegation that may be affecting your education.
2. The grievance must be submitted within 60 days from the date that the incident occurred to the Director.
3. The Director will evaluate the grievance within 30 days and submit a written response back to you.
4. Should the student disagree with the decision of the Director; an appeal must be filed within 10 business days.
5. An appeal committee will be formed and provide written notice to the student of its decision within a reasonable time frame (no more than 15 days). The appeal committee will be comprised of 3-4 staff members and 2 student government representatives. Each member of the appeal board must sign a confidentiality agreement.
6. The decision of the committee shall be final.
7. Students must exhaust the institutions internal complaint process before submitting the complaint to the schools accrediting or state agency.
8. If you feel at any time during the complaint procedure that the issue is not being satisfactorily resolved by the college, you may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

OR

The National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin St Alexandria, VA 22314, 703-600-7600 <http://naccas.org/naccas/>

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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

Records of complaints and their resolutions are retained in the Administrative office.

## HISTORY

Redwood Empire Beauty College, Inc. was originally founded in 1936. Ed Lytle purchased the College in 1976. Following in her father's footsteps, Kathleen Lytle entered the world of Cosmetology. Kathy has been actively involved in the field for many years as hair stylist, salon owner, guest lecturers, and platform artist. Lytle's

Redwood Empire Beauty College became accredited by NACCAS in 1976, and has maintained that accreditation since. Shortly after becoming accredited, Lytle's Beauty College was authorized by the Department of Education to participate in the Title IV federal student aid programs. Throughout the years Lytle's Beauty College has continued to evolve and grow.

## LANGUAGES OFFERED

Our programs are only offered in English. It is expected that students can read and write English at a twelfth-grade level. The College does not provide English as a Second Language (ESL) instruction. Students may request a catalog and enrollment agreement for the purpose of having them translated into their native language at their own expense.

## STATE LICENSURE REQUIREMENTS

Qualifications to take the California Board of Barbering and Cosmetology exams:

- Be at least 17 years of age. Lytle's Beauty College requires a student to be at least 18 years of age to attend the College.
- Completed the 10th grade in a public school or its equivalent.
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code
- Paid the required pre-application, exam application, and licensing fees (see fees listed below).
- Completed the following hours in a Board Approved School

Cosmetologist: 1600 Hours	Esthetician: 600 Hours
---------------------------	------------------------

## STATE BOARD EXAM FEES AND EXPLANATION OF FEES

Cosmetology exam fee: \$75.00*	Esthetician exam fee: \$75.00*
Cosmetology license fee: \$50.00*	Esthetician license fee: \$40.00*
Pre-application fee: \$ 9.00*	Pre-application fee: \$ 9.00*

\* Fees subject to change

The student is responsible for the cost of the exam fee to apply. The license fee is the cost of your license and the cost to renew every two years. The Pre-application fee is a one-time fee that allows eligible students to pre-apply for the exam while they are in school (1200 hours for Cosmetology students, 450 hours for Esthetician students). For an additional fee, students have the option to rent, from various companies, the necessary supplies to take the exam. The fees above are separate from the College tuition and fees.

The California Board of Barbering and Cosmetology also requires information regarding misdemeanors and felonies. The State may refuse to grant a license if a student has been convicted of a crime or any other act that the California Board of Barbering and Cosmetology considers grounds to deny licensure. If this applies to you, you will need to let an Admissions Representative know. You will also need to provide a copy of the criminal record. You may need to complete an additional form for the Board of Barbering & Cosmetology. This question may determine your eligibility to take the state exam.

The programs offered at the College only lead to licensure within the State of California.

## LOCKER POLICY

Every student will be provided with a locker and key. Students are expected to keep their lockers locked, as the college will not be responsible for lost items. The replacement fee for a key is \$25.00, and may be purchased at the front desk in the Student Salon. Keys must be returned (or paid for if lost) on graduation day.

## NON-DISCRIMINATION POLICY

Lytle's Beauty College does not discriminate in its admission, programs or activities on the basis of race, color, ethnic origin, sex, physical or mental disability, age, military or veteran status, religion, sexual orientation, gender, gender identity or expression, or any other classification protected by federal, state or local law.

The College does not allow or tolerate discrimination of any kind including harassment or bullying. If you believe you have experienced or witnessed discrimination (including bullying or harassment), immediately report the incident to the College's Director, Amanda Keith located at 186 Wikiup Drive Santa Rosa Ca. 95403, (707) 545-8490; a-keith@lytles-rebc.com, so appropriate action can be taken. Individuals will not be retaliated against for bringing a complaint.

Student concerns or complaints related to sexual harassment and/or sexual violence should be reported to the Title IX Coordinator and handled in compliance with the Title IX policy and procedure.

## **PHYSICAL REQUIREMENTS AND SAFETY DEMANDS OF THE COSMETOLOGY INDUSTRY**

Physical Demands: Stylists and technicians, are generally required to spend long hours standing, sitting, bending, reaching and performing repetitive motions.

Additionally, many products are used during the educational process and in the field that may contain chemicals to which a person may be sensitive.

In this profession students will be using sharp implements, will be exposed to and may possibly come in contact with body serum (such as blood, pus, etc.), which is why it is important to wear non-latex gloves when performing certain operations.

Safety: In order to protect the general public, state laws, rules, regulations, and/or standards apply to this field. All persons working in the field are responsible for maintaining a level of understanding and are required to practice according to current law as well as adhere to changes in law. The state is not required to directly notify any person or entity of changes in the law and/or changes to standards.

## **REFUND POLICY**

### **Student's Right to Cancel and Refund Policy**

**STUDENT'S RIGHT TO CANCEL:** You have the right to cancel the enrollment agreement and obtain a refund for charges paid through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. The College's refund policy is stated below. If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. The procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the College and obtain a refund are stated below.

**REFUND POLICY:** The College complies with the following California State-mandated refund policy. This refund policy is applied to all terminations for any reason, by either party, including student decision, course or program cancellation, or College closure. All refunds will be calculated based on the student's last day of attendance. Any monies due shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- a) An applicant is not accepted by the College. The applicant shall be entitled to a refund of all monies paid.
- b) A student can cancel the enrollment agreement anytime on or before the seventh day following the first day of regularly scheduled instruction. In this case he/she shall be entitled to a refund of all monies paid to the College less the \$100 enrollment deposit.
- c) A student notifies the College of his/her withdrawal in writing.
- d) A student is terminated from the College.
- e) A student on an approved Leave of Absence notifies the College 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 notified the College that he/she will not be returning.
- f) For official cancellation (paragraph b) and official withdrawals, the cancellation/withdrawal date will be determined by the postmark on the written notification, or the date said information is delivered to the College in person. The written notification need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement.

For students who enroll and begin classes but withdraw prior to program completion (after the seventh day following the first day of regularly scheduled instruction), the following schedule of tuition earned by the College applied. You have the right to withdraw (in writing) at any time. All refunds are based on scheduled hours.

<b>Percent of Scheduled Time Enrolled to Total Program</b>	<b>Total Tuition College 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%
--------------	------

Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. Unofficial withdrawals are monitored weekly and a determination is made to withdraw a student who has been absent for fourteen (14) consecutive calendar days. 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.

**Equipment Policy:** Monies paid for equipment and books is non-refundable unless a student cancels his/her enrollment or withdraws and returns the equipment and/or books within thirty (30) days from their last day of attendance and the items are **unopened and unused**.

If permanently closed or no longer offering instruction after a student has enrolled, the College will provide a pro rata refund of tuition to the student; OR provide Program completion through a pre-arranged Teach-Out Agreement with another institution.

If the Program is cancelled subsequent to a student's enrollment, the College will either provide a full refund of all monies paid or completion of the program at a later time. If the Program is cancelled after students have enrolled and instruction has begun, the College shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; OR provide completion of the program; OR participate in a Teach-Out Agreement; OR provide a full refund of monies paid.

**RETURN OF TITLE IV FUNDS:** The College participates in federal financial aid. Students who receive loans are responsible for repaying the loan amount, plus any interest, less the amount of any refunds, and if those students have received federal student financial aid funds, they are entitled to a refund of the monies not paid to the federal student financial aid program fund. For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the College.

In compliance with Federal regulations, the College will determine how much Federal student financial assistance that the student has earned or not earned when a student who is a Title IV recipient withdraws from the College. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. The Return of Title IV Funds calculation may result in the student owing a balance to the Federal Government and, in some cases, to the College. Refunds are made within forty-five (45) days of the termination or withdrawal.

#### **Withdrawal Before 60%**

The school must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorate schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

#### **Withdrawal After 60%**

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the school will still calculate the Institutional Refund and R2T4 for financial aid recipients.

To calculate the amount earned, the College will determine the percentage by dividing the total number of clock hours the student was scheduled to complete in the payment period as of the last day of attendance by the total number of clock hours in the payment period. If a refund results from this calculation, federal policy requires that these unearned funds be returned to the applicable Title IV financial aid fund source. Funds are refunded to the Title IV Programs in the following federally mandated order: (1) Unsubsidized Federal Direct Loan; (2) Subsidized Federal Direct Loan; (3) Federal Direct PLUS Loan; (4) Federal Pell Grants; (5) Federal Supplemental Education Opportunity Grant (SEOG); (6) other grant or loan assistance authorized by Title IV of the HEA, as amended.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The College will notify the student of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal

financial assistance funds to be received. The student or parent, in the case of Federal Direct PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, the College may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees, and with the student's authorization, the College may automatically use the grant funds for other educationally related charges. Any balance of grant funds that may be available will be offered to the student.

If the Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of: the institutional charges multiplied by the percentage of unearned Federal student financial assistance funds; or the entire amount of unearned funds.

If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The College will notify the student as to the amount owed and how and where it should be returned.

### **Paying Student Credit Balances**

Lytle's Beauty College policy on paying all Student Credit Balances is modeled after the requirements of Title IV student credit balances. A Title IV credit balance occurs whenever the college credits Title IV program funds to a student's account and those funds exceed the student's allowable charges. The college pays by check the excess Title IV program funds (the credit balance) as well as credit balances not related to Title IV funds directly to the student as soon as possible, but no later than 14 days after the date the balance occurred on the student's account

If the college determines that PLUS Loan funds created a credit balance, the college pays the credit balance amount to the parent.

If the Title IV credit balance was not pre-arranged; for example a student received additional grants or scholarships leaving a credit balance, the college will additionally give the student the option to return funds to the student loan program, to reduce loan amount and reduce debt.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The College measures Satisfactory Academic Progress (SAP) for each student by monitoring both academic performance and maximum time frame for completion. In order to be considered in compliance with the SAP policy, all students, regardless of their program and/or attendance schedule, must meet the Lytle's Beauty College policy regarding academics and attendance at the time of official progress evaluations. This policy applies to all the College's students (private pay students as well as financial aid students). The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. The SAP Policy is provided to students prior to enrollment.

Lytle's Beauty College minimum satisfactory academic progress standards for official determination are:

- 75% qualitative academic performance, total cumulative GPA is used to determine SAP (written and practical exams combined)
- 85% cumulative rate of attendance (quantitative measure) that will allow the student to complete the program within the maximum timeframe allowed.

These quantitative (attendance) and qualitative (academic performance) elements are evaluated on a cumulative basis as the designated evaluation periods throughout the program (below).

### **Official SAP Evaluation Periods**

Satisfactory Academic Progress is determined according to the Official Evaluation periods for each program (listed below by program).

- Cosmetology: 450, 900, and 1,250 hours
- Esthetician: 300 hours
- Barbering: 450, 900 and 1200
- Nail Care: 200 hours
- Cosmetology to Barber Crossover: 150 hours
- Barber to Cosmetology Crossover: 200 hours

Note: All evaluations will be completed within seven (7) School Business Days of the established evaluation points.

### Academic Progress Evaluation

The qualitative element used to determine satisfactory academic progress is a reasonable system of grades as determined by college. Students are assigned minimum number of practical operations and exams. Practical operations are evaluated at the end of each service, practical exams are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a percentage rating). If the practical exam does not meet satisfactory requirements, it is not counted and the practical exam must be repeated. At least two comprehensive practical exams will be conducted during the course of study. Practical skills are evaluated according to procedures set forth by the school. Students must maintain a written grade average of 75% 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:

Grading is as follows:	<b>A</b>	<b>4.0</b>	<b>100 – 90%</b>	<b>C</b>	<b>2.0</b>	<b>79 – 75%</b>
	<b>B</b>	<b>3.0</b>	<b>89 – 80%</b>	<b>D-F</b>	<b>1.0</b>	<b>74 – 0%</b>

### Determination of Progress Status

Students who meet minimum requirements for attendance and academic performance are considered making (SAP) until the next scheduled evaluation. Students will receive a written notice of their official SAP evaluation results including a description of actions required should the student be deemed to be below the SAP standards. Students below the SAP standards will be notified of any potential impact on the student's eligibility for financial aid. Students that are below the SAP standards at the time of official review will also be expected to meet with the education director or director to discuss the actions they should take in order to achieve a satisfactory standing by the next Official Evaluation period. Official Evaluation periods are based on actual time completed.

