



BARBERING AND COSMETOLOGY COLLEGE

(Formerly Torrance Beauty College)

Student initial

School Catalog

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www.lettyscollege.com

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Welcome to Letty's Barbering and Cosmetology College!

Congratulations for considering LETTY'S BARBERING AND COSMETOLOGY COLLEGE (also referred to as Letty's College) to assist you in achieving your desired career goal. You are now entering a field that will provide you with opportunities for a successful future in the cosmetology, barbering and/or beauty industry.

To achieve our mission, **Letty's Barbering and Cosmetology College** is approved to offer the following programs:

Cosmetology	1600 clock hours
Barbering	1500 clock hours
Esthetics (Skin Care)	600 clock hours
Manicuring	400 clock hours
Teacher Training	600 clock hours
Cosmetology Crossover to Barbering	200 clock hours
Barbering Crossover to Cosmetology	300 clock hours

Our training is focused for students to pass the appropriate California State Board of Barbering and Cosmetology licensure examinations. All training includes written, practical and "MOCK-BOARD" training throughout the programs to help insure success at the State Board Exam.

This catalog contains important information about the programs that we offer to help guide you as you take the next important steps toward your future. To be successful in the programs at our college you need to be prepared for hard work, dedication, and practice on your part. Our goal is to prepare our students with only the most advanced and newest techniques in the Beauty Industry.

Our programs are designed to prepare and guide you to obtain the necessary skills for a successful career. Additional Information may be found on our website at: [www. Letty's College.com](http://www.Letty's College.com)

Sincerely,
Carmen Romo, Owner

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:

Physical Address - 2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

Mailing Address – PO Box 980818

West Sacramento, CA 95798-0818

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

Website: www.bppe.ca.gov

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.

APPROVAL DISCLOSURE STATEMENTS

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

The California Department of Consumer Affairs – Board of Barbering & Cosmetology (BBC) approves the facilities, equipment and curriculum for Barber and Cosmetology schools. Minimum requirements must be met for approval by the Board.

The following courses have BPPE & BBC approvals:

Cosmetology	1600 clock hours
Barbering	1500 clock hours
Esthetics (Skin Care)	600 clock hours
Manicuring	400 clock hours
Teacher Training	600 clock hours
Cosmetology Crossover to Barbering	200 clock hours
Barbering Crossover to Cosmetology	300 clock hours

The Department of Labor SOC/O*Net codes for our programs that lead to careers:

Cosmetologist – 39-5012.00

Barber – 39-5011.00

Esthetician – 39-5094.00

Manicurist – 39-5092.00

Teacher Training – 25-1194.00

Entry level positions for our graduates include:

Hair Stylist, Barber, Hair Colorist, Makeup Artist, Skin Care specialist, Manicurist, Pedicurist, Nail Artist, Vocational Education Teacher (with a minimum of 3 years of salon/shop experience and education)

MISSION STATEMENT

LETTY'S BARBERING AND COSMETOLOGY COLLEGE (formerly Torrance Beauty College) is committed to providing quality education in the fields of Cosmetology, Barbering, Esthetics and Manicuring to enable students to be successful in their chosen career.

To achieve its mission, **LETTY'S BARBERING AND COSMETOLOGY COLLEGE** aspires to instill skill, knowledge, professionalism and enthusiasm that will benefit the individual student as well as the profession. Our goal is to provide excellent education in accordance with the requirements set forth by the State of California so that our students complete their programs, pass their state licensing exams and are gainfully employed in their chosen fields.

FACULTY & ADMINISTRATION

The Faculty at **LETTY'S BARBERING AND COSMETOLOGY COLLEGE** has been hired for their expertise in their field of beauty and wellness. The faculty is required to have at least three years of combined education and industry experience in order to be employed as instructors. Our faculty members are trained in hair and skin and understand the importance of both theory and practical training that are necessary for a student to be successful in their program of study. The State of California does not require a Teaching/Instructor License to teach.

