

American Beauty Academy

School Catalog

January 1, 2018 to December 31, 2018

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Panorama City, CA 91402
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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.

It is the policy of the institution to always provide a copy of the latest catalog either in writing or electronically on the institution ‘s website to all prospective student and the general public.

The catalog is updated at least once a year or whenever changes to policies take place.

MISSION STATEMENT AND EDUCATIONAL OBJECTIVE

AMERICAN BEAUTY ACADEMY believes everyone who has the ability and desire to benefit from vocational training programs should be given opportunity to do so. Our mission is to prepare students to pass the California State Board of Barbering and Cosmetology examinations required for a state license so our students may obtain job opportunities in Cosmetology, Barbering, Esthetics, Manicuring and any related fields.

EDUCATIONAL OBJECTIVES: Our objective is to provide an atmosphere where each enrolled student can acquire the technical and practical training necessary to pass the licensing examination and become an asset to the beauty profession. Our school simulates salon conditions to help our students "learn-by-doing", with equipment and a variety of supplies that help enhance the student's product knowledge.

American Beauty Academy welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

INSTRUCTIONAL LOCATION

American Beauty
Academy 8428 Van Nuys
Blvd. Panorama City, CA
91402

FACILITIES & Equipment:

American Beauty Academy has approximately 4,080 square feet of suitable space. The facility is equipped with equipment commonly used in the salons and spas around the country, our campus is designed and furnished to simulate a salon atmosphere, while providing students with a real-life training environment. Our campus includes classrooms and practical training areas with ample amount of tables and chairs for our students comfort.

Cosmetology Equipment

This school utilizes these significant items of equipment in connection with the delivery of this educational program listed above. No items are leased, rented, or licensed for short or long term or owned by another and loaned to be used without charge.

- 10 Mannequins (with full head of hair)
- 1 Time clock or time scanner
- 5 Shampoo bowls
- 6 Dryers
- 2 Facial chairs or facial couches
- 6 Manicure stations
- Thermal Hair Straighteners
- 3 Non-electric combs
- 1 Stove (for non-electric combs)
- 1 Electric curling iron
- 3 Non-electric curling irons (at least two sizes)
- 1 Stove (for non- electric curling irons)
- 15 Hairstyling or barber chairs

Barbering Equipment

This school utilizes these significant items of equipment in connection with the delivery of this educational program listed above. No items are leased, rented, or licensed for short or long term or owned by another and loaned to be used without charge.

- 7 Mannequins (with full head of hair)
- 1 Time clock or time scanner
- 3 Shampoo bowls
- 4 Dryers
- 8 Hairstyling or barber chairs
- 1 Electric curling iron
- 1 Non-electric comb
- 2 Non-electric curling irons (at least two sizes)
- 1 Stove (for non-electric combs)
- 1 Towel steamer

Esthetician Equipment

This school utilizes these items of equipment in connection with the delivery of this educational program listed above. No items are leased, rented, or licensed for short or long term or owned by another and loaned to be used without charge.

- Container and Supplies for Sanitary Maintenance Area
- Hand soap
- Container for Disinfection of Implements
- Disinfectant solution
- Towels
- Paper towels
- Appropriate draping for all services
- Pencil type make-up sharpener
- Cleansing cream
- Massage cream
- Astringent
- Abrasive cleansing scrub
- Waste receptacle (plastic bags)
- Tweezers
- 1 oz portion cups
- Cosmetic applicators
- Cotton balls
- Cotton tipped swabs
- Cleansing tissue
- Powder and liquid foundation
- Eye shadow and eye liner
- Tube mascara and applicator
- Eyebrow Pencils
- Blush
- Lip color
- Water soluble wax

Manicurist Equipment

This school utilizes these items of equipment in connection with the delivery of this educational program listed above. No items are leased, rented, or licensed for short or long term or owned by another and loaned to be used without charge.

- Cotton
- Hand Soap
- Container for Disinfection
- Disinfectant Solution that meets requirements of Board Regulation
- Polish Remover
- Manicure Bowl and Brush
- Pedicure Tubs
- Emery Boards
- Cuticle Solvent
- Cuticle Oil or Cream
- Hand Lotion
- Liquid Polish (medium to dark shade)
- Cuticle Nippers
- Metal Cuticle Pusher
- Plastic/Orangewood Stick
- Towels
- Paper Towels
- Portion Cups
- First-Aid Supplies for Cuts
- Sufficient Material and Equipment to Apply Acrylic Nails, Nail Tips, and Nail Wraps

ADMISSION POLICY:

The general criteria for admission are:

1. Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
2. High school diploma, GED or its equivalent is required.
3. Pass Ability to Benefit (ATB)

Recognition of Credit Policies

1. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
2. This institution has not entered into an articulation or transfer agreement with any other institution.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at American Beauty Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 American Beauty Academy to determine if your diploma will transfer.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a registration fee not to exceed two hundred fifty dollars (\$250).