### Maximum Timeframe for Completion

Lytle's Beauty College requires a student to progress through the program toward graduation within an established timeframe. Based upon the College's requirement for 85% attendance, the maximum timeframe during which students are to complete any program is 117% of the published program length. This quantitative measure of progress will be reviewed during each Official Evaluation period thereafter. If at any time it is determined that a student is unable to complete the program within the maximum established timeframe, the student will be deemed to be in unsatisfactory progress and, therefore, ineligible for financial aid (if applicable) and may be terminated from the program.

Any student who falls below 85% attendance is advised that they may be in jeopardy of not completing within maximum timeframe. A student in this situation must increase his or her cumulative attendance average immediately. Failure to increase the attendance percentage by the Official Evaluation period may result in termination from the program.

Scheduled attendance is defined as the hours per week/month the student has contracted for on his/her enrollment agreement (contract). For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 27.00 hours per week ( $0.85 \times 30 = 25.5$ ).

### Warning

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

### Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the



end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **Re-Establishment of Satisfactory Academic Progress**

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

### **Interruptions, Course Incomplete, Withdrawals**

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

### **Appeal Policy**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, 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 reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **Program Incompletes, Repetitions and Non-Credit Remedial Programs**

Program Incompletes, Withdrawals or Repetitions do not apply to the College. The College does not offer program incompletes, repetitions, or non-credit remedial programs and therefore have no effect upon the institution's satisfactory academic progress policy.

### **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.

### **Veterans Affairs Satisfactory Policy**

In addition to the above Satisfactory Academic Progress Policy, students receiving Veterans Affairs Benefits will also need to adhere to the following Policy.

Lytle's Beauty College minimum satisfactory academic progress standards for official determination are:

- 75% qualitative academic performance, total cumulative GPA is used to determine SAP (written and practical exams combined)
- 85% cumulative rate of attendance (quantitative measure) that will allow the student to complete the program within the maximum timeframe allowed.

These quantitative (attendance) and qualitative (academic performance) elements are evaluated on a cumulative basis as the designated evaluation periods throughout the program (below).

## SCHEDULES

Lytle's Beauty College is open 5 days a week from Tuesday through Saturday

### Zone 1/Primary Training Schedule

- Cosmetology primary training is the first 12 weeks.
- Esthetician primary training is the first 6 weeks.

Tuesday	Wednesday	Thursday	Friday	Hours per Week
8:30 – 4:00	8:30 – 4:00	10:00 – 4:00	8:30 – 4:00	27

### Schedule Options after Zone 1/Primary Training:

#### Option 1:

Tuesday	Wednesday	Thursday	Friday	Every Other Saturday	Hours per Week	Weeks to Complete Program with Perfect Attendance Cosmo
8:30 – 4:00	8:30 – 4:00	10:00 – 4:00	8:30 – 4:00	9:00 – 3:00	27 33	54 (cosmo) 21 (esti)

#### Option 2:

Tuesday	Wednesday	Thursday	Friday	Every Saturday	Hours per Week	Weeks to Complete Program with Perfect Attendance
8:30 – 4:00	8:30 – 4:00	10:00 – 4:00	8:30 – 4:00	9:00 – 3:00	33	51 (cosmo) 20 (esti)

\*Operating hours and schedules are subject to change.

**Cosmetology Students:** At the completion of Primary Training, students must choose schedule option 1 or 2. Once you choose your final schedule, it may only be modified if there are extenuating circumstances and if approved by the College Director, Admissions Leader or Lead Administrator.

**Esthetician Students:** At the completion of Primary Training, students must choose schedule option 1 or 2. Once you choose your final schedule it may only be modified if there are extenuating circumstances and if approved by the College Director, Admissions Leader or Lead Administrator.

## SMOKING POLICY

The designated smoking area is located at the back of 170 Wikiup Drive. All other areas of the Campus are smoke-free, including all areas of the 186 Wikiup Drive building. The smoking area is open during designated 15-minute breaks and 30-minute lunch break:

**Tuesday until 8:25 am/ Re-opens at 9:45 am/ Closes at 3:30 pm**

**Wednesday until 8:25 am/ Re-opens at 9:45 am/ Closes at 3:30 pm**

**Thursdays until 9:55 am/ Re-opens at 11:15 am /Closes at 3:30 pm**

**Friday until 8:25 am/ Re-opens at 9:45 am /Closes at 3:30 pm**

**Saturdays until 8:50 am/ Re-opens at 10:00 am/ Closes at 2:30**

## STAFF AND FACULTY MEMBERS

### COSMETOLOGY/ESTHETICIAN EDUCATORS

<b>Kathleen Lytle, Owner</b> Licensed Cosmetologist since 1978	<b>Susan Powers, Educator</b> Licensed Cosmetologist since 2011
<b>Sara Freedman, Educator</b> Licensed Cosmetologist since 1997	<b>Eve Marcovitch, Educator</b> Licensed Cosmetologist since 2012
<b>Farideh Saharkhizan, Lead Educator</b> Licensed Cosmetologist since 2000	<b>Amy Bertozzi, Lead Esthetician Educator</b> Licensed Esthetician since 2013
<b>Joanne Fife, Educator</b> Licensed Cosmetologist since 1997	<b>Sara Odom, Esthetician Educator</b> Licensed Esthetician since 2013
<b>Erin Covaia, Educator</b> Licensed Cosmetologist since 1981	<b>Jaime Berry, Esthetician Educator</b> Licensed Esthetician since 2002
<b>Madison Hicks, Educator</b> Licensed Cosmetologist since 2015	

### ADMINISTRATIVE STAFF

<b>Amanda Keith, Director</b> 15 years as a Financial Aid Officer • Licensed Cosmetologist since 1998
<b>Deb Prolo, Business Manager</b> 30+ years Management and Finance experience, Licensed Cosmetologist since 1989
<b>Patricia Rose, Associate Director</b> 16 years Marketing and Management experience
<b>Brenda Keehn, Lead Business Administrator/Student Services</b> 39+ years Administrative/Marketing experience • Licensed Esthetician since 2006
<b>Janet Yiznitsky, Lead Receptionist:</b> 15 years Reception Experience
<b>Kylie Simao, Admissions Leader/FA</b> 14 years Administrative/Marketing experience • Licensed Cosmetologist since 2009
<b>Shenaya Muniz, Admissions</b> 14 years Administrative experience • Licensed Esthetician since 2010
<b>Alicia Wagner, Admissions</b> 5 years Administrative experience • Licensed Cosmetologist since 2009

### STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1234g; 34 CFR Part 99) is a federal law that protects the privacy of education records. FERPA generally gives students the right to:

- The right to review their educational records.
- The right to seek correction of the contents of these records.
- The right to a formal hearing if seeking the correction of these records.
- The right to place a note of explanation in the records if their requested correction was unsuccessful.
- The right to request disclosure of the contents of the records.
- The right to file a complaint with the Department of Education if the College fails to comply with FERPA policies.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW.  
Washington DC, 20202

Students who wish to inspect and review their records may do so by submitting written request to the College Director or a Student Services Advisor during regular business hours. Records will be made available during regular business hours and on an appointment basis. Lytle's Beauty College will attempt to schedule such a

review within 5 business days of the request receipt. Under the law the review must take place within 45 days. The review of all records will be supervised by an appropriate College official who may assist in the interpretation of the records. There is no fee for reviewing records. However, an administrative fee may be charged if copies are requested.

The disclosure of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records.

Release of educational information is limited to authorized persons only unless such a release is with the written consent of the student. Requests for such release are to be submitted to the Student Services Advisor during regular business hours and must specifically state to whom and what records/information is to be released and for what purpose. Conditions, variations and/or exceptions of these requirements are listed below.

No personally identifiable information will be released to a third party without the written consent of the student unless it is:

- a. To College officials (including but not limited to educators) who have a legitimate educational interest in the information. A college official is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement until personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, information technology contractor, consultant, or collection agent); or assisting another College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
- b. To officials of another school where the student seeks or intends to enroll.
- c. To representatives of the U.S. Government, state and local authorities where required, and accrediting agencies.
- d. To comply with a judicial order, subpoena or *ex parte* order.

### **Disclosure to Parents**

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under *FERPA* transfer to the student. However, *FERPA* also provides ways in which schools may share information with parents without the student's consent. For example:

- Schools may disclose educational records to parents if the student is a dependent for income tax purposes.
- Schools may disclose educational records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student who is under age 21 had violated any law or its policy concerning the use or possession of alcohol or a controlled substance.
- A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.

### **RECORD RETENTION AND TRANSCRIPTS**

All student files are maintained in a secure location/office that is available to authorized personnel only and is locked when not occupied/in use. Any student information located on the college's computer system is secure and safeguarded with password protection and other measures.

The College will retain student records for a period of five (7) years following the student's completion or withdrawal from the program in which they were enrolled. Academic transcripts will be held in perpetuity.

The College will provide a duplicate transcript or diploma at a cost of \$15 for each. Transcripts will only be released to former students, whether graduated or withdrawn, if the student has fulfilled all outstanding financial obligations owed to Lytle's Beauty College.

### **STUDENT STATUS**

Students are not employees and will not receive compensation for any aspect of their education at the College, including when providing any and all services in the College's Student Salon.

### **STUDENT SUPPORT SERVICES**

#### **Educational Advising**

Upon request, every student is extended the privilege of consulting with a supervisor of the College. Students receive automatic advising at the end of their basic training and near or at the completion of their education.

### **Referrals/Advising**

The College, through the Director, will provide advising on general issues of a non-academic or non-attendance nature as needed or requested by the student. Lytle's Beauty College does not employ a professional counselor nor does the college assert responsibility for professional counseling services. In the event a student is having difficulty with regard to a personal issue, the College staff may provide referral information (not limited to); childcare, housing, transportation and medical referral. Students needing assistance and referral should contact the Student Services Director during regular business hours. Students are hereby advised that the college is required by its accreditation agency to maintain a record of professional referrals made. Such records are kept confidential and are maintained with the student's rights to privacy in mind.

### **Placement Assistance**

While the College cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings for students to review. Students also may receive training in job search skills including how to write a resume. Graduates are encouraged to maintain contact with the College and follow-up with the College on current employment or employment needs.

### **Student Business Cards**

We encourage our students to do self-marketing. We provide students with an unlimited amount of student business cards that can be redeemed for 50% off any service for first-time clients. Cards must be given to a new client prior to coming in for a service. This is a way for students to build their clientele while in school, that will follow them into a salon once they are licensed. We also encourage cosmetology students to bring in and keep 20 clients, and Esthetician students to bring in and keep 10 clients while in school.

### **General Information and Conduct Issues**

Students must attend the Open House and the class orientation prior to the first day of class. Open House provides general information about the College/industry/financial aid. Class Orientation is intended to inform and advise students of their rights and responsibilities while attending Lytle's Beauty College. The College will provide verbal or written advising regarding student conduct and/or violations of College policies and procedures as needed. The student must abide by all the student guidelines, rules of the college, and of the Board of Barbering and Cosmetology.

### **Get Out of Jail Free Card**

Get Out of Jail Free Card (GOJFC) cards can be used for the following, and must be presented at the time of use. We will not accept IOUs.

- Qualify for Personal Work/ Portfolio Model
- Qualify for Student Pricing (when you don't qualify)
- Late Entry (less than 5 minutes late)
  - *All late arrivals need to check in with the office and be escorted to class.*
  - *Only one GOJFC will be allowed during primary training (first 5 and 12 weeks)*
- Minimal Dress Violation such as (and not limited to): nametag, an unpolished look, questionable length of clothing, shoes lacking a clean appearance.  
**GOJFC cannot be used for items not permitted within the Dress Code Policy.**
- The GOJFC may be accepted for other scenarios at the discretion of the staff.

Cosmetology students will receive a total of four (4) GOJFC. One (1) GOJFC in Zone 1, the remaining three (3) in Zone 2. It is strongly recommended that students use these cards wisely and sparingly.

Esthetician students will receive a total of two (2) GOJFC. One (1) when they start school, and another at the completion of Zone 1.

### **Financial Assistance**

Student Financial Assistance (SFA) information may be found in the Student Guide, which is produced by the U.S. Department of Education and found at <http://www.finaid.org/>; in the Financial Services section of the catalog; and by contacting the Financial Aid/Admissions office during regular business hours.

Student loan advising is also provided for students who request student loans. Such advising is called entrance and exit counseling. Students should see a Financial Aid Advisor for assistance. For additional information, refer to Tuition and Financial Services in this catalog.

## **STUDENT TUITION RECOVERY FUND**

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 a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition 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 are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

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.

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 programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

1. The school closed before the program of instruction was completed.
2. The school's failure to pay refunds or charges 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 this 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.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **TERMINATION POLICY**

Termination of a student is defined as no longer receiving credit, whether by the student's voluntary withdrawal, dismissal by the school as disciplinary action or failure to meet school regulations and financial requirements.

A student may be considered terminated under the following conditions:

- A student in non-attendance who has not notified the school, verbally or in writing of their intent to drop, shall be terminated from their program 14 days after the last day of physical attendance.
- Termination of Enrollment in accordance with the schools policies outlined in the catalog.
- Non-payment of tuition according to the tuition schedule in the Enrollment Agreement.
- Unsatisfactory attendance preceded by reprimand, probation and suspension.
- Failure to maintain a 75% grade average on both written exams and practical applications.
- Misrepresentation of personal information on contracts or documents.