Chief Executive Officer/Chief Academic Officer
Carmen Romo

Chief Operational Officer
Sandra Romo

Admissions/Clinic Floor Administrator
Dalia Rodriguez

Cosmetology Instructor
Carmen Romo – 15 years licensed as a Cosmetologist; 13 years as an Instructor

Barber Substitute
Ricardo Romo – 3 years licensed as a Barber; 3 years as an instructor

FACILITY

LETTY'S BARBERING AND COSMETOLOGY COLLEGE is located at 4926 and 4928 Whittier Boulevard, Los Angeles, California 90022, where all classes are held. The College is conveniently located near the 710 and 5 freeways. The 2-story facility (6,005 Sq. Ft) contains a lecture area, clinic areas for hair, facial and nail services as well as a reception area, administrative offices and ADA compliant restrooms. The classrooms are audio/visual equipped with a Smart TV for instructors and students to view.

EQUIPMENT

LETTY'S BARBERING AND COSMETOLOGY COLLEGE has the following equipment available for the students to use on premises:

43-Styling Stations
9-Shampoo bowls
6-Hair dryers
6-Manicure Stations
1-Skin Care room with 3 Facial Chairs and steamers.
2 Smart TV's

Textbooks and Reference

Milady Standard Barbering Textbook
Milady Standard Cosmetology Textbook
Milady Standard Esthetician Textbook
Milady Standard Nail Technology Textbook
Milady Master Educator 3 rd Edition

All books will be available on the school premises in English and Spanish

SCHOOL OFFICE HOURS

Monday through Friday 9:00 a.m. 7:00 p.m. Saturdays 10:00 a.m. 2:00:00 p.m.

SCHOOL CALENDAR

We offer day and evening classes. Your schedule will be determine based on the specific program you choose: Barbering, Cosmetology, Manicuring, and Esthetics, Cosmetology /Barbering Crossover Programs or Teacher Training.

DAY CLASS SCHEDULES

Full Time - Tuesday through Saturday: 9:00 a.m. 3:00 p.m.
Part Time - Tuesday through Saturday: 9:00 a.m. 1:00 p.m.

EVENING CLASS SCHEDULE

Monday through Friday: 5:00 p.m. to 9:00 p.m.

HOLIDAYS

LETTY'S BARBERING AND COSMETOLOGY COLLEGE observes the following holidays: New Year's Eve and New Year's Day, ML King Day, President's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

The School reserves the right to close the school or cancel classes for special circumstances or emergency situations. In the event of such situation, students will be notified by (phone call, email, and a text message) of the closure and the date of re-opening. Student scheduled hours/anticipated completion dates and contract end dates would be adjusted for the interruption.

STARTING DATES

Dates are subject to change.

January 15, 2018
February 19, 2018
March 19, 2018

NONDISCRIMINATION STATEMENT

LETTY'S BARBERING AND COSMETOLOGY COLLEGE does not discriminate against any individual on the basis of age, sex, race, color, religion, national or ethnic origin, disability or sexual orientation in the administration of its educational programs, college programs and publications or employment practices.

ADMISSIONS REQUIREMENTS:

To be considered as a candidate for enrollment in any of the programs offered at Letty's Barbering and Cosmetology College, an applicant must meet the following requirements:

- 1. Be at least 17 years of age**
- 2. Provide a verifiable High School Diploma or transcript proving high school or college graduation, Certificate of Proficiency or GED, or evidence of successful completion of a State Approved Home Schooling Program**
- 3. Provide a government issued photo identification**
- 4. Provide a valid Social Security Card or ITIN**
- 5. Pass a basic skills test administered by the College during the Admissions Interview and prior to enrollment**

ABILITY TO BENEFIT

Applicants who lack a high school diploma or its equivalency may be eligible to enroll as an Ability-To-Benefit (ATB) student. To qualify an applicant must:

1. **Be at least 17 years of age**
2. **Provide a government issued photo identification**
3. **Provide a valid Social Security Card or ITIN**
4. **Pass a basic skills test administered by the College during the Admissions interview**
5. **Pass the ASSET exam**

BARBERING/COSMETOLOGY CROSSOVER PROGRAM applicants must provide their current BBC license to determine the amount of hours needed to complete to apply for the State licensing exam.