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 8428 Van Nuys Blvd., Panorama City, CA 91402 or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance. The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal. If the 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.

REFUND POLICY

A pro rata refund pursuant to section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received more than 60% of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. If the 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. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

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 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

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

PLACEMENT:

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student names are recorded in the student registrar and the process of follow-up begins. When students take the licensing examination, their results are recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. The institution assists students in placements as often as needed; however, the school does not guarantee placement to any student.

STUDENT SERVICES

This institution does not provide orientations, airport reception services or housing assistance.

LANGUAGE OF INSTRUCTION

Instructions will be provided in the English language.

Language Proficiency

Students will be administered the Combined English Language Skills Assessment (CELSA) Test. This test is administered by an independent third party administrator and the cost of the test is paid by the student. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not attain a qualifying score, the student may take a different CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days. A qualifying score is 97.

English as a Second Language (ESL)

This institution does not offer English as a Second Language ("ESL") training.

LIBRARY and LEARNING RESOURCES

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered. Learning resources: A resource library containing text and reference books for faculty and students' use. Students may check-out reference materials by submitting a request to your instructor or a representative from the office.

NOTICE OF STUDENT RIGHTS

- You may cancel your contract for school, without any penalty or obligation on the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you go to.
- Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
- After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
- If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number below for information.
 - BUREAU for PRIVATE POSTSECONDARY EDUCATION
 - 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
 - Toll Free Phone Number: (888) 370-7589 / Fax Number: (916)263-1897
 - www.bppe.ca.gov
- If you are experiencing problems with the school or its employees or have any complaints are encouraged to bring the problem to attention of your instructor. If issues are unresolved you may request for further action should be brought to the attention of the Chief Academic Officer (CAO). Students who complain verbally and are not satisfied with the resolution may submit their complaint in writing.

SATISFACTORY ACADEMIC PROGRESS (SAP): STANDARDS:

This institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:

1. Maintain a cumulative academic average at minimum a "C" (70%) or a "Pass" on all tests, work projects (operations) and required course work.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ($2/3 \times 30 = 20$).

Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved **Leave-of-Absence** (see LOA policy). Students who expect to be absent 21 or more days, up to 60 days, are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the "School Rules" section of this catalog on pages 11-12.

3. Complete the course within one and one-half (1½) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.

4. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period. A student will be considered to be making satisfactory progress until the next evaluation.

EVALUATION PERIODS For Cosmetology & Barbering Students only:

Students compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

- * The point at which 25% of the course is scheduled to be completed;
- * The point at which 50% of the course is scheduled to be completed;
- * The point at which 75% of the course is scheduled to be completed;
- * The point at which 90% of the course is scheduled to be completed;

At the point of actual completion, or at which each additional 400 clock hours are scheduled to be completed, beyond graduation date.

Example: For the 1600 clock hour Cosmetology course, a student will be evaluated at the increments in which the students is scheduled to reach 400, 800, 1200, and 1440 clock hours, if applicable; at the point of which the student is scheduled to reach an additional 400 clock hours beyond scheduled completion, or at actual completion.

Evaluation periods for the Cosmetology Crossover, Barber Crossover, Esthetician and Manicuring Programs the evaluations will be performed as follows: The point at which 45% of the course is scheduled to be completed; the point at which 90% of the course is scheduled to be completed;

Example: For the 400 clock hour Manicurist course a student will be evaluated at the increments at which the student is scheduled to reach 180 and 360 clock hours.

Special Note: The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement. Example: A student enrolled at 100 hours per month would be scheduled to complete a 600 hour course in 6 months, a 400 hour course in 4 months and a 1600 hours course in 16 months, allowing no absences. For example a student enrolled in a 40 week, 1600 clock hour program would be evaluated for SAP after the 10th week, the 20th week; the 30th week and the 36th week. These dates would correspond to the point at which the student was scheduled to have completed 400, 800, 1200, and 1440 clockhours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 400 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

ACADEMIC PROBATION And DISMISSAL POLICIES: Students who fail to meet SAP standards during given evaluation period will be placed on academic/or attendance probation for one additional evaluation period. Students remain eligible to receive aid during the probation period and will be considered as making SAP progress during the probationary period. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic/and or attendance progress, and may be terminated at the discretion of the institution. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.