## **TIME CLOCK & TIME CARD PROCEDURE**

Lytle's Beauty College expects students to be punctual and prepared to begin class or student salon/spa activity 15 minutes prior to start time. The student is required to clock in and out on a student timecard in order to receive hours for the day. Students need to sign in at the front desk or their classroom. Once clocked in, the student must give their timecard to the receptionist (excluding cosmetology and esthetician Primary Training students). The student must be within dress policy to clock in. After the student cleanup is complete and the student has been dismissed by his or her educator at the end of the day, the student is required to clock out on a time card. Students will not earn hours for periods in which they do not both clock in and out. Students who are approved for a Shift Request to make up hours, must clock in and out to receive credit.

On the student timecard, in blue or black ink, students are required to track their daily theory hours and operations. To validate each day, under penalty of perjury, the student and educator must sign the timecard. To

receive weekly credit at the end of the student's week, the student timecard must be tallied and transferred to a new time card and the completed timecard turned in to the designated area. A student timecard that is incomplete will be returned to the student and appropriate credit will be given once the timecard is completed and returned to the Administrative Office.

Student timecards are not allowed to leave the College campus designated classrooms. Students are not allowed to clock one another in or out. Improper timecard behavior may result in dismissal.

### Applied Effort

Students must be engaged in practical or theory applications while clocked in. If a student is not applying effort they will be clocked out, or will not receive full hourly credit, and may be sent home. Operations and theory must be appropriate to the hours registered on a student's timecard.

### Lunches\* and Breaks

**6-Hour Day:** A student who attends class for at least 6 hours in a given day is permitted to take two 10-minute breaks (one in the morning and one in the afternoon). Students do not need to clock out for 10-minute breaks.

**7-Hour Day:** A student who attends class for 7 hours in a given day is permitted to take two 10-minute breaks (one in the morning and one in the afternoon) and a 30-minute lunch. Students must clock in and out for the 30-minute lunch break and do not need to clock in or out for 10-minute breaks. Any student taking longer than a 30-minute lunch will have 15 minutes deducted from their hours for every minute missed after each quarter hour.

**10-Hour Day:** A student who attends class for 10 hours in a given day is permitted to take two 10-minute breaks (one in the morning and one in the afternoon), a 30-minute lunch before 2:00, and a 30-minute dinner break from 4:00-4:30. Students must clock in and out for 30-minute lunch/dinner breaks, and do not need to clock in or out for 10-minute breaks. Any student taking longer than a 30-minute lunch or dinner break will have 15 minutes deducted from their hours for every minute missed after each quarter hour.

\*Students are required to clock in and out for lunch and must utilize the entire 30 minutes. If an exception needs to be considered, see your Educator or College Director.

### Weekly Hours

Students may not attend more than a total of 10 clock hours per day (clock hours combined with extern hours), only 8 hours of externing per week and no more than 40 clock hours per week. On the occasion that a student attends over their scheduled clock hours to complete a service, an educator can initial the time card so the student can receive the additional clock hours, as long as it does not exceed 10 clock hours in the day or 40 clock hours in the week.

### Field Trips

When performing approved extra-curricular activities, in addition to scheduled hours, a student must complete a Shift Request/Field Trip form signed by the attending educator, and must turn it in with the corresponding timecard to ensure appropriate credit is given. Appropriate credit will be given depending on the nature of the field trip and as certified by an attending staff member.

## TUITION AND FINANCIAL SERVICES

### COSMETOLOGY TUITION AND FEES

TUITION FOR SCHEDULED CLOCK HOURS 1-900	\$11,089.00
TUITION FOR SCHEDULED CLOCK HOURS 901-1600	\$ 8,624.59
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$19,713.59
COSMETOLOGY BOOKS FEES	\$ 840.93
COSMETOLOGY EQUIPMENT FEES*	\$2,345.58
NON-REFUNDABLE STUDENT TUITION RECOVERY FUND (STRF)	NA
NON-REFUNDABLE ENROLLMENT DEPOSIT	\$100.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$23,000.00
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$ 2,100.00

### ESTHETICIAN TUITION AND FEES

TUITION FOR SCHEDULED CLOCK HOURS 1-300	\$ 5,321.43
TUITION FOR SCHEDULED CLOCK HOURS 301-600	\$ 5,321.43
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$10,642.86
ESTHETICIAN BOOK FEES	\$ 262.69

<b>ESTHETICIAN EQUIPMENT FEES*</b>	<b>\$ 1,494.45</b>
<b>NON-REFUNDABLE STUDENT TUITION RECOVERY FUND (STRF)</b>	<b>NA</b>
<b>NON-REFUNDABLE ENROLLMENT DEPOSIT</b>	<b>\$ 100.00</b>
<b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$12,500.00</b>
<b>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b>	<b>\$ 2,100.00</b>

\*Equipment list provided first day of class and upon request

### Payment Methods

Methods of payment include: (a) full payment at the time of signing the Enrollment Agreement; (b) down payment paid at the time of signing the Enrollment Agreement with balance paid on start date; or (c) down payment paid at the time of signing the Enrollment Agreement with an approved payment schedule (as stated on student's Enrollment Agreement).

Different payment methods are available. Whether through the various financial aid programs, additional resources, or a combination of methods, each student is treated as an individual and a final payment schedule will be agreed upon in writing prior to the start of class.

Payments made in accordance with the student's payment schedule are due on the 1st of each month and can be made by check, credit card (we do not accept American Express), cashier's check or money order. Payments 10 days past due will be charged a \$25.00 late fee.

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

### Determination of Financial Need and Cost of Attendance

A student's financial need is determined using the predetermined Cost of Attendance and their Expected Family Contribution (EFC). The Expected Family Contribution (EFC) is a measure of the student's family financial strength and is calculated according to a formula established by law. The student's family taxed and untaxed income, assets, and benefits (such as unemployment or Social Security) are all considered in the formula. Also considered are the family size and the number of family members who will attend college or career school during the year. The information the student reports on the Free Application for Federal Student Aid (FAFSA) is used to calculate the EFC. The College utilizes the student's EFC to determine the amount of financial aid a student is eligible for.

The basic formula for calculating financial need is:

Cost of Attendance (COA)\*

**Less:** EFC \*

**Less:** Scholarships received\*

**Less:** Any assistance received from outside resources\*

= Financial Need\*

**Note:** Financial Need is calculated at the beginning of each academic year for the Cosmetology program.

### Additional Information

Cost of attendance is determined by several factors; below are approximate costs involved for the Cosmetology and Esthetician programs. These figures include institutional program charges, room, and board, transportation (to and from school), and personal expenses. These computations can help prospective students determine the approximate cost to attend Lytle's Redwood Empire Beauty College, Inc.

<b>Living with parents- No Dependents</b>	<b>Cosmetology</b>	<b>Esthetician</b>
	12 Months	5 Months
Institutional Charges	\$23,000.00	\$12,500.00
Room and Board	\$ 6,876.00	\$ 2,760.00
Transportation	\$ 1,536.00	\$ 615.00
Personal Expenses	\$ 4,404.00	\$ 1,765.00

<b>Not living with</b>	<b>Cosmetology</b>	<b>Esthetician</b>
------------------------	--------------------	--------------------



<b>parents</b>		
	12 Months	5 Months
Institutional Charges	\$23,000.00	\$12,500.00
Room and Board	\$17,292.00	\$ 6,940.00
Transportation	\$ 1,716.00	\$ 1,385.00
Personal Expenses	\$ 6,432.00	\$ 1,620.00

## HOUSING

1. The College does not offer housing.
2. The College does not have dormitory facilities under its control.
3. Apartment and residential living are located within one mile of the College.
4. The College has no responsibility to find or assist a student in finding housing.

### Federal Title IV Financial Aid (available to those who qualify)

Complete the Free Application for Federal Student Aid (FAFSA) <https://fafsa.ed.gov/>. Completing and submitting the FAFSA is free, and it gives you access to the largest source of financial aid to pay for college or career schools.

To complete the Free Application for Federal Student Aid (FAFSA), you will need:

- Your Social Security Number
- If you are not a citizen, your Alien Registration Number
- Your federal income tax returns, W-2's, and other records of money earned  
(Note: You may be able to transfer your federal tax return information into your FAFSA using the IRS Data Retrieval Tool.)
- If applicable, bank statements and other investment records
- If applicable, records of untaxed income
- If applicable, the same information as above for your parent(s)
- Lytle's Beauty College, School Code 013807
- An FSA ID to electronically sign your FAFSA  
The [FSA ID](#) is a username and password combination that serves as a student's or parent's identifier to allow access to personal information in various U.S. Department of Education systems and acts as a digital signature on some online forms.

Once the college receives a student's FAFSA information a Financial Aid Package will be created. The Financial Aid Package will include the total amount of financial aid a student is offered by a college or career school. The school's financial aid staff combines various forms of aid into a "package" to help meet a student's education costs.

Eligibility requirements and other useful information about federal student aid can be found here <https://studentaid.ed.gov/sa/>

**Note:** Student assistance funds are intended for educational purposes only. All students must meet the eligibility requirements at all times.

### Types of Federal Financial Aid:

#### Grants and Scholarships

The U.S. Department of Education (ED) offers a variety of federal grants to students attending college or career schools. Grants are financial aid that doesn't have to be repaid (unless, for example, you withdraw from school and owe a refund). Listed below are the grants Lytle's Beauty College participates with:

1. **Federal Pell Grant:** The Federal Pell Grant Program provides need-based grants to low income undergraduate students to promote access to postsecondary education. For the current award year, the maximum Pell Grant award is \$5920.00.
2. **Federal Supplemental Educational Opportunity Grant (SEOG):** Will be awarded to students with the greatest financial need, as determined by the FAFSA. For the current award year, the maximum award is \$250.00 for an academic year.

### Additional Resources (not associated with the FAFSA)

American Association of Cosmetology Schools (AACCS) [http://beautyschools.org/careers-in-beauty/grants\\_scholarships/](http://beautyschools.org/careers-in-beauty/grants_scholarships/)

### **Federal Direct Subsidized and Unsubsidized Student Loans**

The U.S. Department of Education (ED) offers the federal student loan program, which eligible students and parents borrow directly from the U.S. Department of Education at participating schools. Student loans do have to be paid back. Direct Subsidized Loans, Direct Unsubsidized Loans and Direct PLUS Loans are types of Direct Loans.

1. **Direct Subsidized Stafford Loan:** Are loans made to eligible undergraduate students who demonstrate \*financial need to help cover the costs of higher education at a college or career school. The U.S. Department of Education pays the interest on the loan while you are enrolled in school at least half time and for the first six months after you leave school (referred to as a grace period). The maximum annual loan amount is \$3,500 for the first academic year and up to \$3,500 for the second academic year. (The amount is prorated for programs that are less than an academic year, or if there is less than an academic year remaining.) The interest rate for loans disbursed on or after July 1, 2017, is 4.45 percent.

2. **Direct Unsubsidized Stafford Loan:** Are loans made to eligible undergraduate students, but in this case, the student does not have to demonstrate \*financial need to be eligible for the loan. The college will determine the amount you can borrow based on the cost of attendance and other financial aid you receive. You are responsible for paying the interest on a Direct Unsubsidized Loan during all grace periods. If you chose not to pay the interest while you are in school and during the grace periods, your interest will accrue and be capitalized (that is, your interest will be added to the principle amount of your loan). The maximum annual loan amount is \$2,000 for a dependent student or \$6,000 for an independent student (or a dependent student whose parent has been denied a PLUS Loan). (The amount is prorated for programs that are less than an academic year or if there is less than an academic year remaining.) The interest rate is 4.45 percent.

3. **Direct PLUS Loan:** Are loans made to parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. This fixed rate loan is available only to parents without adverse credit histories.

\*Financial Need is the difference between the cost of attendance (COA) at a school and your Expected Family Contribution (EFC). While COA varies from school to school, your EFC does not change based on the school you attend.

### **Loan Counseling and Master Promissory Note (MPN)**

Entrance Counseling will provide students with information such as; what a Direct Loan is and how the loan process works, ways to manage your educational expenses, your rights and responsibilities as a borrower. The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s) including but not limited to; repayment requirements, sample repayment schedules, repayment options, and default consequences. Both Entrance Counseling and MPN must be completed prior to starting school.

Exit Counseling: In addition to entrance counseling, all student loan recipients will also be required to complete exit counseling. The financial aid advisor will review the repayment requirements, options, and default consequences as well as discuss debt management strategies and other issues that will assist the borrower during repayment. Personal contact information will be updated at this time, which will be forwarded to the lender. Note: Students must schedule appointment with student services during the final Zone of the program. Loan types and amounts may be impacted by the program duration and dependency status of the student. Additional loan information may be found at: [www.direct.ed.gov](http://www.direct.ed.gov)

### **Loan Repayment Requirements**

If a student obtains a loan to pay for an educational 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 moneys not paid from federal student financial aid program funds.

All federal loans (Direct and PLUS programs) require repayment by the borrower according to the terms of the Master Promissory Note. Repayment options may include deferment and forbearance options. Borrowers should contact Direct Loan when needed. There is no pre-payment penalty for Direct and/or PLUS Loans. Repayment suggestions – Students are encouraged to create a user account at <https://www.myedaccount.com> to set up electronic debiting to assist with timely repayment. Pay more and more frequently to assure rapid repayment of student loans.