TRANSFER POLICY

An applicant transferring from a school other than Torrance Beauty College is charged a fee of \$400.00. This fee does not include any equipment, books, uniforms or materials. Applicants must provide transcripts and Proof of Training prior to enrollment to determine the number of hours accepted. For an applicant transferring from another state or country, the Board of Barbering and Cosmetology (BBC) must review your previous transcript(s) to determine how many hours and credits for operations will be accepted by the state and our college. The BBC will issue a letter stating the hours and operations accepted.

LANGUAGE OF INSTRUCTIONS

Instruction is provided in English and Spanish

ESL INSTRUCTION

This institution does not provide English as a Second Language instructions

FINANCIAL AID

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

WITHDRAWAL AND REENTRY POLICY

A former student of **LETTY'S BARBERING AND COSMETOLOGY COLLEGE** or Torrance Beauty College may submit a new application to request reentry to complete his/her program of study. The admission requirements listed above (under Admissions) will need to be submitted with the application.

LETTY'S BARBER AND COSMETOLOGY COLLEGE does not award credit for experiential learning.

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 LETTY'S BARBERING AND COSMETOLOGY COLLEGE 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 is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **LETTY'S BARBERING AND COSMETOLOGY COLLEGE** to determine if your diploma will transfer.

GRADUATION REQUIREMENTS

A student who completes the specified program required hours and operations with a cumulative score of 70% or better, have paid all financial obligations and completes the Graduate Exit Survey, s/he will be awarded a diploma certifying graduation and Proof of Training for State Licensure.

LETTY'S BARBERING AND COSMETOLOGY COLLEGE staff will assist all graduates with completing the necessary paperwork to apply to take the State Licensing Examination.

LICENSING REQUIREMENTS

You must be licensed to practice Barbering, Cosmetology, Manicuring and Esthetics in the State of California. The California Board of Barbering & Cosmetology requires the following for a graduate to take the licensing examination:

1. Complete the required program hours and submit a certified Proof of Training;
2. Be at least 17 years of age;
3. Completed the 10th grade;
4. Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code;
5. Completion of the BBC Licensing Application and pay the required fee.

TUITION AND FEES

All tuition and fees are subject to change without notice

Program Name	Program Hours	Tuition	Registration Fee Nonrefundable	STRF* Nonrefundable	Books & Kit Nonrefundable	ESTIMATED TOTAL CHARGES FOR PROGRAM
Cosmetology	1600	6,500	200.00	\$0.00	1,200	7,900
Barbering	1500	6,000	200.00	\$0.00	1,200	7,400
Esthetics	600	3,400	200.00	\$0.00	900.00	4,500
Teacher Training	600	2,000	200.00	\$0.00	400.00	2,600
Manicuring	400	1,400	200.00	\$0.00	700.00	2,300
Cross Over:						
Cosmetology	300 _{minimum}	1,600	200.00	\$0.00	300	2,100
Barbering	200 _{minimum}	1,060	200.00		300	1,560

*STRF is the STUDENT TUITION RECOVERY FUND FEE

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charge on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was material failure to comply with the Act or Division within 30 days before the school closed or, if material failure begun earlier that 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgement against the institution for a violation of the Act.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding STRF may be directed to the Bureau for Private Postsecondary Education at:

Physical Address - 2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

Mailing Address – PO Box 980818

West Sacramento, CA 95798-0818

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

Website: www.bppe.ca.gov

METHODS OF PAYMENT: The Admissions Administrator will develop a personalized payment program for each individual. All tuition and fees are payable in advance unless other arrangements have been made prior to beginning class. Payment schedules (weekly, monthly, and quarterly) are available. No interest is charged for participation in the payment plans offered. These payment plans are provided as a free service to our enrolled students. **LETTY'S BARBERING AND COSMETOLOGY COLLEGE** accepts cash, checks and credit cards for payments. **Late payments are subject to a 15% late fee charge.**

This institution does not provide financial aid to the students.