APPEAL PROCEDURES: Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's Chief Academic Officer at LOCATION. The letter should be received within (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10 days). The decision of the committee shall be final. Students that prevail upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course. Students accepted for re-entering the program, who previously were not making satisfactory progress, must attain satisfactory progress status by the next scheduled evaluation within the evaluation probationary period time frame.

COURSE INCOMPLETE: Incomplete coursework, repetitions, and non-credit remedial courses are not applicable to this institution's form of instruction.

LEAVE OF ABSENCE: Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 60 days. An LOA must be requested in writing by the student and delivered to the Chief Academic Officer at 8428 Van Nuys Blvd., Panorama City, CA 91402 and must be approved by the Chief Academic Officer (CAO). An LOA request form must be filled out and the date of leave and return date must be stated on the form prior to the CAO approving the LOA. Do not request a Leave of Absence unless you absolutely need one. Under no circumstances can the school grant more than a single (1) LOA within a 12 month period. Students on an LOA will not be assessed any additional charges of tuition or fees. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from an LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days.

GRADING SYSTEM: Students are evaluated on a regular basis on theory and practical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the Cosmetology students at 25%, 50%, 75% and 90% of the course hours scheduled to complete. All other courses consisting of 600 hours or less students are issued evaluation forms at 45% and 90% of the course hours scheduled to complete. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain at minimum a "C" (70%) or a "Pass" to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING POINT GRADES FOR PRACTICAL WORK

100% - 90% A...Excellent	(GPA 4) 4 POINTS = A
89% - 80% B...Good	(GPA 3) 3 POINTS = B
79% - 70% C....Fair	(GPA 2) 2 POINTS = C
69% - 60% D.....Poor	(GPA 1) 1 POINTS = D
59% - 00% F....Unacceptable	(GPA 0) 0 POINTS = F

STUDENT CLOCK HOUR POLICY: The Bureau of Barbering and Cosmetology recognizes clock hours that are determined by time-clock punched hours of attendance. As a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. A thirty (30) minute lunch break is taken when a student attends a minimum of a 6 hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. .

At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the student and the instructor's daily. Instructors may not sign a student in or out and if a student does not clock in or out at lunch 30 minutes for lunch will be deducted.

Time cards reflect the student's daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. School administrative personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. Time cards must be retained/stored in their entirety for 5 years by the school.

After clocking in students are required to maintain applied effort, personnel grooming, leaving the building, and reading material not related to your training or activity not related to your training is not tolerated. If any of these infractions occur students will be asked to stop such activity, or to punch out for the remainder of the day. Continued activities of this nature could result in termination.

TIME CARD CREDIT: The following is a guideline for the instructor to issue credits.

- Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
- The portion of the time card reflecting hours are in Theory hours earned and any classes the instructor has demonstrated.
- The portions of the time card concerning operations are to be applied efforts of the students as they manually perform practical subject.
- Some practical operations may take longer to perform according to the student. Note the following time frame the Program gives for each operation: Shampoo/set =1 to 1 1/2 hours, Scalp Treatment = 1/2 to 1 hour, Permanent Wave =2 to 2 1/2 hours, Facial =1 1/2 to 2 hours, Manicure = 1/2 hour, Hair cut = 1/2 to 1 hour. Using this guideline, the Barber/Cosmo Bureau would understandably not consider a student capable of performing more than three permanent waves per day.

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

GRIEVANCE PROCEDURE

It is the policy of this institution to handle grievances in the following manner.

- Fill out the grievance form and list all grievances.
- Deliver all forms to the Instructor in charge.
- If you are unable to deliver the form to the Instructor you may deliver it to the Chief Academic Officer at 8428 Van Nuys Blvd., Panorama City, CA 91402. All grievances regardless of the nature will be turned over to the Chief Academic Officer and reviewed.
- The Chief Academic Officer will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form.
- If you are experiencing problems with the school or its employees or have any complaints are encouraged to bring the problem to attention of your instructor. If issues are unresolved you may request for further action should be brought to the attention of the Chief Academic Officer. If a student or any member of the public does not feel that the school has adequately addressed a complaint or concern, a student or member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free number: 1 (800) 370-7589) or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

SCHOOL RULES AND REGULATIONS

- School hours are Monday-Friday 8:30 a.m.-9:00 p.m and Saturday 8:30 a.m. – 5:00 p.m.
- You are expected to look and conduct yourself as a professional, particularly in terms of personal hygiene and good grooming, attitude and personality.
- Time cards must be clearly legible. Students must punch only their own timecards.
- No student is allowed to clock in or clock out for another student. If a student is caught doing this he/she will be suspended and/or terminated from the program.
- Any time a student leaves the building during the day his/her time card must be left at the front desk.
- Students must have instructor's signature AND student Signature on their timecards and Instructor must sign off all credits given for the day.
- Students are required to be in a clean, prescribed uniform. Jeans are permitted provided they are free of holes and not the skin tight or baggy type. No shorts are permitted. Shoes must be closed-toed and closed-heeled shoes (no canvass material type). A work type shoe is recommended due to the long periods of standing required in our occupation.
- Students appearing in school with their hair not set and neat will clock out. Beauty needs are to be done on the student's own time.
- A thirty (30) minute lunch break is taken when a student attends a minimum of a 6 hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break.
- Smoking is allowed in assigned areas only, OUTSIDE of the building.