### **Additional Financial Assistance Issues**

**Continued Eligibility:** All students must remain eligible for aid at all times; this includes but is not limited to satisfactory academic progress standards. Changes in the student's status and other eligibility requirements will result in recalculation of the aid package, which may lead to a reduction or loss of awards. In the event the aid package is reduced or terminated, the student will be responsible for all financial obligations to the College.

**Renewal Applications:** An academic year is defined as the period of time normally spent completing one year of academic work. If part of the second academic year is in the next award year, applicants may be eligible for additional aid for the new academic year. Students must file a new FASFA application for the corresponding award year. Eligibility requirements still apply.

### **Financial Aid Deadlines**

The deadlines for applying for financial aid (FAFSA) are 1) for incoming students, prior to enrolling for a class 2) for students attending more than one financial aid year, 45 days prior to graduation or no later than June 30 (whichever comes first).

### **Award Year/Academic Year**

All financial aid is impacted by the definition of an Award Year and an Academic Year. An Award Year is defined by the Federal Government as July 1 of a year to June 30 of the following year. An Academic Year is defined by the College for each program offered. The academic year must be within guidelines established by the Federal Government.

Cosmetology – 900 hours and 30 weeks (prorated: 700 hours/23 weeks)

Esthetician – 600 hours and 20 weeks

Financial aid awards are prorated according to the length of the program (see above proration) according to the number of hours and weeks the student will be in attendance during an academic year.

### **Payment of Awards**

Most funds are disbursed according to payment periods or award periods. Direct Loan funds at Lytle's Beauty College are delayed for at least the first 30 days of attendance. Award amounts in most cases are divided into two payment periods and will only be disbursed after the payment period has begun and only if the student is deemed to be in satisfactory progress. In the case of second payment periods, awards will be disbursed only if the student has successfully completed the appropriate number of clock hours and weeks of instruction required for the payment period. Failure to successfully complete the proper number of clock hours and weeks of instruction by the required date of evaluation may delay the next payment. To avoid delays in the payment of awards, students applying for financial assistance should make sure that all corresponding application materials, verification documents and/or other financial aid related items are in to the financial aid office. Lytle's Beauty College is not responsible for the reduction or cancellation of aid due to a student's failure to submit required application materials or a failure to maintain eligibility standards (see Deadlines).

### **Pell Grant Disbursements**

The earliest the Financial Aid department will request student Pell Grant funds is the day after the first day of attendance. Lytle's Beauty College will not disburse funds prior to the start date. The College issues books and equipment to students on the first day of class, providing that all admissions and financial aid requirements are met. Books and equipment are included as part of the student's total expected cost for the program and do not have to be paid for separately.

Pell Grants are disbursed over two or more payment periods.

### **Cosmetology:**

- 1st disbursement 1 - 450 clock hours
- 2nd disbursement covers 451 - 900 clock hours\*
- 3rd disbursement covers 901-1,250 clock hours\*
- 4th disbursement covers 1,251-1,600 clock hours\*

### **Esthetician**

- 1 - 300 clock hours
- 301-600 clock hours

\*In order to be eligible to receive multiple disbursements, students must have remaining eligibility for Pell funds

during the payment period of that award year.

In addition, all students must maintain Satisfactory Academic Progress to be eligible for disbursement of a Pell Grant Award.

### **Verification**

During the Financial Aid application process, the U.S. Department of Education randomly selects Financial Aid applications for the institution to verify. It is the responsibility of all students chosen for verification to submit the required verification documentation. Should there be discrepancies in the information provided by the student or parent, the Financial Aid Advisor will notify them that additional information may be required to resolve the conflict. Based on signed documentation provided by the student or parent, the Financial Aid Advisor will submit any required corrections.

Lytle's Beauty College does not award federal, Title IV aid, and may not permit incoming students to attend classes until the verification process is complete. Verification must also be completed (if selected) prior to the 2nd academic year (Cosmetology program only) if applicable. Students, who fail to comply with verification requirements, including submitting documentation within required timelines, will not have Federal Title IV funds disbursed and may have Federal Title IV funds cancelled. Lytle's Beauty College considers the student to be the responsible party for providing information and completing the verification process. Students can complete the verification process with the Financial Aid Advisor. The advisor will enter the corrections (if needed) into FAME, financial aid software, who will transmit the information to the Central Processing System and inform the students of any changes in eligibility.

On the rare occasion that a student is selected for verification after being awarded Title IV aid, the student will be subject to all the rules and requirements of verification as those applicants who were selected before being awarded. If the student's federal Title IV aid eligibility changes as a result of corrections made through the verification process or by the student (online), the student will be responsible for any reduction to their Title IV aid. Lytle's Beauty College will notify the student in writing, of any changes to his or her Title IV aid. All Title IV aid changes will also be reflected on the student's payment plan.

Lytle's Beauty College identifies the students selected for verification during the financial aid application process by viewing the FAFSA output document called the Institutional Student Information Record (ISIR).

A review of the student's financial aid application occurs after ISIR data is received and data entry of required information is completed. The verification activity will initially compare applicant data for accuracy and completeness and continue to resolve conflicting information. If selected the student must supply documentation to verify the following:

- Household size
- Number in college
- Adjusted Gross Income (AGI)
- U.S. taxes paid
- Untaxed income
- Other untaxed income reported on tax return
- Wages

### **Types of documents to submit if chosen for verification:**

#### **Independent Students**

- Current Award Year Verification Worksheet for Independent Students
- Signed copy of your applicable federal tax return, if applicable
  - If you did not file a tax return but earned wages, submit your applicable W-2(s).
  - If your spouse did not file a tax return but earned wages, submit his or her applicable W-2(s).
  - If you were divorced or separated at the time the FAFSA was filed and filed a "joint tax return," submit copies of your and your spouse's W-2(s) and all schedules submitted with your federal tax return.

#### **Dependent Students**

- Current Award Year Verification Worksheet for Dependent Students
- Signed copy of your applicable federal tax return, if applicable
  - *If you did not file a tax return but earned wages, submit your applicable W-2(s).*
- Signed copy of your parent(s) applicable federal tax return, if applicable
  - *If your parent(s) did not file a tax return but earned wages, submit his or her applicable W-2(s).*
  - *If your parent is remarried, please also include a signed copy your step-parent's applicable federal tax return, if he or she filed separate tax returns.*
  - *If your parents are divorced or separated and filed a "joint tax return", please submit copies of their*

- W-2(s) and all schedules submitted with their federal tax return.

### Fraud

It is illegal to falsify documents in effort to secure federal or state funds for educational or other purposes. After review of an application, Lytle's Beauty College will refer an applicant to the Office of Inspector General if it has any credible information indicating that an applicant for Title IV, HEA program assistance may have engaged in fraud or other criminal misconduct in connection with his or her financial aid application. Intentional misreporting or misrepresentation of information on application forms and/or other documents is a violation of the law, is considered a criminal offense and will subject all parties involved to penalties under the U.S. Criminal Code. Tampering with grades and/or clocking in/out of another student and/or other time clock misuse is considered a misrepresentation of information and therefore may be considered fraud. Disciplinary action up to and including termination will result.

Financial Aid Advisors are available to assist students with questions regarding cost of attendance, FAFSA completion and determination of need.

### VOTER REGISTRATION

We encourage students to register to vote. You can go to the following website and follow the instructions to register – [http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm). This webpage contains everything you need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of the applications.

### APPROVED COURSES NOT CURRENTLY OFFERED

In this section you will find tuition costs for approved programs that are not currently being offered.

#### TOTAL TUITION AND EQUIPMENT COST FOR APPROVED PROGRAMS NOT CURRENTLY OFFERED

PROGRAM	TUITION	NON-REFUNDABLE ENROLLMENT DEPOSIT	EQUIPMENT	STRF	TOTAL
BARBERING	\$19,043.45	\$100.00	\$1,056.55	N/A	\$20,200.00
COSMETOLOGY TO BARBER CROSSOVER(ALUMNI)	\$3,145.00	\$100.00	\$1,056.55	N/A	\$ 4,301.55
COSMETOLOGY TO BARBER CROSSOVER(NON-ALUMNI)	\$3,645.00	\$100.00	\$1,056.55	N/A	\$ 4,801.55
BARBER CROSSOVER TO COSMETOLOGY	\$4,664.13	\$100.00	\$1,735.87	N/A	\$ 6,500.00
NAIL CARE	\$4,662.43	\$100.00	\$737.57	N/A	\$ 5,500.00

\$2,000 down payment is required for each course, regardless of Financial Assistance, on the class start date.

#### BARBER PROGRAM ITEMIZED COST

TUITION FOR SCHEDULED CLOCK HOURS 1- 800 HOURS	\$10,160.45
TUITION FOR SCHEDULED CLOCK HOURS 801-1500 HOURS	\$8,883.00
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$19,043.45
BARBERING BOOKS FEES	\$329.62
BARBERING EQUIPMENT FEES	\$726.93
NON-REFUNDABLE STUDENT TUITION RECOVERY FUND (STRF)	N/A
NON-REFUNDABLE ENROLLMENT DEPOSIT	\$ 100.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$20,200.00
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$2,100.00

Schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire education program

#### COSMETOLOGY TO BARBER CROSSOVER PROGRAM ITEMIZED COST (ALUMNI)

TUITION FOR SCHEDULED CLOCK HOURS 1-300 HOURS	\$3,645.00
LYTLE'S BEAUTY COLLEGE ALUMNI DISCOUNT	-\$500.00
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$3,145.00
BARBERING BOOKS FEES	\$329.62

<b>BARBERING EQUIPMENT FEES</b>	<b>\$726.93</b>
<b>NON-REFUNDABLE STUDENT TUITION RECOVERY FUND (STRF)</b>	<b>N/A</b>
<b>NON-REFUNDABLE ENROLLMENT DEPOSIT</b>	<b>\$ 100.00</b>
<b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$4,301.55</b>
<b>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b>	<b>\$2,100.00</b>

Schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire education program

**COSMETOLOGY TO BARBER CROSSOVER PROGRAM ITEMIZED COST (NON-ALUMNI)**

<b>TUITION FOR SCHEDULED CLOCK HOURS 1-300 HOURS</b>	<b>\$3,645.00</b>
<b>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</b>	<b>\$3,645.00</b>
<b>BARBERING BOOKS FEES</b>	<b>\$329.62</b>
<b>BARBERING EQUIPMENT FEES</b>	<b>\$726.93</b>
<b>NON-REFUNDABLE STUDENT TUITION RECOVERY FUND (STRF)</b>	<b>N/A</b>
<b>NON-REFUNDABLE ENROLLMENT DEPOSIT</b>	<b>\$ 100.00</b>
<b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$4,801.55</b>
<b>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b>	<b>\$2,100.00</b>

Schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire education program

**BARBER TO COSMETOLOGY CROSSOVER PROGRAM ITEMIZED COST**

<b>TUITION FOR SCHEDULED CLOCK HOURS 1-400 HOURS</b>	<b>\$4,664.13</b>
<b>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</b>	<b>\$4,664.13</b>
<b>BOOKS FEES</b>	<b>\$242.95</b>
<b>EQUIPMENT FEES</b>	<b>\$1,492.92</b>
<b>NON-REFUNDABLE STUDENT TUITION RECOVERY FUND (STRF)</b>	<b>N/A</b>
<b>NON-REFUNDABLE ENROLLMENT DEPOSIT</b>	<b>\$ 100.00</b>
<b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$6,500.00</b>
<b>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b>	<b>\$2,100.00</b>

Schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire education program

**NAIL CARE PROGRAM ITEMIZED COST**

<b>TUITION FOR SCHEDULED CLOCK HOURS 1-400 HOURS</b>	<b>\$4,662.43</b>
<b>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</b>	<b>\$4,662.43</b>
<b>NAIL CARE BOOKS FEES</b>	<b>\$340.59</b>
<b>NAIL CARE EQUIPMENT FEES</b>	<b>\$396.98</b>
<b>NON-REFUNDABLE STUDENT TUITION RECOVERY FUND (STRF)</b>	<b>N/A</b>
<b>NON-REFUNDABLE ENROLLMENT DEPOSIT</b>	<b>\$ 100.00</b>
<b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$5,500.00</b>
<b>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b>	<b>\$2,100.00</b>

Schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire education program

<b>Barber:</b> Down payment: \$2000.00 11 Monthly payments: \$ 1,645.45	<b>Nail Care:</b> Down payment: \$2000.00 3 Monthly payments: \$1,368.78
<b>Cosmetology to Barber Crossover (Alumni):</b> Down payment: \$1,400.00 2 monthly payments: \$1,400.00	<b>Cosmetology to Barber Crossover (Non-Alumni):</b> Down payment: \$1,566.66 2 monthly payments: \$1,566.67
<b>Barber Crossover to Cosmetology:</b> Down Payment: \$2000.00 3 Monthly payments: \$1,466.66	

**BARBERING CURRICULUM (1500 HOURS) (APPROVED PROGRAM NOT CURRENTLY OFFERED)**

**BARBERING PROGRAM OUTLINE AND DESCRIPTION - 1500 HOURS, 51-WEEK CURRICULUM**

The curriculum for students enrolled in a barbering program shall consist of fifteen hundred (1500) hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act.