Should you secure a loan to pay for your education, it is your responsibility to repay the loan per the terms outlined by your lender.

EXTENDED TRAINING – EXTRA INSTRUCTION CHARGES

A student who requires training beyond his/her contracted time or who wants to return to prepare for a state licensing exam will be charged a rate of \$10.00 an hour, payable in advance.

HEALTH SAFETY

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

STUDENT'S RIGHT TO CANCEL

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

REFUND POLICY

After the cancellation period, the institution provides a pro rata refund of funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student. A registration fee of \$200.00 is a non-refundable item.

Equipment, books, supplies, tools, uniforms, kits and all other items issued and received by the student are not returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will ~~have~~ ~~to~~ arrange to pay the amount that you owe to Letty's Barbering and Beauty College. Official withdrawal date is the student's notification to the School Director or the school's Determination:

Determination of withdrawal from school:

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

- The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date you fail to attend classes for 14 days and fail to inform the school that you are not withdrawing.
- The date you failed to return to school as scheduled by an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

SCHOOL OR COURSE CANCELLATION: If the School is permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, a fair refund settlement will be made.

LETTY'S BARBERING AND COSMETOLOGY COLLEGE does not have any pending petitions in bankruptcy, is not operating as a debtor in possession nor has not filed a petition within the preceding five years, nor has had a petition filed against it within the preceding five years.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

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

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least 70% of the scheduled hours indicated on their enrollment contract.

Students that are attending the course programs whom have more than 2 weeks (14 calendar days) of consecutive absences will be dismissed. This standard shall apply to all students except those on a medical approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days will be dismissed. 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. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. These policies are outlined elsewhere in this catalog.

3. Complete the course within one and one-half (1-1/2) 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 (70%) and attendance (70%) requirements at the end of each payment period of the course to be considered as meeting satisfactory progress until the next evaluation period.
5. All students will be provided a copy of their completed SAP evaluation form after their SAP counseling.

EVALUATION PERIODS:

Satisfactory Academic Progress will be assessed at the following benchmarks of actual attended hours:

Cosmetology 1600 hours	Barbering 1500 hours	Esthetician 600 hours	Manicuring 400 hours	Teacher Training 600 hours
450 hours	450 hours	300 hours	200 hours	300 hours
900 hours	900 hours	600 hours	400 hours	600 hours
1200 hours	1200 hours			
1600 hours	1500 hours			

For transfer students, the SAP will take place at 50% of the contracted time.

Determination of Student Progress Status: Students meeting the minimum requirements (70%) for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Progress Determination at the time of each evaluation periods.

WARNING: Students who fail to meet the minimum (70%) requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period the student has still not met both the attendance and academic requirements, he/she may be placed on probation.

PROBATION: Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the first probationary period, **if the student appeals the decision, and prevails upon appeal.** Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress.

DISMISSAL: After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Director will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is personally financially responsible for the cost of all such tutoring.

APPEAL PROCEDURES: Students must initiate the Appeal Process. Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within (15) days prior to the start of the probationary period (for the evaluation period in question) and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The basis that a student can file an appeal: The death of a relative of your immediate family, an injury or illness of the student or a relative of your immediate family. Immediate family relative defined as Grandparents, Parents, Brother(s), Sister(s), Spouse and Children or other special circumstances. To file an appeal, you have to have experienced a death in the family, an injury or illness (supported by a physician statement) or other special circumstance that can be documented. The appeal must also state your own explanation describing the reasons for your failure to make SAP and changes made to those circumstances that would allow you to

focus and regain your satisfactory status. 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 prior to the beginning of the current probationary period. 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 (a copy of the decision will also be retained in the students file) within a reasonable time frame (5-10 days). The decision of the committee shall be final. A student that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined to be making satisfactory progress will be re-entered in the course and financial aid funds will be reinstated to the student. Students accepted for re-entering the program that previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS &

TRANSFER HOURS: Students may re-establish satisfactory progress by meeting minimum attendance and academic requirements by the end of the probationary period. Transfer hours from another institution that are accepted towards your current educational program will not impact your current SAP as they are counted as both attempted and completed hours.