- No visitors are permitted in the classroom or student lounge area unless approved by the instructor.
- Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times.
- Students must keep their work station, in class or on the floor, clean and sanitary at all times
- Before dismissal, all classrooms and work areas must be cleaned and sterilized. Students are required to participate in daily sanitation and sterilization assignments at the completion of each class.
- Any student who mistreats school property or equipment, or steals property from the school or fellow classmates, will be terminated from the school.
- All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor.
- Students must take all patron assigned to them. Failure to take a patron is grounds for suspension.
- No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
- Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
- Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
- Students are responsible for the return of materials or equipment loaned to them. Students must not borrow equipment from each other.
- Each student is solely responsible for his/her personal belongings and materials. All kits, books, and personal items should be taken home daily. The school is not responsible for lost or stolen items.
- Students have the privilege at all times to consult the management on personal problems. The institution positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
- The institution will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol.
- Students are responsible for all of their kit belongings. All kits, books, and personal items should be taken home daily. The school is not responsible for lost or stolen items.
- Students have the privilege at all times to consult the management on personal problems. The institution positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
- The institution will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol.
- Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the institution's office. Credit will be given for applied effort only continuously engaged in training and study of the Branch of Barbering and Cosmetology for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.
- Only products furnished by the institution may be used unless otherwise approved by the instructor.
- Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
- Students must comply with institutional policy and state rules and regulations.
- Notify office immediately of any address, telephone, or email change.
- Any student absent more than twenty-one days without notifying the school will be terminated.

These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Cosmetologist, Barber, Manicurist, or Esthetician. Violation of school rules may result in suspension or termination.

TUITION AND FEE SCHEDULE

COURSE	TUITION	REG *	BOOKS	KITS**	STRF***	TOTALS
COSMETOLOGY	\$6,700	\$150	\$155	\$595	\$0	\$7,600
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>					\$6,700	
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>					\$7,600	
BARBERING	\$6,200	\$150	\$155	\$595	\$0	\$7,100
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>					\$6,700	
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>					\$7,100	
ESTHETICIAN	\$2,200	\$150	\$200	\$600	\$0	\$3,150
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>					\$2,200	
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>					\$3,150	
MANICURIST	\$900	\$150	\$200	\$200	\$0	\$1,450
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>					\$900	
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>					\$1,450	
COSMETOLOGY CROSSOVER	\$1,600	\$150			\$0	\$1,750
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>					\$1,750	
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>					\$1,750	
BARBER CROSSOVER	\$1,600	\$150			\$0	\$1,750
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>					\$1,750	
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>					\$1,750	

* Registration Fee is Non-Refundable

NOTE: Once used, kits are not returnable due to sanitary considerations. Above kits prices include sales tax. Length of time in course depends on number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement.

EXTRA INSTRUCTION CHARGES:

Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology: \$4.19, Barbering: \$4.13, Manicuring: \$2.25, Esthetic \$3.67, Cosmetology Crossover: \$4.00, Barbering Crossover: \$4.00.

BRUSH-UP Students requiring preparation for the licensing exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of \$150.00. Students must furnish their own equipment

METHOD OF PAYMENT: Personalized payment programs can be arranged for each individual student. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Monthly Payment schedules are available. Payment is accepted in the form of personal check, cashier check, cash or money orders.

LOANS: If 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 a student have received federal student financial aid funds, the student is entitled to refund of the money not paid from federal student financial aid program funds.

FINANCIAL AID: The institution does not participate in federal and state financial aid programs. No federal or state loans are available to students at this time.

RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON PAYMENT OF TUITION:

An institution may withhold a student's transcript or proof of training if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full.

PAYMENT AGREEMENT: Failure to abide by payment agreement may result in termination. If collection is sought, student may be responsible for additional charges such as collection fees, which may have a negative effect on credit rating. American Beauty Academy will have full discretion for unpaid accounts and may take necessary action to collect any unpaid balances.

RE-ENTRY POLICY: All students who withdraw may re-enter into the program without the loss of credit Program hours and provided it is within 5 years from the date of their withdrawal which is an institutional policy. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the school before the student is accepted for re-enrollment.