The DOL Standard Occupation Classification code for Barbers is 39-5011. The description for this classification is to provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves. Illustrative examples: *Barber Apprentice, Master Barber*

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

**Technical instruction and practical training shall include the following hours:**

	<b>Minimum Hrs. Technical Instruction</b>	<b>Minimum Practical Operations</b>
<b>Laws and Regulations</b> shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	<b>20</b>	
<b>Health and Safety/Hazardous Substances</b> 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, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.	<b>45</b>	
<b>Anatomy and Physiology</b> shall include, but is not limited to: Human Anatomy, Human Physiology.	<b>15</b>	
<b>Business and Professional Preparation</b> that includes professional ethics, portfolio building, and resume writing, basic tax information relating to booth renters, independent contractors, employees, and employers..	<b>15</b>	
<b>Communication Skills</b> that includes salesmanship, client record-keeping, decorum.	<b>40</b>	
<b>The subject of Disinfection and Sanitation</b> shall include, but is not limited to 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. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	<b>20</b>	<b>10</b>
<b>The subjects of Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations as follows:</b>		
Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	<b>65</b>	<b>240</b>
Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	<b>40</b>	<b>70 Perms 35 Chemical Straighten</b>
Hair Coloring and Bleaching shall include the following techniques and procedures (also including, the use of semi-permanent, demi-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.	<b>60</b>	<b>50</b>
<b>Hair Cutting</b> shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	<b>20</b>	<b>80</b>

<b>The subject of instruction in Shaving</b> shall include, but is not limited to, the following techniques and procedures: Preparing client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging client's face, rolling cream massages.	<b>100</b>	<b>40</b>
---	------------	-----------

### LEARNING RESOURCES

A comprehensive library of references, periodicals, books, texts, audio/video DVDs and web-based materials are available in the Learning Resource Room in Suite 170 to support and supplement the program of study. The room is equipped with tables, chairs, and a computer. Students should avail themselves of the opportunity to use these extensive materials.

### TEACHING AND LEARNING METHODS

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

### BARBER PROGRAM GOALS AND OBJECTIVES

The Barber Program is designed to train the student in the basic manipulative skills, proper safety procedures and work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in Barbering or a related career.

#### Objectives:

- Train and prepare students to pass the state exam.
- Prepare students for employment.
- Perform the basic manipulative skills in the areas of shaving, hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning.
- Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- Teach students professionalism and customer service.
- Project professionalism, visual poise and proper grooming.
- Provide current teaching techniques and introduce new trends and styles.
- Maintain a well-rounded instructional and administrative staff.
- Teach students to project a positive attitude and a sense of personal integrity and self-confidence.
- Train students to deliver service and value in an employment environment.
- Teach students to be able to perform basic analytical skills in order to advise clients on total look concepts.
- Train students how to apply academic learning, technical information and related matters to assure sound procedures, judgments, and decisions

### BARBERING PROGRAM CLASS SCHEDULE

Students complete four 11-week zones. You will start in zone 1 (also referred to as primary training) learning all the fundamentals to services clients in the student salon. In Zones 2-4 you will spend time in theory, continue building the fundamentals from the prior zones, provide services to clients and complete operations in the student salon.

Zones	Tuesday	Wednesday	Thursday	Friday	Saturday	Hours Per Week
Zone 1 (11 weeks)	8:30-4:00	8:30-4:00	10:00-4:00	8:30-4:00	NA	27
Zone 2 (11 weeks)	8:30-4:00	8:30-4:00	10:00-4:00	8:30-4:00	*9:00-3:00	**27/33 OR 33
Zone 3 (11 weeks)	8:30-4:00	8:30-4:00	10:00-4:00	8:30-4:00	*9:00-3:00	**27/33 OR 33
Zone 4 (11 weeks)	8:30-4:00	8:30-4:00	10:00-4:00	8:30-4:00	*9:00-3:00	**27/33 OR 33
Zone 5 (1-3 weeks)	8:30-4:00	8:30-4:00	10:00-4:00	8:30-4:00	*9:00-3:00	**27/33 OR 33

Zone1/ Primary training consists of 27 hours per week Tuesday-Friday. Zone1/Primary training for Barbering students is the first 11 weeks of training. After Zone 1/ primary training students will include every other or every Saturday to their existing schedule. \*\*Students who attended every other Saturday will attend 27 hours



Tuesday -Friday and 33 hours Tues-Saturday.

### **BARBERING PROGRAM DISCLOSURE SUMMARY**

The school has not enrolled any students in the Barbering Program, so there are no statistics for this program

### **WRITTEN AND PRACTICAL GRADING POLICY**

#### **Grading and Evaluation Procedures**

Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests and grading practical operations while in the student salon and during Zone classroom time.

Students are required to receive a 75% or higher on all exams, assignments and practical exams within the program curriculum as described and/or assigned. Written exams are graded on a point system that is then converted to a percentage. The converted percentages will be used when determining the grade average.

#### **Written Grading Policy**

The grading scale is based on percentages. Letter grades are not issued nor are incomplete ratings. Scores of 75% to 100% are considered to be satisfactory (passing).

- 4 (A) 100-90
- 3 (B) 89-80
- 2 (C) 79-75
- 1 (D) 74-0

During Primary Training, students can retake up to 3 failed chapter tests **OR** re-take the same test 3 times, whichever comes first, without consequence, and more than 3 tests failed may result in expulsion. To be considered for re-enrollment, it may be recommended that the student complete additional classes to help them benefit from the curriculum and be able to achieve their educational goals.

All students outside of primary training can only re-take failed tests **once**, without consequence. The date and time for the re-testing will be set by the educator administering the test or by the Director of Education. The re-test will generally be scheduled outside of school hours. If a student fails to show up on time for the re-test or fails the test a second time the test score remains failed, the student will be advised, and then may be sent home for the day. During the advising, it will be determined, based on the student's overall record and any previous infractions, whether the student is eligible for Academic Probation with the option to re-take the failed exam a third time, or whether the student will be withdrawn. The grade for a theory subject will be an average of assignments and the student's test scores in that subject (when applicable). If the average of all scores in a subject is below 75%, but the student attained a score of 75% or better on the re-test, a score of 75% will be entered. Scores for exams in a repeated theory subject will only be entered if they are better than the original score. However, students are required to take and pass all exams in repeated theory subjects.

#### **Practical Exam Grading Policy**

Students are evaluated and tested based on their technical skills. The evaluation of progress is administered through practical examination using practical rubrics during zone. Practical exams are scored with a check mark or yes and no system. To calculate the overall competency, the educator will tally all "yes" or "check marks", divide the number correct into the number possible, to determine the score, using a 100% scale.

- 4 (A) 100-90
- 3 (B) 89-80
- 2 (C) 79-75
- 1 (D) 74-0

#### **Student Salon Practical Grading Policy**

Student Salon practical operations are graded with a numbered grading scale from a score of 4 to 1, based on how well the student completed the operation. Only a Service ticket that is signed by the instructor at the beginning, middle and end of the service is considered complete for each Practical Operation performed. The instructor has the opportunity to comment, offer suggestions, recommend retail products, and gives a final grade for the service completed. All service tickets are filed in the Admission's Office.

4 (A) 100-90	3 out of 3 grading criteria areas completed successfully
3 (B) 89-80	2 out of 3 grading criteria areas completed successfully
2 (C) 79-75	1 out of 3 grading criteria areas completed successfully

1 (D) 74-0	0 out of 3 grading criteria areas completed successfully
<b>GRADING CRITERIA</b>	<b>Each criteria item should be scored with either a yes or no.</b>
<b>1. Consultation/Preparation</b>	Meet our professional dress policy, greet the client warmly and introduce yourself. Create rapport.
	Setup is accurate, complete and on time. Working area is clean and neat. Student listens to the needs of client, asks questions, and estimates cost of service.
<b>2. Service/Procedures</b>	At midpoints: movements, application of products, and steps of service are accurate and competent pursuant to rubrics and/or protocols from primary training or manufacturer's instructions. Timing is appropriate.
<b>3. Closure</b>	Student understands products and educates client about home care. Student escorts client to reception area and cleans work area.

### BARBERING PROGRAM ADDITIONAL GUIDELINES

The following are additional guidelines to follow when graduating from the Zone 1 Primary Training Barbering Program to the Salon Floor.

- OPERATIONS:** When possible, start with and continue with the same instructor throughout a client service. Have work evaluated at checkpoints (start, middle, and end) for appropriate credit.
- THEORY:** Theory starts promptly at 8:30. You must be in your seat, ready to learn by 8:30. Late arrivals and pre-approved late arrivals will be handled in accordance with the Attendance Policy. No food is allowed in Senior Theory, but a morning beverage is ok. You may not leave theory at any time unless a staff member calls you out or it is a designated break period. All students are required to attend weekly theory and participate in practical theory when applicable. Be prepared with writing tools, paper, text and workbooks.
- OPERATIONAL CREDIT FOR A MANNEQUIN:** To receive credit for operations on a mannequin, you must perform a full simulated operation on the entire head. Exceptions may be made for performing state board procedures in state board practical sessions. Students may be charged for chemical supplies used on a mannequin that is not part of a current practical/theory procedure. The Operational Credit Guidelines are below.
- PERSONAL WORK:** Any service received by a student is considered personal work (see receptionist for student pricing). In order to be eligible to receive personal work, students must meet the following criteria: **NO EXCUSED OR UNEXCUSED ABSENCE, LEAVE EARLY OR LATE ARRIVAL 7 DAYS PRIOR TO REQUESTED SERVICE.** You must also be current on all tests, with a passing score of 75% or better. A "REQUEST FOR PERSONAL WORK" form must be completed and signed by **receptionist and your Zone Leader** that day, then turned in to the receptionist with a deposit for chemical, facial and waxing services. Additionally, the Receptionist or Zone Leader may deny personal work requests based on staffing or client levels. You may only receive the service requested. Any service not approved by all present staff members will be terminated immediately. Additionally, any student who does not meet the above criteria for **Personal Work** becomes ineligible for student pricing during their unscheduled hours. Students who perform the personal work on a student must be current on all theory, operations, and tests, with a passing score of 75% or better. See your Zone Leader to see if you qualify to receive or perform personal work. **Personal work may not be received or performed on Saturdays.**
- REQUEST OFF:** If you need to request time off, complete a Request for Absence, and have appropriate staff member sign, and turn into receptionist.
- ADDING A DAY:** If you would like to add an extra day that is not part of your schedule, complete a "SHIFT REQUEST" form and have it signed by the receptionist. Attendance rules apply to any hours or shifts added by a "Shift request."
- CLEANUP:** Everyone gets the opportunity to assist each other in the general tidying of the College and putting things away. A cleanup list will be posted. You will receive a new cleanup assignment at the beginning of every six-week period. Often times more than one student is assigned to each duty and it is the responsibility of the students to work together to get things done. Each student is also responsible for his or her own station, including: mirror, counter top, chair and surrounding floor area.
- CLIENTS:** **Always have a full consultation** with client prior to starting service. You must have an instructor initial your white ticket prior to starting any service, though you may do your client consultation prior to engaging an instructor. All chemical services need to be priced by the instructor and the student prior to start. Always complete a client chemical card, be sure to include your name, date, cost and formula. When a service is complete, your workmanship must be checked and graded for full credit. After your instructor has given you a

final sign-off on the white ticket, you may escort your client to the front desk and take this opportunity to prescribe product. Students receive 10% of a full price sale in REBC Bucks. Should you ever have a misunderstanding or feel uncomfortable with a client, immediately ask for an instructor's guidance.

**9. LAB & DESK:** Shortly after you advance to the Student Salon you will be assigned to work in both the Lab and the Desk. A staff member or a student mentor will assist with training for the tasks required in these areas. Every student is granted the privilege of learning the most important duty in a salon; the front desk and lab dispensing. When you are assigned Lab/Desk duty, this will be your station for that particular time, so it is your responsibility to help keep these areas clean and running efficiently (your daily cleanup is still your responsibility). Daily Lab/Desk activities include: assisting in towel upkeep, dispensing products and supplies, answering phones, booking appointments, checking in inventory and most important, greeting clients. **Students are NOT allowed behind the desk or in the lab unless this is their assigned area. Only the receptionist and the attending student(s) are allowed to make or alter appointments. Students should only be around the Lab/Desk area to check appointments or get products/supplies, but are to remain on the outside of the area.**

**10. APPOINTMENTS:** Check your appointments schedule periodically for new appointments. You may use the computer by the Cosmetology Lab, or you may use your mobile device to check for appointments.

**11. WHERE ARE YOU?** We need to know where you are at all times. When you leave the floor (including going upstairs), please let an instructor and the receptionist know.

**COSMETOLOGY TO BARBER CROSSOVER CURRICULUM (300 HOURS)  
(APPROVED PROGRAM NOT CURRENTLY OFFERED)**

**COSMETOLOGY TO BARBER CROSSOVER PROGRAM OUTLINE AND DESCRIPTION  
300 HOURS, 14-WEEK CURRICULUM**

The curriculum for students enrolled in a cosmetology to barber crossover program shall consist of two hundred fifty (300) clock hours of technical instruction and practical operations covering those barber practices that are not a part of the required training or practice of a cosmetologist.