INTERRUPTIONS, COURSE IN-COMPLETES, WITHDRAWALS:

Course incompletes, repetitions and non-credit remedial courses have no effect upon the student's satisfactory academic progress. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

ATTENDANCE STATUS: Full time: Any student scheduled to attend 29 hours or more per week are considered to be full-time students. Part-time enrollment is defined as at least 20 hours per week.

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a "**C**" (**70%**) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school

THEORY: Theory or Technical Instructions is the instruction student receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

Grade	Level
70%-100%	Satisfactory
0-69%	Unsatisfactory

PRACTICAL TRAINING: Practical Training or Practical Operations are the projects, practical operations and services students perform on another person (client or another student) or on a mannequin. Practical Training work will be graded as follow.

Grade	Level
70%-100%	Satisfactory
0-69%	Unsatisfactory

STUDENT CLOCK HOUR POLICY:

The Board of Barbering and Cosmetology will only recognize 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 the class day and lunch period. A thirty (30) minute lunch break shall be taken when a student attends 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 daily. **Instructors may not sign a student in or out and if a student does not clock in our out at lunch, 30 minutes for lunch will be deducted.** After clocking in you are required to maintain theory/demonstration class or be in applied effort. Time cards reflect the student's daily record of hours and operations. It is important that all your hours and operations are recorded properly and accurately. The attendance 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 6 years by the school.

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

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations are to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student's skills. Note the following time frame the Program gives for each operation: Scalp Treatment = 1/2 to 1 hour, Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Hair cut = 1/2 to 1 hour

Using the above, the Board would understandably not consider a student capable of performing more than three permanent waves per day.

Personal grooming, leaving the building, reading material not related to your training or activity not related to your training are not tolerated. If any of these occur, you 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 your probation or termination.

PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

RECORD KEEPING

Students records for all students are kept for six years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student file will contain student's records, including transcript of grades earned.

PROOF OF TRAINING & TRANSCRIPT:

The first official Proof of Training (POT) or transcript is provided at no charge. Subsequent copies are available upon advance payment of the POT or transcript fee of \$25.00 for two copies. POTs and 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 to the institution are paid.

ATTENDANCE POLICY

ABSENCES

Absences will be considered excused under the following conditions:

1. Illness of the student
2. Illness or death in the student's family
3. Documented emergency

TARDINESS

Day school starts at **9:00 a.m.** and night school starts at **5:00 p.m.** There is a **7-minute grace** period. After the grace period the student may not clock in or attend class until **9:30a.m./6:30 p.m.**-Clocking in at **9:00 a.m. or 7:00 p.m.** is considered being late. However, the student must make up all hours missed.

MAKEUP HOURS

Upon signing your enrollment agreement, your tuition covers all fees up to your anticipated graduation date. Students may makeup any missed hours at the discretion of their instructor as long as there is space in the classroom. However, after the scheduled completion date for your program, **LETTY'S BARBERING AND COSMETOLOGY COLLEGE** will continue to train student toward completion for an additional 20 hours at no additional cost. Once the student has exhausted the additional 20 hours of training, each additional hour will cost \$5 per hour. Sick days and personal days are subjected to this charge. Approved documented medical emergencies, court days, pre-arranged days off, or funerals are not subject to this charge.

LEAVE OF ABSENCE (LOA): Students may experience extended personal, medical or other problems which make it difficult to attend class. This institution may allow a student under such circumstances to take a Leave of Absence, (LOA), from the program. Students who will be absent more than 14 days and are needing an LOA for medical, health, welfare or travel must do so in writing and submit it in advance of the leave. Occasionally, unforeseen circumstances prevent the student from requesting a LOA in advance, (e.g.: the student was injured in an automobile accident and hospitalization or recovery required an extended absence). When certain exceptions apply (as with examples given), notification to the Admissions office (by phone, fax or email) must be done as soon as possible for documentation purposes. In such cases, upon return, documentation to verify the need for the LOA may be requested, and signatures will be required in order to extend the anticipated completion date equally to absence.