Student Tuition Recovery Fund Disclosures

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

ACCREDITATION STATUS

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

NONDISCRIMINATION POLICY

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran’s status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

ACADEMIC FREEDOM

American Beauty Academy is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the school encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval. American Beauty Academy encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

SEXUAL HARASSMENT

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

BANKRUPTCY:

American Beauty Academy has no pending petition in bankruptcy; we are not operating as a debtor in possession, have not filed a petition with the preceding five years, or have 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.).

HOUSING

This institution has no responsibility to find or assist a student in funding housing. This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing.

VISA:

This institution does not provide Visa services.

STUDENT RECORDS AND TRANSCRIPTS

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

REQUIREMENTS FOR ELIGIBILITY FOR LICENSURE

Each Board of Barbering and Cosmetology program offered requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires approximately \$110 to \$125 non-refundable initial license fee accompany the completed application. The institution assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations

The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Be at least 17 years of age.
- Completed the 10th grade in a public school or its equivalency
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.
- Cosmetology Program: Completed 1600 hours in a Board approved school.
- Barber Program: Completed 1500 hours in a Board approved school.
- Manicurist Program: Completed 400 hours in a Board approved school.
- Esthetician Program: Completed 600 hours in a Board approved school.

FACULTY

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

Angelina Ly

Licensed since 2008

Sherree Cheng

Licensed since 2013

Jacqueline Casos

Licensed since 1996

Instructor Credential since 2011

Fecilia Navarro

Licensed since 1995

BARBERING PROGRAM

(CIP # 12.0402, SOC code-39.5012)

This Program consist of 1,500 clock hours. Students in this program are required to complete 265 hours of classroom instruction and 1,235 hours of practical training. The full-time course is to be completed in 40 to 60 weeks.

DESCRIPTION OF PROGRAM: This program covers all aspects of the code, including hairstyling, permanent waving, chemical straightening, hair coloring, bleaching, hair cutting and shaving. The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying related material, and examination. Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

PROGRAM FORMAT: The student will learn the technical techniques and methods of performing hair cutting, permanent waving, chemical straightening, hair coloring, bleaching, shaving, safety and sanitation requirements, professionalism, ethics, personal grooming, dress, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews

EDUCATIONAL GOALS: The Barbering course is designed to prepare students for the California state licensing examination and for profitable employment as a Barber.

BARBER PERFORMANCE OBJECTIVE: Acquire knowledge of laws and rules regulating by California Board of Barbering and Cosmetology, acquire the knowledge of sanitation and sterilization as related to all phases of hair, acquire the knowledge of general theory relative to Barbering.

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Barbering services, acquire the knowledge of analyzing the hair, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Barbering services, will learn the man/women haircut, shaving, application of hair coloring, hair relaxer and also learn the proper procedure of plain facial.

PROGRAM MISSION: Be able to appreciate good workmanship common to Barber, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by California Board of Barbering & Cosmetology with a grade average at minimum a "C" (70%) or a "Pass". Students are evaluated through written and performance assessments. No externship is required.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Barbering with a GPA at minimum a "C" (70%) or a "Pass" he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate California Board of Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the licensing exam with an overall average of 75%.

CURRICULUM:**Barbering****Required Courses****Hair Dressing**

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of 1100 hours of technical instruction and practical operations for each subject-matter as described below.

Module	Description	Technical Instruction	Required Operations
Hairstyling	This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs, and hot curling irons and blower styling.	65 hrs	240
Permanent Waving and Chemical Straightening	This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, acid and alkaline permanent waving, chemical straightening, including the use of sodium hydroxide and other base solutions.	40 hrs	105
Hair Coloring and Bleaching	This module will provide technical and practical instruction in 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	60 hrs	50
Hair Cutting	This module will provide technical and practical instruction in the following techniques and procedures: use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20 hrs	80

Shaving

The required subjects of instruction in Shaving shall be completed with the minimum hours of 200 hours of technical instruction and practical operations for each subject-matter as described below.

Preparation and Performance	This module will provide technical and practical instruction in 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 hrs	40
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Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum 200 hours of technical instruction for each subject-matter as described below.

Laws and Regulations	This module will provide technical instruction in the, The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20 hrs	
Health and Safety Considerations	This module will provide technical instruction in the following techniques and procedures: 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, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B.	45 hrs	
Disinfection and Sanitation	This module will provide technical in 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.	20 hrs	
Anatomy and Physiology	This module will provide technical instruction in Human Anatomy and Human Physiology.	15 hrs	

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

***(SOC) Codes.** The SOC system is used by Federal statistical agencies to classify workers into occupational categories . For more information regarding SOC codes please visit internet web site at [www. Bls.gov/SOC/](http://www.bls.gov/SOC/). Also visit at <http://www.onecenter.org/overview.html> regarding occupational title for course of study.