The DOL Standard Occupation Classification code for Barbers is 39-5011. The description for this classification is to provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves. Illustrative examples: *Barber Apprentice, Master Barber*

Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. The course of instruction in the practical phases of barbering required for a student enrolled in a 300-hour course shall cover not less than 170 hours of theory including training in shaving, clipper haircutting, rolling cream massages, rest facials, and state board preparation. The practical training shall include performance of the following minimum theory and practical operations.

SUBJECT	Minimum Hrs. Technical Instruction	Minimum Practical Operations
<b>Shaving</b> shall include: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100	50
<b>Miscellaneous Subjects</b> includes: <b>Hair Cutting</b> which includes the use of scissors, razor (shaper), electrical clippers and trimmers, and thinning (tapering) shears for wet and dry cutting; and <b>State Board Preparation and Performance</b> which includes an overview of all theory subjects and operations tested in the State Board examination: Laws and Regulations, Health and Safety, Hazardous Substances, Anatomy and Physiology, Disinfection and Sanitation, Hair Styling, Permanent Waving and Chemical Straightening, Hair Coloring and Bleaching, Scalp and Hair Treatments, and Hair Pieces	50	70

**LEARNING RESOURCES**

A comprehensive library of references, periodicals, books, texts, audio/video DVDs and web-based materials are available in the Learning Resource Room in Suite 170 to support and supplement the program of study. The room is equipped with tables, chairs, and a computer. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS**

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

**COSMETOLOGY TO BARBER CROSSOVER PROGRAM GOALS AND OBJECTIVES**

The Cosmetology to Barber Crossover Program is designed to train the student in the basic manipulative skills, proper safety procedures and work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in Barbering or a related career.

**Objectives:**

- Train and prepare students to pass the state exam.
- Prepare students for employment.
- Perform the basic manipulative skills in the areas of shaving, hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning.
- Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- Teach students professionalism and customer service.
- Project professionalism, visual poise and proper grooming.
- Provide current teaching techniques and introduce new trends and styles.
- Maintain a well-rounded instructional and administrative staff.
- Teach students to project a positive attitude and a sense of personal integrity and self-confidence.
- Train students to deliver service and value in an employment environment.
- Teach students to be able to perform basic analytical skills in order to advise clients on total look concepts.
- Train students how to apply academic learning, technical information and related matters to assure sound procedures, judgments, and decisions

### **COSMETOLOGY TO BARBER CROSSOVER PROGRAM SAMPLE CLASS SCHEDULE**

Students will start in Zone 1/Primary Training learning all the fundamentals to be able provide services to clients in the student salon. In Zone 2 you will spend time in theory, continue building the fundamentals from the prior zone, provide services to clients and complete operations in the student salon.

Zones	Sunday	Monday	Tuesday
Zone 1 (3 weeks)	8:30-4:00	8:30-4:00	10:00-4:00
Zone 2 (11 weeks)	8:30-4:00	8:30-4:00	10:00-4:00

Zone1/ Primary training consists of 22 hours per week Sunday-Tuesday. Zone1/Primary training for Cosmetology Crossover to Barbering students is the first 3 weeks of training.

### **COSMETOLOGY TO BARBER CROSSOVER PROGRAM DISCLOSURE SUMMARY**

The Cosmetology to Barber Crossover Program began in July 2016.

1. **Graduation Rate:** 100% or 4 of the 4 students in this program scheduled to graduate in 2016 went on to graduate.
2. **Placement Rate:** 100% or 4 of the 4 students who graduated in 2016 are employed in the industry.
3. **Exam Pass Rate:** 100% or 4 of the 4 students in this program passed the state board exam the first time in 2016.
4. **On-time Completion Rate:** 100% of Cosmo-to-Barber graduates met the on-time graduation requirement based on their original contracted graduation date between July 2016 and September 2016.
5. 0% or 0 of the 4 students scheduled to graduate in that year have not reached 150% and are still attending.

### **PRACTICAL AND WRITTEN GRADING**

#### **Grading and Evaluation Procedures**

Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests and grading practical operations while in the student salon and during Zone classroom time.

Students are required to receive a 75% or higher on all exams, assignments and practical exams within the program curriculum as described and/or assigned. Written exams are graded on a point system that is then converted to a percentage. The converted percentages will be used when determining the grade average.

#### **Written Grading Policy**

The grading scale is based on percentages. Letter grades are not issued nor are incomplete ratings. Scores of 75% to 100% are considered to be satisfactory (passing).

- 4 (A) 100-90
- 3 (B) 89-80
- 2 (C) 79-75

1 (D) 74-0

During Primary Training, students can retake up to 3 failed chapter tests **OR** re-take the same test 3 times, whichever comes first, without consequence, and more than 3 tests failed may result in expulsion. To be considered for re-enrollment, it may be recommended that the student complete additional classes to help them benefit from the curriculum and be able to achieve their educational goals.

All students outside of primary training can only re-take failed tests **once**, without consequence. The date and time for the re-testing will be set by the educator administering the test or by the Director of Education. The re-test will generally be scheduled outside of school hours. If a student fails to show up on time for the re-test or fails the test a second time the test score remains failed, the student will be advised, and then may be sent home for the day. During the advising, it will be determined, based on the student’s overall record and any previous infractions, whether the student is eligible for Academic Probation with the option to re-take the failed exam a third time, or whether the student will be withdrawn. The grade for a theory subject will be an average of assignments and the student’s test scores in that subject (when applicable). If the average of all scores in a subject is below 75%, but the student attained a score of 75% or better on the re-test, a score of 75% will be entered. Scores for exams in a repeated theory subject will only be entered if they are better than the original score. However, students are required to take and pass all exams in repeated theory subjects.

**Practical Exam Grading Policy**

Students are evaluated and tested based on their technical skills. The evaluation of progress is administered through practical examination using practical rubrics during zone. Practical exams are scored with a check mark or yes and no system. To calculate the overall competency, the educator will tally all “yes” or “check marks”, divide the number correct into the number possible, to determine the score, using a 100% scale.

- 4 (A) 100-90
- 3 (B) 89-80
- 2 (C) 79-75
- 1 (D) 74-0

**Student Salon Practical Grading Policy**

Student Salon practical operations are graded with a numbered grading scale from a score of 4 to 1, based on how well the student completed the operation. Only a Service ticket that is signed by the instructor at the beginning, middle and end of the service is considered complete for each Practical Operation performed. The instructor has the opportunity to comment, offer suggestions, recommend retail products, and gives a final grade for the service completed. All service tickets are filed in the Admission’s Office.

4 (A) 100-90	3 out of 3 grading criteria areas completed successfully
3 (B) 89-80	2 out of 3 grading criteria areas completed successfully
2 (C) 79-75	1 out of 3 grading criteria areas completed successfully
1 (D) 74-0	0 out of 3 grading criteria areas completed successfully
<b>GRADING CRITERIA</b>	<b>Each criteria item should be scored with either a yes or no.</b>
<b>1. Consultation/Preparation</b>	Meet our professional dress policy, greet the client warmly and introduce yourself. Create rapport.
	Setup is accurate, complete and on time. Working area is clean and neat. Student listens to the needs of client, asks questions, and estimates cost of service.
<b>2. Service/Procedures</b>	At midpoints: movements, application of products, and steps of service are accurate and competent pursuant to rubrics and/or protocols from primary training or manufacturer’s instructions. Timing is appropriate.
<b>3. Closure</b>	Student understands products and educates client about home care. Student escorts client to reception area and cleans work area.

**COSMETOLOGY TO BARBER CROSSOVER PROGRAM ADDITIONAL GUIDELINES**

The following are additional guidelines to follow when graduating from the Zone 1 Primary Training Cosmetology to Barber Crossover Program to the Salon Floor.

1. **OPERATIONS:** When possible, start with and continue with the same instructor throughout a client service. Have work evaluated at checkpoints (start, middle, and end) for appropriate credit.
2. **THEORY:** Theory starts promptly at 8:30. You must be in your seat, ready to learn by 8:30. Late arrivals and pre-approved late arrivals will be handled in accordance with the Attendance Policy. No food is

allowed in Senior Theory, but a morning beverage is ok. You may not leave theory at any time unless a staff member calls you out or it is a designated break period. All students are required to attend weekly theory and participate in practical theory when applicable. Be prepared with writing tools, paper, text and workbooks.

3. **OPERATIONAL CREDIT FOR A MANNEQUIN:** To receive credit for operations on a mannequin, you must perform a full simulated operation on the entire head. Exceptions may be made for performing state board procedures in state board practical sessions. Students may be charged for chemical supplies used on a mannequin that is not part of a current practical/theory procedure. The Operational Credit Guidelines are below.
4. **PERSONAL WORK:** Any service received by a student is considered personal work (see receptionist for student pricing). In order to be eligible to receive personal work, students must meet the following criteria: **NO EXCUSED OR UNEXCUSED ABSENCE, LEAVE EARLY OR LATE ARRIVAL 7 DAYS PRIOR TO REQUESTED SERVICE.** You must also be current on all tests, with a passing score of 75% or better. A "REQUEST FOR PERSONAL WORK" form must be completed and signed by **receptionist and your Zone Leader** that day, then turned in to the receptionist with a deposit for chemical, facial and waxing services. Additionally, the Receptionist or Zone Leader may deny personal work requests based on staffing or client levels. You may only receive the service requested. Any service not approved by all present staff members will be terminated immediately. Additionally, any student who does not meet the above criteria for **Personal Work** becomes ineligible for student pricing during their unscheduled hours. Students who perform the personal work on a student must be current on all theory, operations, and tests, with a passing score of 75% or better. See your Zone Leader to see if you qualify to receive or perform personal work. **Personal work may not be received or performed on Saturdays.**
5. **REQUEST OFF:** If you need to request time off, complete a Request for Absence, and have appropriate staff member sign, and turn into receptionist.
6. **ADDING A DAY:** If you would like to add an extra day that is not part of your schedule, complete a "SHIFT REQUEST" form and have it signed by the receptionist. Attendance rules apply to any hours or shifts added by a "Shift request."
7. **CLEANUP:** Everyone gets the opportunity to assist each other in the general tidying of the College and putting things away. A cleanup list will be posted. You will receive a new cleanup assignment at the beginning of every six-week period. Often times more than one student is assigned to each duty and it is the responsibility of the students to work together to get things done. Each student is also responsible for his or her own station, including: mirror, counter top, chair and surrounding floor area.
8. **CLIENTS: Always have a full consultation** with client prior to starting service. You must have an instructor initial your white ticket prior to starting any service, though you may do your client consultation prior to engaging an instructor. All chemical services need to be priced by the instructor and the student prior to start. Always complete a client chemical card, be sure to include your name, date, cost and formula. When a service is complete, your workmanship must be checked and graded for full credit. After your instructor has given you a final sign-off on the white ticket, you may escort your client to the front desk and take this opportunity to prescribe product. Students receive 10% of a full price sale in REBC Bucks. Should you ever have a misunderstanding or feel uncomfortable with a client, immediately ask for an instructor's guidance.
9. **LAB & DESK:** Shortly after you advance to the Student Salon you will be assigned to work in both the Lab and the Desk. A staff member or a student mentor will assist with training for the tasks required in these areas. Every student is granted the privilege of learning the most important duty in a salon; the front desk and lab dispensing. When you are assigned Lab/Desk duty, this will be your station for that particular time, so it is your responsibility to help keep these areas clean and running efficiently (your daily cleanup is still your responsibility). Daily Lab/Desk activities include: assisting in towel upkeep, dispensing products and supplies, answering phones, booking appointments, checking in inventory and most important, greeting clients. **Students are NOT allowed behind the desk or in the lab unless this is their assigned area. Only the receptionist and the attending student(s) are allowed to make or alter appointments. Students should only be around the Lab/Desk area to check appointments or get products/supplies, but are to remain on the outside of the area.**
10. **APPOINTMENTS:** Check your appointments schedule periodically for new appointments. You may use the computer by the Cosmetology Lab, or you may use your mobile device to check for appointments.
11. **WHERE ARE YOU?** We need to know where you are at all times. When you leave the floor (including going upstairs), please let an instructor and the receptionist know.

## **COSMETOLOGY TO BARBER CROSSOVER MINIMUM CREDIT AND LENGTH TO COMPLETE OPERATIONS**

These are guidelines for minimum credit given on a mannequin or client. Instructors will use judgment based on difficulty of service and skill level of student to determine if credit above the minimum will be given. This will vary for each student, as we are all at a different levels in our training. All practical services on a client, student, or mannequin must be checked by an instructor.

**Note: To receive credit, a complete set-up is required for each service.**

<b>Procedure</b>	<b>Operational Credit</b>	<b>Approx. Time to Complete</b>
Shaving	1	1 hour
Facial Massage	1	30 minutes
Rolling Cream Massage	1	30 minutes
Haircut	1	30 minutes



**BARBER TO COSMETOLOGY CROSSOVER PROGRAM CURRICULUM (400 HOURS)  
(APPROVED PROGRAM NOT CURRENTLY OFFERED)**

**BARBER TO COSMETOLOGY CROSSOVER PROGRAM OUTLINE AND DESCRIPTION  
400 HOURS, 19-WEEK CURRICULUM**

The curriculum for students enrolled in a Barber to Cosmetology Crossover program shall consist four hundred (400) clock hours of technical instruction and practical operations covering those cosmetology practices that are not a part of the required training or practice of a barber.