Students who are granted LOA's will not be assessed any additional charges while they are on LOA. No refund calculations will be performed during the LOA.

A student may request more than one LOA during their contracted time frame, however, the cumulative total (number of days) of extended absence days must not exceed one hundred eighty (180) days in any 12-month period. Students who fail to return from a LOA will be considered dismissed (dropped), as of the last class day of attendance prior to the start of the leave.

STUDENT SERVICES

ORIENTATION

LETTY'S BARBERING AND COSMETOLOGY COLLEGE requires that each student attend an orientation before beginning class. Information on the school, expectations, job placement assistance and career counseling services are some of the topics covered.

JOB PLACEMENT ASSISTANCE

LETTY'S BARBERING AND COSMETOLOGY COLLEGE main objective is to provide specialized training that prepares our graduates for successful licensure and employment as a Cosmetologist, Barber, Manicurist, Esthetician and Teacher. The School has an Advisory Board of industry professionals and the staff works with salon owners and employers to provide students the opportunity to obtain gainful employment after they have received their licenses. We encourage students to discuss their employment aspirations with their instructors or staff members. Job placement assistance is provided to our graduates and students upon request at no extra charge, but the school does not guarantee employment.

EXTERNSHIP PROGRAMS

Participation in the externship programs made available by Letty's Barbering and Cosmetology College is strictly voluntary on the part of the student, school and salon. The student may terminate his/her Externship participation anytime and return to school.

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

CAREER COUNSELING

Students are mentored throughout their studies at **LETTY'S BARBERING AND COSMETOLOGY COLLEGE** during classes and individually. Students may request additional advising sessions at any time.

LEARNING RESOURCES

Reference materials are available to students during school hours. These materials include DVD's, videotapes, periodicals, books and visuals aids that support and enhance each program offered at **LETTY'S BARBERING AND COSMETOLOGY COLLEGE**

AIRPORT & HOUSING ASSISTANCE

The College does not provide airport reception services or housing assistance.

PROFESSIONAL COUNSELING

Should a student encounter personal problems that interfere with his/her studies, referrals to professional assistance organizations will be supplied.

DRUG AND ALCOHOL POLICY

CONTROLLED SUBSTANCE:

1. All students and employees are informed that the unlawful manufacture, distribution dispensing, possession or use of a controlled substance within the premises of the College is strictly prohibited. Employees and students violating this rule will be subject to immediate dismissal & termination of employment and/or school program.
2. Drug Free Awareness Program: For detailed information regarding; a) Dangers of Drug Abuse, b) Assistance with Drug Counseling, c) Rehabilitation Programs, or any other information regarding drug abuse, contact: Scripps Health-Outpatient Behavioral Health Services, 343 S. 8th Street, El Centro, CA 92243, and (760)337-5440. It is the policy of this College to maintain our workplace free of drugs. As stated in the first paragraph, students and employees are subject to termination for violation of this College rule. In addition, any persons distributing drugs to other employees or students will be referred to the authorities and the College will press charges for drug distribution in the workplace.
3. Each employee and student is required to read and sign this Policy.
4. Your schooling and/or employment at this organization is subject to:
 - a. Abide to the terms of this statement, and
 - b. Notify the employer of any criminal statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
5. U.S. Drug agency will be notified within ten (10) days after receiving notice from an employee or otherwise a copy of such conviction will be submitted to the agency.
6. Our organization will take the following actions within thirty days of receiving notice with respect to any employee and/or student who is convicted.
 - a. Terminate employee and/or student OR
 - b. Require such employee and/or student to participate satisfactorily in drug abuse assistance or a rehabilitation program approved for such purposes by a federal, state or local health, enforcement or another appropriate agency.