***CIP Codes:** US Department of Education regulations as of July 1, 2011, require the institution to identify programs by Classification of Instructional Programs (CIP) Code, with links to the US Department of Labor/Employment and Training Administration's Occupational Information network. For more information for CIP codes please visit web site at www.nces.ed.gov/ipeds/cipcode.

COSMETOLOGY PROGRAM

(CIP #12.0403, SOC code-39.5012)

This program consists of 1,600 clock hours. Students in this program are required to complete 290 hours of classroom instruction and 1,310 hours of practical training. The full-time course is to be completed in 40 to 60 weeks.

PROGRAM DESCRIPTION: This program covers all aspects of cosmetology, skin care, manicuring and pedicuring. The Cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying related material, and examination. Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

PROGRAM FORMAT Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better or a "Pass". The student will learn the technical techniques and methods of performing haircuts and styling, Permanent Waving and Chemical Straightening, Hair Coloring and Bleaching, Manual, Electrical and Chemical Facials, Eyebrow Beautification and Make-up, safety and sanitation requirements, professionalism, ethics, personal grooming, dress, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student performing client services (practical operations).

EDUCATIONAL GOALS: The Cosmetology course is designed to prepare students for the California state licensing examination and for profitable employment as a Cosmetologist.

COSMETOLOGIST PERFORMANCE OBJECTIVE: Acquire knowledge of laws and rules regulating California Board of Barbering and Cosmetology establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of hair, acquire the knowledge of general theory relative to Cosmetology.

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Cosmetology services, acquire the knowledge of analyzing the hair, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Cosmetology services.

PROGRAM MISSION: Be able to appreciate good workmanship common to Cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by California Board of Barbering & Cosmetology with a grade average at minimum a "C" (70%) or a "Pass". Students are evaluated through written and performance assessments. No externship is required.

GRADUATION REQUIREMENTS: When the student has completed the specified minimum required hours and operations upon the completion of the Sixteen hundred (1600) hour course. When the student has completed all required theory hours, practical operations and a cumulative total of clock hours required for the course which encompass both theory and practical training, with a "Pass grade, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate California Board of Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the licensing exam with an overall average of 75%.

Cosmetology

Modules of Instruction

Module	Module Description	Technical Instruction (Hours)	Minimum Required Practical Operations (actual operations)
<u>1100 Hours of Technical Instruction and Practical Training in Hair Dressing</u>			
Hairstyling	In this course the student will learn the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65 hrs	240
Permanent Waving and Chemical Straightening	In this course the student will learn the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40 hrs	105
Hair Coloring and Bleaching	In this course the student will learn the following techniques and procedures (also including, the use of semi-permanent, semi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers	60 hrs	50
Hair Cutting	In this course the student will learn the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20 hrs	80
<u>200 Hours of Technical Instruction in Health and Safety</u>			
Laws and Regulations	In this course the student will learn about the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20 hrs	
Health and Safety Considerations	In this course the student will learn the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter.	45 hrs	
Disinfection and Sanitation	In this course the student will learn the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.	20 hrs	
Anatomy and Physiology	In this course the student will learn about Human Anatomy, Human Physiology.	15 hrs	
<u>200 Hours of Technical Instruction and Practical Training in Esthetics</u>			
Manual, Electrical and Chemical Facials	In this module the student will learn the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	25 hrs	40
Eyebrow Beautification and	In this section of the course the student will learn about the	25 hrs	30

Make up	following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. In this section of the module the student will learn about the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.		
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100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring

Manicuring and Pedicuring	In this module the student will learn about Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10 hrs	25
Artificial Nails and Wraps	In this module the student will learn about Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs	25 hrs	120 nails
Professionalism	In this module the student will learn about communication skills that include professional ethics, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers.	25 hrs	

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

***(SOC) Codes.** The SOC system is used by Federal statistical agencies to classify workers into occupational categories . For more information regarding SOC codes please visit internet web site at [www. Bls.gov/SOC/](http://www.Bls.gov/SOC/). Also visit at <http://www.onecenter.org/overview.html> regarding occupational title for course of study.

***CIP Codes:** US Department of Education regulations as of July 1, 2011, require the institution to identify programs by Classification of Instructional Programs (CIP) Code, with links to the US Department of Labor/Employment and Training Administration’s Occupational Information network. For more information for CIP codes please visit web site at www.nces.ed.gov/ipeds/cipcode.