The DOL Standard Occupation Classification code for Cosmetologist is 39-5011. The description for this classification is to provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves. Illustrative examples: *Barber Apprentice, Master Barber*

Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. The course of instruction in the practical phases of barbering required for a student enrolled in a 300-hour course shall cover not less than 170 hours of theory including training in shaving, clipper haircutting, rolling cream massages, rest facials, and state board preparation. The practical training shall include performance of the following minimum theory and practical operations.

<b>SUBJECT</b>	<b>Minimum Hrs. Technical Instruction</b>	<b>Minimum Practical Operations</b>
<b>Miscellaneous Subjects</b> includes: <b>State Board Preparation and Performance</b> which includes an overview of all theory subjects and operations tested in the State Board examination: Laws and Regulations, Health and Safety, Hazardous Substances, Anatomy and Physiology	<b>20</b>	
<b>Disinfection and Sanitation</b> shall include: Disinfection and sanitation and proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	<b>10</b>	<b>50</b>
<b>Manual, Electrical and Chemical Facials</b> shall include: Manual Facials with cleansing, scientific manipulations, packs, and masks. Electrical Facials include electrical modalities, dermal lights and electrical apparatus for facials and skin care purposes; machines that produce 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.	<b>25</b>	<b>40</b>
<b>Eyebrow Beautification and Make-up:</b> Eyebrow Arching and Hair Removal, using wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Makeup shall include, but is not limited to: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.	<b>25</b>	<b>30</b>
<b>Manicuring and Pedicuring</b> shall include, but are not limited to: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	<b>15</b>	<b>25</b>
<b>Artificial Nails and Wraps:</b> Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs	<b>25</b>	<b>40 Sculptured 80 Tips, Overlays</b>

**LEARNING RESOURCES**

A comprehensive library of references, periodicals, books, texts, audio/video DVDs and web-based materials are available in the Learning Resource Room in Suite 170 to support and supplement the program of study. The room is equipped with tables, chairs, and a computer. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS**

The clock-hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and

products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**BARBER TO COSMETOLOGY CROSSOVER PROGRAM GOALS AND OBJECTIVES**

The Barber to Cosmetology Crossover Program is designed to train the student in the basic manipulative skills, proper safety procedures and work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in Cosmetology or a related career.

**Objectives:**

- Train and prepare students to pass the state exam.
- Prepare students for employment.
- Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
- Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- Teach students professionalism and customer service.
- Project professionalism, visual poise and proper grooming.
- Provide current teaching techniques and introduce new trends and styles.
- Maintain a well-rounded instructional and administrative staff.
- Teach students to project a positive attitude and a sense of personal integrity and self-confidence.
- Train students to deliver service and value in an employment environment.
- Teach students to be able to perform basic analytical skills in order to advise clients on total look concepts.
- Train students how to apply academic learning, technical information and related matters to assure sound procedures, judgments, and decisions

**BARBER TO COSMETOLOGY CROSSOVER PROGRAM CLASS SCHEDULE**

Students will start in Zone 1/Primary Training learning all the fundamentals to be able provide services to clients in the student salon. In Zone 2 you will spend time in theory, continue building the fundamentals from the prior zone, provide services to clients and complete operations in the student salon.

**BARBER TO COSMETOLOGY CROSSOVER PROGRAM SAMPLE CLASS SCHEDULE**

Zones	Sunday	Monday	Tuesday
Zone 1 (4 weeks)	8:30-4:00	8:30-4:00	10:00-4:00
Zone 2 (16 weeks)	8:30-4:00	8:30-4:00	10:00-4:00

Zone1/ Primary training consists of 22 hours per week Sunday-Tuesday. Zone1/Primary training for Cosmetology Crossover to Barbering students is the first 3 weeks of training.

**BARBER TO COSMETOLOGY CROSSOVER PROGRAM DISCLOSURE SUMMARY**

The Barber to Cosmetology Crossover Program has not enrolled any students so there are no statistics.

**PRACTICAL AND WRITTEN GRADING**

**Grading and Evaluation Procedures**

Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests and grading practical operations while in the student salon and during Zone classroom time.

Students are required to receive a 75% or higher on all exams, assignments and practical exams within the program curriculum as described and/or assigned. Written exams are graded on a point system that is then converted to a percentage. The converted percentages will be used when determining the grade average.

**Written Grading Policy**

The grading scale is based on percentages. Letter grades are not issued nor are incomplete ratings. Scores of 75% to 100% are considered to be satisfactory (passing).

- 4 (A) 100-90
- 3 (B) 89-80
- 2 (C) 79-75

1 (D) 74-0

During Primary Training, students can retake up to 3 failed chapter tests **OR** re-take the same test 3 times, whichever comes first, without consequence, and more than 3 tests failed may result in expulsion. To be considered for re-enrollment, it may be recommended that the student complete additional classes to help them benefit from the curriculum and be able to achieve their educational goals.

All students outside of primary training can only re-take failed tests **once**, without consequence. The date and time for the re-testing will be set by the educator administering the test or by the Director of Education. The re-test will generally be scheduled outside of school hours. If a student fails to show up on time for the re-test or fails the test a second time the test score remains failed, the student will be advised, and then may be sent home for the day. During the advising, it will be determined, based on the student's overall record and any previous infractions, whether the student is eligible for Academic Probation with the option to re-take the failed exam a third time, or whether the student will be withdrawn. The grade for a theory subject will be an average of assignments and the student's test scores in that subject (when applicable). If the average of all scores in a subject is below 75%, but the student attained a score of 75% or better on the re-test, a score of 75% will be entered. Scores for exams in a repeated theory subject will only be entered if they are better than the original score. However, students are required to take and pass all exams in repeated theory subjects.

**Practical Exam Grading Policy**

Students are evaluated and tested based on their technical skills. The evaluation of progress is administered through practical examination using practical rubrics during zone. Practical exams are scored with a check mark or yes and no system. To calculate the overall competency, the educator will tally all "yes" or "check marks", divide the number correct into the number possible, to determine the score, using a 100% scale.

4 (A) 100-90

3 (B) 89-80

2 (C) 79-75

1 (D) 74-0

**Student Salon Practical Grading Policy**

Student Salon practical operations are graded with a numbered grading scale from a score of 4 to 1, based on how well the student completed the operation. Only a Service ticket that is signed by the instructor at the beginning, middle and end of the service is considered complete for each Practical Operation performed. The instructor has the opportunity to comment, offer suggestions, recommend retail products, and gives a final grade for the service completed. All service tickets are filed in the Admission's Office.

4 (A) 100-90	3 out of 3 grading criteria areas completed successfully
3 (B) 89-80	2 out of 3 grading criteria areas completed successfully
2 (C) 79-75	1 out of 3 grading criteria areas completed successfully
1 (D) 74-0	0 out of 3 grading criteria areas completed successfully
<b>GRADING CRITERIA</b>	<b>Each criteria item should be scored with either a yes or no.</b>
<b>1. Consultation/Preparation</b>	Meet our professional dress policy, greet the client warmly and introduce yourself. Create rapport.
	Setup is accurate, complete and on time. Working area is clean and neat. Student listens to the needs of client, asks questions, and estimates cost of service.
<b>2. Service/Procedures</b>	At midpoints: movements, application of products, and steps of service are accurate and competent pursuant to rubrics and/or protocols from primary training or manufacturer's instructions. Timing is appropriate.
<b>3. Closure</b>	Student understands products and educates client about home care. Student escorts client to reception area and cleans work area.

**BARBER COSMETOLOGY CROSSOVER PROGRAM ADDITIONAL GUIDELINES**

The following are additional guidelines to follow when graduating from the Zone 1 Primary Training Cosmetology Crossover to Barbering Program to the Salon Floor.

- OPERATIONS:** When possible, start with and continue with the same instructor throughout a client service. Have work evaluated at checkpoints (start, middle, and end) for appropriate credit.
- THEORY:** Theory starts promptly at 8:30. You must be in your seat, ready to learn by 8:30. Late arrivals and pre-approved late arrivals will be handled in accordance with the Attendance Policy. No food is

allowed in Senior Theory, but a morning beverage is ok. You may not leave theory at any time unless a staff member calls you out or it is a designated break period. All students are required to attend weekly theory and participate in practical theory when applicable. Be prepared with writing tools, paper, text and workbooks.

**3. OPERATIONAL CREDIT FOR A MANNEQUIN:** To receive credit for operations on a mannequin, you must perform a full simulated operation on the entire head. Exceptions may be made for performing state board procedures in state board practical sessions. Students may be charged for chemical supplies used on a mannequin that is not part of a current practical/theory procedure. The Operational Credit Guidelines are below.

**4. PERSONAL WORK:** Any service received by a student is considered personal work (see receptionist for student pricing). In order to be eligible to receive personal work, students must meet the following criteria: **NO EXCUSED OR UNEXCUSED ABSENCE, LEAVE EARLY OR LATE ARRIVAL 7 DAYS PRIOR TO REQUESTED SERVICE.** You must also be current on all tests, with a passing score of 75% or better. A "REQUEST FOR PERSONAL WORK" form must be completed and signed by receptionist and your Zone Leader that day, then turned in to the receptionist with a deposit for chemical, facial and waxing services. Additionally, the Receptionist or Zone Leader may deny personal work requests based on staffing or client levels. You may only receive the service requested. Any service not approved by all present staff members will be terminated immediately. Additionally, any student who does not meet the above criteria for **Personal Work** becomes ineligible for student pricing during their unscheduled hours. Students who perform the personal work on a student must be current on all theory, operations, and tests, with a passing score of 75% or better. See your Zone Leader to see if you qualify to receive or perform personal work. **Personal work may not be received or performed on Saturdays.**

**5. REQUEST OFF:** If you need to request time off, complete a Request for Absence, and have appropriate staff member sign, and turn into receptionist.

**6. ADDING A DAY:** If you would like to add an extra day that is not part of your schedule, complete a "SHIFT REQUEST" form and have it signed by the receptionist. Attendance rules apply to any hours or shifts added by a "Shift request."

**7. CLEANUP:** Everyone gets the opportunity to assist each other in the general tidying of the College and putting things away. A cleanup list will be posted. You will receive a new cleanup assignment at the beginning of every six-week period. Often times more than one student is assigned to each duty and it is the responsibility of the students to work together to get things done. Each student is also responsible for his or her own station, including: mirror, counter top, chair and surrounding floor area.

**8. CLIENTS: Always have a full consultation** with client prior to starting service. You must have an instructor initial your white ticket prior to starting any service, though you may do your client consultation prior to engaging an instructor. All chemical services need to be priced by the instructor and the student prior to start. Always complete a client chemical card, be sure to include your name, date, cost and formula. When a service is complete, your workmanship must be checked and graded for full credit. After your instructor has given you a final sign-off on the white ticket, you may escort your client to the front desk and take this opportunity to prescribe product. Students receive 10% of a full price sale in REBC Bucks. Should you ever have a misunderstanding or feel uncomfortable with a client, immediately ask for an instructor's guidance.

**9. LAB & DESK:** Shortly after you advance to the Student Salon you will be assigned to work in both the Lab and the Desk. A staff member or a student mentor will assist with training for the tasks required in these areas. Every student is granted the privilege of learning the most important duty in a salon; the front desk and lab dispensing. When you are assigned Lab/Desk duty, this will be your station for that particular time, so it is your responsibility to help keep these areas clean and running efficiently (your daily cleanup is still your responsibility). Daily Lab/Desk activities include: assisting in towel upkeep, dispensing products and supplies, answering phones, booking appointments, checking in inventory and most important, greeting clients. **Students are NOT allowed behind the desk or in the lab unless this is their assigned area. Only the receptionist and the attending student(s) are allowed to make or alter appointments. Students should only be around the Lab/Desk area to check appointments or get products/supplies, but are to remain on the outside of the area.**

**10. APPOINTMENTS:** Check your appointments schedule periodically for new appointments. You may use the computer by the Cosmetology Lab, or you may use your mobile device to check for appointments.

**11. WHERE ARE YOU?** We need to know where you are at all times. When you leave the floor (including going upstairs), please let an instructor and the receptionist know.

## BARBER TO COSMETOLOGY CROSSOVER MINIMUM CREDIT AND LENGTH TO COMPLETE OPERATIONS

These are guidelines for minimum credit given on a mannequin or client. Instructors will use judgment based on difficulty of service and skill level of student to determine if credit above the minimum will be given. This will vary for each student, as we are all at a different levels in our training. All practical services on a client, student, or mannequin must be checked by an instructor.