DRUG ABUSE PREVENTION PROGRAM

LETTY'S BARBERING AND COSMETOLOGY COLLEGE makes the following information available to its students, staff, and instructors. Any individual associated with Letty's Barbering and Cosmetology College, who is seeking information, counseling, or assistance concerning Drug Abuse and/or Prevention may call or visit the following agency:

DISCLOSURE OF EDUCATION RECORDS:

Written consent is required from the student (or the parent/guardian if the student is a dependent minor) before any education records may be disclosed to a third party, with the exception of an accrediting commission and governmental agencies so authorized by law. Students are not entitled to inspect the financial records of their parents.

VISA SERVICES: This institution does not admit students from other countries, so no visa related services are offered.

PROBLEM & COMPLAINT PROCEDURES (Grievance Procedure)

In the event of a problem, complaint or misunderstanding, LETTY'S BARBERING AND COSMETOLOGY COLLEGE has implemented the following policy & procedures:

1. Meet with your instructor to discuss your issue/complaint/concern.
2. If your issue is not resolved, write your concern on the school form (located in the school reception area and give it to the School's Director. The Director will meet with you within three (3) business days to discuss your concern and get the necessary information to investigate and resolve the issue. If you do not believe the issue is resolved, you have the right to contact the Bureau for Private Postsecondary Education.
3. 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 website at [**www.bppe.ca.gov**](http://www.bppe.ca.gov).

LETTY'S BARBERING AND COSMETOLOGY COLLEGE

RULES AND REGULATIONS

1. Time cards must be clearly legible. Students must punch only their own timecards.
2. In case of illness or emergency on any day, the student must call in to the school supervisor to report his/her absence before 8:45 a.m. that morning.
3. Students are required to be in class for roll call promptly at 9:00 a.m. in clean, prescribed uniform. Male and Female students must wear a black school issued Tee-Shirt, black pants, neat and clean and black shoes. No jeans or shorts are permitted. Shoes must be closed toe and closed heel shoes (no canvass material type). A work type shoe is recommended due to the long periods of standing required in our occupation
4. Students appearing in school with their hair not neatly groomed will be clocked out. Beauty needs are to be done on the student's own time before class.
5. Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.
6. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock. Students are also being required to punch in and out for all breaks and lunch on the back of their time cards.
7. No student may clock in or out for another student. This rule is strictly enforced and both students will be terminated.
8. Smoking is only allowed in assigned areas outside of the building.
9. College business phones may not be used for personal calls. Cell phone use is not allowed in theory or used on the clinic floor. Ringers must be on vibrant or silent setting.
10. Rigid adherence to the rules of safety, sanitation and disinfection, client protection and personal hygiene are required at all times.
11. Students must their keep work stations, in class and on the clinic floor, clean and sanitary at all times.
12. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day or evening schedule.
13. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a customer is grounds for suspension.
14. No student may leave a patron while performing a service.
15. Students are not allowed to give services or materials other than what is called for on the service ticket.
16. If you attend class longer than your contract scheduled time it must be prior approved by a school official.
17. If you want to officially increase your contract schedule hours you must speak to the school director and it must be approved by the school director.

LETTY'S BARBERING AND COSMETOLOGY COLLEGE RULES AND REGULATIONS

18. NO VIEDO TAPING (any videotaping must be approved by the school director prior from tapping and can only be use for your personal used to review the class. The video must not be on any social media.
19. Students are responsible to return of college materials or equipment loaned to them in good working condition. If the student loses or damages school property, they will be liable for the reimbursement and replacement of the materials or equipment. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
20. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
21. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
22. The college 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.
23. 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 college office. Credit will be given for applied effort only; continuously engaged in training and study. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.
24. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
25. Only products furnished by the college may be used unless otherwise approved by the instructor.
26. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
27. Students must comply with college policies, federal and state rules and regulations.
28. All assignments, tests and homework may be made up but it is the student's responsibility to discuss missed assignments and tests with her/his instructor when s/he returns from an absence.
29. Makeup hours must be approved prior to extra attendance by the Administration department.
30. Notify office immediately of any name, address or telephone changes.
31. Absence of three (3) days or more without notification may be considered cause for suspension. Any student absent more than fourteen (14) days without notifying the director will be automatically terminated.