COSMETOLOGY CROSSOVER FOR BARBER PROGRAM

(CIP #12.0403, SOC code-39.5012)

This program consist of 400 clock hours Students in this program are required to complete 127 hours of classroom instruction and 273 hours of practical training. The full-time course is to be completed in 15 to 22 weeks.

PROGRAM DESCRIPTION: This program covers all aspects of cosmetology, skin care, manicuring and pedicuring. The Cosmetology crossover course of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying related material, and examination. Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

PROGRAM FORMAT Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing haircuts and styling, Permanent Waving and Chemical Straightening, Hair Coloring and Bleaching, Manual, Electrical and Chemical Facials, Eyebrow Beautification and Make-up, safety and sanitation requirements, professionalism, ethics, personal grooming, dress, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student performing client services (practical operations).

EDUCATIONAL GOALS: The Cosmetology Crossover for Barber course is designed to prepare students for the California state licensing examination and for profitable employment as a Cosmetologist.

COSMETOLOGIST PERFORMANCE OBJECTIVE: Acquire knowledge of laws and rules regulating California Board of Barbering and Cosmetology establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of hair, acquire the knowledge of general theory relative to Cosmetology.

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Cosmetology services, acquire the knowledge of analyzing the hair, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Cosmetology services.

PROGRAM MISSION: Be able to appreciate good workmanship common to Cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by California Board of Barbering & Cosmetology with a grade average of "C" (70%) and better or a "Pass". Students are evaluated through written and performance assessments. No externship is required.

GRADUATION REQUIREMENTS: The student has completed all required theory hours, practical operations and a cumulative total of clock hours required for the course which encompass both theory and practical training, with a GPA (Grade Point Average) at minimum a "C" (70%) or a "Pass", he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate California Board of Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the licensing exam with an overall average of 75%.

CURRICULUM:

Required Course 300 Hours of Technical ‘Instruction and Practical Training as Follows	Technical Instruction	Required Operations
200 Hours of Technical Instruction and Practical Training in Esthetics		
<p>Manual, Electrical and Chemical Facials The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, know as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	25 hrs	40
<p>Eyebrow Beautification and Make-up The subject of Eyebrow Beautification shall include, but is not limited to the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.</p> <p>The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.</p>	25 hrs	30
100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring		
<p>Manicuring and Pedicuring: The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage</p>	10 hrs	25
<p>Artificial Nails and Wraps: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.</p>	25 hrs	120 Nails

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

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BARBER CROSS-OVER FOR COSMETOLOGIST

(CIP # 12.0402, SOC code-39.5012)

The Barber cross-over for cosmetologist program consists of 400 clock hours. Students in this program are required to complete 35 hours of classroom instruction and 365 hours of practical training. The full-time course is to be completed in 15 to 22 weeks.

DESCRIPTION OF PROGRAM: This program covers all aspects of the code, including hairstyling, permanent waving, chemical straightening, hair coloring, bleaching, hair cutting and shaving. This course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying related material, and examination. Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

PROGRAM FORMAT: The student will learn the technical techniques and methods of performing hair cutting, permanent waving, chemical straightening, hair coloring, bleaching, shaving, safety and sanitation requirements, professionalism, ethics, personal grooming, dress, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews

EDUCATIONAL GOALS: The Barber crossover for Cosmetologist course is designed to prepare students for the California state licensing examination and for profitable employment as a Barber.

PERFORMANCE OBJECTIVE: Acquire knowledge of laws and rules regulating by California Board of Barbering and Cosmetology, acquire the knowledge of sanitation and sterilization as related to all phases of hair, acquire the knowledge of general theory relative to Barbering.

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Barbering services, acquire the knowledge of analyzing the hair, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Barbering services, will learn the man/women haircut, shaving, application of hair coloring, hair relaxer and also learn the proper procedure of plain facial.

PROGRAM MISSION: Be able to appreciate good workmanship common to Barber, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average at minimum a "C" (70%) or a "Pass". Students are evaluated through written and performance assessments. No externship is required.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Barbering with a GPA at minimum a "C" (70%) or a "Pass" he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate California Board of Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the licensing exam with an overall average of 75%.

CURRICULUM:

Required Course 200 Hours of Technical ‘Instruction and Practical Training in Shaving	Technical Instruction	Required Operations
Shaving - Preparation and Performance This module will provide technical and practical instruction in 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 hrs	40

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

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ESTHETICIAN PROGRAM

(CIP #12.0406, SOC Code 39-5094)

The Esthetician program consists of 600 clock hours. Students in this program are required to complete 170 hours of classroom instruction and 430 hours of practical training. The full-time course is to be completed in 20 to 30 weeks.