**Note: To receive credit, a complete set-up is required for each service.**

Procedure	Operational Credit	Approx. Time to Complete
Facial on live model using state board procedures	1 op for every 2 facials	.75 hour
Facial on live model, full facial from book or professional facial rubric	1	.75 hour
Facial on mannequin, full facial using book or professional facial rubric	1	.75 hour
Makeup on live model , full makeup application	1	1.0 hour
Full makeup application on face map. Describe what you did and why	1 op for every 3 faces	1.0 hour
Brow, Lip, or Chin Wax (.5 for each)	1	.5 hour
Full Face Wax	2	.75 hour
½ Leg Wax	2	.75 hour
Full Leg Wax	4	1 hour
Bikini Wax	2	.75 hour
Underarm Wax	1	.75 hour
Arm Wax	2	.75 hour
Chest Wax	4	1 hour
Back Wax	4	1 hour
Manicure (water, oil, Hawaiian, gel)	1	1 hour
Gel removal	1	1 hour
Pedicure (water, oil, Hawaiian, gel, Footlogix)	1	1 hour
“Weekender” Tips, must be painted	1 op per nail	.25 per nail
Sculptured Acrylic, must be painted	1 op per nail	.25 per nail
Acrylic over tips, must be painted	1 op per nail	.25 per nail
Nail wraps (silk or paper), must be painted	1 op per nail	.25 per nail
Hot gluing tips to prep mannequin hand	0	.25 per hand

**Complete Set-up required for each service, to receive credit**

**NAIL CARE PROGRAM CURRICULUM (400 HOURS)  
(APPROVED PROGRAM NOT CURRENTLY OFFERED)**

**NAIL CARE PROGRAM OUTLINE AND DESCRIPTION  
400 HOURS, 19-WEEK CURRICULUM**

The curriculum for students enrolled in a nail care course shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.

The DOL Standard Occupation Classification code for Manicurists and Pedicurists is 39-5092. The description for this classification is to clean and shape customers' fingernails and toenails. May polish or decorate nails. Illustrative examples: *Nail Technician, Fingernail Sculptor*

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

<b>SUBJECT</b>	<b>Minimum Hrs. Technical Instruction</b>	<b>Minimum Practical Operations</b>
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	
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	
The subjects of Bacteriology, Anatomy and Physiology shall include, but are not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10	
Training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers.	10	
The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. 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.	20	10
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, and nail analysis.	30	60
Application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	30	180

**LEARNING RESOURCES**

A comprehensive library of references, periodicals, books, texts, audio/video DVDs and web-based materials are available in the Learning Resource Room in Suite 170 to support and supplement the program of study. The room is equipped with tables, chairs, and a computer. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS**

The clock-hour education is provided through a sequential set of learning steps which address specific tasks

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

**NAIL CARE PROGRAM GOALS AND OBJECTIVES**

The Nail Care Program is designed to train the student in the basic manipulative skills, proper safety procedures and work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in Cosmetology or a related career.

**Objectives:**

- Train and prepare students to pass the state exam.
- Prepare students for employment.
- Perform the basic manipulative skills in the areas of nail care.
- Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- Teach students professionalism and customer service.
- Project professionalism, visual poise and proper grooming.
- Provide current teaching techniques and introduce new trends and styles.
- Maintain a well-rounded instructional and administrative staff.
- Teach students to project a positive attitude and a sense of personal integrity and self-confidence.
- Train students to deliver service and value in an employment environment.
- Teach students to be able to perform basic analytical skills in order to advise clients on total look concepts.
- Train students how to apply academic learning, technical information and related matters to assure sound procedures, judgments, and decisions

**NAIL CARE PROGRAM CLASS SCHEDULE**

Students will start in Zone 1/Primary Training learning all the fundamentals to be able provide services to clients in the student salon. In Zone 2 you will spend time in theory, continue building the fundamentals from the prior zone, provide services to clients and complete operations in the student salon.

**NAIL CARE PROGRAM SAMPLE CLASS SCHEDULE**

Zones	Sunday	Monday	Tuesday
Zone 1 (2 weeks)	8:30-4:00	8:30-4:00	10:00-4:00
Zone 2 (15 weeks)	8:30-4:00	8:30-4:00	10:00-4:00

Zone1/ Primary training consists of 22 hours per week Sunday-Tuesday. Zone1/Primary training for Nail Care students is the first 4 weeks of training.

**NAIL CARE PROGRAM DISCLOSURE SUMMARY**

The school has not enrolled any students for the Nail Care Program so there are no statistics.

**PRACTICAL AND WRITTEN GRADING**

Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests and grading practical operations while in the student salon and during Zone classroom time.

Students are required to receive a 75% or higher on all exams, assignments and practical exams within the program curriculum as described and/or assigned. Written exams are graded on a point system that is then converted to a percentage. The converted percentages will be used when determining the grade average.

Practical operations are graded with a numbered grading scale from a score of 4 to 1, based on how well the student completed the operation. Only a Service ticket that is signed by the instructor at the beginning, middle and end of the service is considered completed for each Practical Operation performed. The instructor has the opportunity to comment, offer suggestions, recommend retail products, and gives a final grade for the service completed. All service tickets are filed in each student’s file. Exams (practical and/or written) may be timed in order to assess the student’s timing and efficiency against the

**Written Grading Policy**  
**Grading and Evaluation Procedures**

Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests and grading practical operations while in the student salon and during Zone classroom time.

Students are required to receive a 75% or higher on all exams, assignments and practical exams within the program curriculum as described and/or assigned. Written exams are graded on a point system that is then converted to a percentage. The converted percentages will be used when determining the grade average.

**Written Grading Policy**

The grading scale is based on percentages. Letter grades are not issued nor are incomplete ratings. Scores of 75% to 100% are considered to be satisfactory (passing).

- 4 (A) 100-90
- 3 (B) 89-80
- 2 (C) 79-75
- 1 (D) 74-0

During Primary Training, students can retake up to 3 failed chapter tests **OR** re-take the same test 3 times, whichever comes first, without consequence, and more than 3 tests failed may result in expulsion. To be considered for re-enrollment, it may be recommended that the student complete additional classes to help them benefit from the curriculum and be able to achieve their educational goals.

All students outside of primary training can only re-take failed tests **once**, without consequence. The date and time for the re-testing will be set by the educator administering the test or by the Director of Education. The re-test will generally be scheduled outside of school hours. If a student fails to show up on time for the re-test or fails the test a second time the test score remains failed, the student will be advised, and then may be sent home for the day. During the advising, it will be determined, based on the student's overall record and any previous infractions, whether the student is eligible for Academic Probation with the option to re-take the failed exam a third time, or whether the student will be withdrawn. The grade for a theory subject will be an average of assignments and the student's test scores in that subject (when applicable). If the average of all scores in a subject is below 75%, but the student attained a score of 75% or better on the re-test, a score of 75% will be entered. Scores for exams in a repeated theory subject will only be entered if they are better than the original score. However, students are required to take and pass all exams in repeated theory subjects.

**Practical Exam Grading Policy**

Students are evaluated and tested based on their technical skills. The evaluation of progress is administered through practical examination using practical rubrics during zone. Practical exams are scored with a check mark or yes and no system. To calculate the overall competency, the educator will tally all "yes" or "check marks", divide the number correct into the number possible, to determine the score, using a 100% scale.

- 4 (A) 100-90
- 3 (B) 89-80
- 2 (C) 79-75
- 1 (D) 74-0

**Student Salon Practical Grading Policy**

Student Salon practical operations are graded with a numbered grading scale from a score of 4 to 1, based on how well the student completed the operation. Only a Service ticket that is signed by the instructor at the beginning, middle and end of the service is considered complete for each Practical Operation performed. The instructor has the opportunity to comment, offer suggestions, recommend retail products, and gives a final grade for the service completed. All service tickets are filed in the Admission's Office.

4 (A) 100-90	3 out of 3 grading criteria areas completed successfully
3 (B) 89-80	2 out of 3 grading criteria areas completed successfully
2 (C) 79-75	1 out of 3 grading criteria areas completed successfully
1 (D) 74-0	0 out of 3 grading criteria areas completed successfully
<b>GRADING CRITERIA</b>	<b>Each criteria item should be scored with either a yes or no.</b>
<b>1. Consultation/Preparation</b>	Meet our professional dress policy, greet the client warmly and introduce yourself. Create rapport.



	Setup is accurate, complete and on time. Working area is clean and neat. Student listens to the needs of client, asks questions, and estimates cost of service.
<b>2. Service/Procedures</b>	At midpoints: movements, application of products, and steps of service are accurate and competent pursuant to rubrics and/or protocols from primary training or manufacturer's instructions. Timing is appropriate.
<b>3. Closure</b>	Student understands products and educates client about home care. Student escorts client to reception area and cleans work area.

### NAIL CARE PROGRAM ADDITIONAL GUIDELINES

The following are additional guidelines to follow when graduating from the Zone 1 Primary Training Cosmetology Crossover to Barbering Program to the Salon Floor.

- 1. OPERATIONS:** When possible, start with and continue with the same instructor throughout a client service. Have work evaluated at checkpoints (start, middle, and end) for appropriate credit.
- 2. THEORY:** Theory starts promptly at 8:30. You must be in your seat, ready to learn by 8:30. Late arrivals and pre-approved late arrivals will be handled in accordance with the Attendance Policy. No food is allowed in Senior Theory, but a morning beverage is ok. You may not leave theory at any time unless a staff member calls you out or it is a designated break period. All students are required to attend weekly theory and participate in practical theory when applicable. Be prepared with writing tools, paper, text and workbooks.
- 3. OPERATIONAL CREDIT FOR A MANNEQUIN:** To receive credit for operations on a mannequin, you must perform a full simulated operation on the entire head. Exceptions may be made for performing state board procedures in state board practical sessions. Students may be charged for chemical supplies used on a mannequin that is not part of a current practical/theory procedure. The Operational Credit Guidelines are below.
- 4. PERSONAL WORK:** Any service received by a student is considered personal work (see receptionist for student pricing). In order to be eligible to receive personal work, students must meet the following criteria: **NO EXCUSED OR UNEXCUSED ABSENCE, LEAVE EARLY OR LATE ARRIVAL 7 DAYS PRIOR TO REQUESTED SERVICE.** You must also be current on all tests, with a passing score of 75% or better. A "REQUEST FOR PERSONAL WORK" form must be completed and signed by **receptionist and your Zone Leader** that day, then turned in to the receptionist with a deposit for chemical, facial and waxing services. Additionally, the Receptionist or Zone Leader may deny personal work requests based on staffing or client levels. You may only receive the service requested. Any service not approved by all present staff members will be terminated immediately. Additionally, any student who does not meet the above criteria for **Personal Work** becomes ineligible for student pricing during their unscheduled hours. Students who perform the personal work on a student must be current on all theory, operations, and tests, with a passing score of 75% or better. See your Zone Leader to see if you qualify to receive or perform personal work. **Personal work may not be received or performed on Saturdays.**
- 5. REQUEST OFF:** If you need to request time off, complete a Request for Absence, and have appropriate staff member sign, and turn into receptionist.
- 6. ADDING A DAY:** If you would like to add an extra day that is not part of your schedule, complete a "SHIFT REQUEST" form and have it signed by the receptionist. Attendance rules apply to any hours or shifts added by a "Shift request."
- 7. CLEANUP:** Everyone gets the opportunity to assist each other in the general tidying of the College and putting things away. A cleanup list will be posted. You will receive a new cleanup assignment at the beginning of every six-week period. Often times more than one student is assigned to each duty and it is the responsibility of the students to work together to get things done. Each student is also responsible for his or her own station, including: mirror, counter top, chair and surrounding floor area.
- 8. CLIENTS: Always have a full consultation** with client prior to starting service. You must have an instructor initial your white ticket prior to starting any service, though you may do your client consultation prior to engaging an instructor. All chemical services need to be priced by the instructor and the student prior to start. Always complete a client chemical card, be sure to include your name, date, cost and formula. When a service is complete, your workmanship must be checked and graded for full credit. After your instructor has given you a final sign-off on the white ticket, you may escort your client to the front desk and take this opportunity to prescribe product. Students receive 10% of a full price sale in REBC Bucks. Should you ever have a misunderstanding or feel uncomfortable with a client, immediately ask for an instructor's guidance.
- 9. LAB & DESK:** Shortly after you advance to the Student Salon you will be assigned to work in both the

Lab and the Desk. A staff member or a student mentor will assist with training for the tasks required in these areas. Every student is granted the privilege of learning the most important duty in a salon; the front desk and lab dispensing. When you are assigned Lab/Desk duty, this will be your station for that particular time, so it is your responsibility to help keep these areas clean and running efficiently (your daily cleanup is still your responsibility). Daily Lab/Desk activities include: assisting in towel upkeep, dispensing products and supplies, answering phones, booking appointments, checking in inventory and most important, greeting clients. **Students are NOT allowed behind the desk or in the lab unless this is their assigned area. Only the receptionist and the attending student(s) are allowed to make or alter appointments. Students should only be around the Lab/Desk area to check appointments or get products/supplies, but are to remain on the outside of the area.**

**10. APPOINTMENTS:** Check your appointments schedule periodically for new appointments. You may use the computer by the Cosmetology Lab, or you may use your mobile device to check for appointments.

**11. WHERE ARE YOU?** We need to know where you are at all times. When you leave the floor (including going upstairs), please let an instructor and the receptionist know.

**NAIL CARE PROGRAM MINIMUM CREDIT AND LENGTH TO COMPLETE OPERATIONS**

These are guidelines for minimum credit given on a mannequin or client. Instructors will use judgment based on difficulty of service and skill level of student to determine if credit above the minimum will be given. This will vary for each student, as we are all at a different levels in our training. All practical services on a client, student, or mannequin must be checked by an instructor.

**Note: To receive credit, a complete set-up is required for each service.**

<b>Procedure</b>	<b>Operational Credit</b>	<b>Approx. Time to Complete</b>
Manicure	1	1 hour
Pedicure	1	1 hour
Weekender	1	.25 per nail
Sculptured Nail	1	.25 per nail