DESCRIPTION OF PROGRAM: This is a specialty course covers all aspects of skin care and make up. Successful completion of this course and successful completion of the California Board of Barbering & Cosmetology Examination, will allow the graduate Esthetician to perform facials (manual & electrical), eyes brow arching and hair removal (other than by electrolysis), and make- up artist.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying related material, and examination. Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

PROGRAM FORMAT: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing Manual, Electrical and Chemical Facials, Eyebrow Beautification and Make-up, safety and sanitation requirements, professionalism, ethics, personal grooming, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews.

EDUCATIONAL GOALS: Esthetician course is designed to prepare students for the California state licensing examination and for profitable employment as an Esthetician.

ESTHETICIAN PERFORMANCE OBJECTIVE: Acquire knowledge of laws and rules regulating California Board of Barbering and Cosmetology establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of Esthetics, acquire the knowledge of general theory relative to Esthetics.

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Esthetician services.

PROGRAM MISSION: Be able to appreciate good workmanship common to Estheticians, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by California Board of Barbering & Cosmetology with a grade average at minimum a "C" (70%) or a "Pass". Students are evaluated through written and performance assessments. No externship is required.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Esthetician with a GPA at minimum a "C" (70%) or a "Pass" he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate California Board of Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the licensing exam with an overall average of 75%.

CURRICULUM:

Esthetician

Required Course 600 Hours of Technical ‘Instruction and Practical Training as Follows		Technical Instruction	Required Operations
350 Hours of Technical Instruction and Practical Training in Facials			
Manual, Electrical and Chemical Facials:	In this module the student will learn the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	70 hrs	140
Preparation	The subject of Preparation shall include but not be limited to the following issues; Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills	15 hrs	
200 Hours of Technical Instruction and Practical Training in Health and Safety			
Law and Regulations	In this module the student will learn the about The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	
Health and Safety Consideration	In this module the student will received 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.	40 hrs	
Disinfection and Sanitation	In this module the student will learn the procedures to protect the health and safety of the consumer as well as the technician including proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10 hrs	
Anatomy and Physiology	In this module the student will learn Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15 hrs	
50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up			
Eye Brow Beautification	In this module the student will learn and have practical training in eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25 hrs	50
Makeup	In this module the student will learn about and have practical training in skin analysis, basic and corrective application, application of false eyelashes.	20 hrs	40

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

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MANICURIST PROGRAM

(CIP #12.0499, SOC Code 39-5092)

The Manicurist program consists of 400 clock hours. Students in this program are required to complete 110 hours of classroom instruction and 290 hours of practical training. The full-time course is to be completed in 15 to 22 weeks.

DESCRIPTION OF PROGRAM: This is a specialty course covers all aspects of Manicuring and Pedicuring. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Manicurist to perform such skill as, Manicuring, Pedicuring, Acrylic Nails, Nail Tip Applications, Nail wraps and Repairs.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying related material, and examination. Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

PROGRAM FORMAT: Students will attend regularly scheduled theory classes (lecture), take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

EDUCATIONAL GOALS: Manicuring course is designed to prepare students for the California state licensing examination and for profitable employment as a Manicurist.

MANICURIST PERFORMANCE OBJECTIVE: Acquire knowledge of laws and rules regulating California Board of Barbering and Cosmetology establishing practices, acquire the knowledge of sanitation and sterilization, and acquire the knowledge of general theory relative to Manicuring.

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Manicuring services, acquire the knowledge of analyzing the hands, feet, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Manicuring, Pedicuring services, will learn the application of acrylic nails, nail wraps, and nail tips.

PROGRAM MISSION: Be able to appreciate good workmanship common to Manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by California Board of Barbering & Cosmetology with a grade average at minimum a "C" (70%) or a "Pass". Students are evaluated through written and performance assessments. No externship is required.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Manicuring with a GPA at minimum a "C" (70%) or a "Pass" he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate California Board of Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the licensing exam with an overall average of 75%.

CURRICULUM: MINIMUM SPECIFIED PRACTICAL OPERATIONS

Manicuring

Required Course 400 Hours of Technical ‘Instruction and Practical Training as Follows		Technical Instruction	Required Operations
300 Hours of Technical Instruction and Practical Training in Nail Care			
Module	Module Description	Theory Hours	Practical Hours
Manicures and Pedicures	The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	60 hrs	60 180 nails
100 Hours of Technical Instruction and Practical Training in Health and Safety			
Laws and Regulations	The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	
Health and Safety Considerations	The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25 hrs	
Disinfection and Sanitation	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 hrs	10
Anatomy and Physiology	The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and condition	10 hrs	

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

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