LETTY'S BARBERING AND COSMETOLOGY COLLEGE RULES AND REGULATIONS

STUDENT RULES, REGULATIONS AND DISCIPLINARY ACTION

Immediate Withdrawal (Termination)

- (1) Theft
- (2) Altering or forging time cards
- (3) Causing extreme or willful disruption of the school
- (4) Use of or being under the influence of drugs or alcohol in school
- (5) Physical, mental or emotional abuse of another person
- (6) Combative behavior directed toward another student, patron, visitor or school staff.

The Following May Result In a Suspension (One-Day to Two-Weeks)

- (1) Leaving school without permission of instructor.
- (2) Failure to have proper equipment when needed.
- (3) Use of foul language, ethnic, racial or sexual slurs.
- (4) Receiving personal services without instructor's permission.
- (5) Gossiping or causing discord in the school.
- (6) Smoking outside of designated areas,
- (7) Refusing to perform an assignment, patron or otherwise.
- (8) Removing time cards from school premises.
- (9) Using products or performing services not on patron ticket.
- (10) Modifying customer services without consulting instructor.
- (11) Improper uniform.
- (12) Dirty uniform or unsatisfactory personal cleanliness.
- (13) Failure to observe sanitary rules and regulations.
- (14) Shouting.
- (15) Use of cell phone inside the school or outside without clocking out.
- (16) Eating or drinking outside of designated areas.
- (17) Entering an administrators or instructor's office or being behind a staff members desk without permission.
- (18) Failure to clean up work area or perform assigned cleanup duties.
- (19) Leaving class or clinic without permission.
- (20) Failure to clock in or out properly.
- (21) Failure to take lunch break at proper time.
- (22) Showing discourtesy to anyone in school.
- (23) Unexcused absence (must give 2 week notice for day off to be excused) and students must call by 9:30 if they are going to be late or absent.

General

A third suspension or a third violation of the above school rules may result in termination from College. These guidelines are not all inclusive, as there may be other situations that may require action of the school. These guidelines may be revised at any time. They will then be posted on the bulletin board. **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 Barber and Cosmetologist. Violation of school rules may result in suspension or termination**

COSMETOLOGY 1600 CLOCK HOURS

COSMETOLOGY CURRICULUM DESCRIPTION

Completing 1600 hours of applied effort and the following technical and operational requirements, a student will learn the art and science of cosmetology which includes hair cutting, hair styling, hair coloring, chemical services, skin care and nail care. Graduates, once licensed, can secure positions as a hairstylist, chemical specialist, color specialist, make-up artist, skin care or manicuring specialist. Successful graduates will have the knowledge and skills needed to pass the required California State Board examination for Cosmetology licensure.

COURSE GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of cosmetology practices.

Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Cosmetology and principles of hair design and styling, hair enhancements, nail care, skin care, hair change, and hair color.

Demonstrations by students that they have met all the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

“CROSSOVER” STUDENTS

Per BBC, effective July 1, 2015, there is no longer a Cosmetology Crossover curriculum. Licensed barbers who want a Cosmetology License must complete at least 300 hours in skin care and nail care theory & practical skills BUT will be required to take and pass the entire Written and Practical Cosmetology Licensing Examination. With that in mind, Letty’s Barbering and Cosmetology College will require applicants to complete a Cosmetology assessment to determine how many hours will be necessary for the enrollee to complete the entire Cosmetology curriculum.

COURSE MATERIALS

Milady Standard Cosmetology, 15th Edition - Milady Publishing Corporation

2017 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs

Cosmetology kit

Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the California Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECT (Do not equal hours)

Subjects	Minimum Technical Instruction	<u>Minimum</u> Hours of Practical Operations
Health and Safety		
<ul style="list-style-type: none"> • Laws and Regulations • Health and Safety Considerations • Disinfection and Sanitation • Anatomy and Physiology • Additional Health and safety 	20 45 20 15 100	
Hair Dressing		
<ul style="list-style-type: none"> • Hair Styling (Wet & Thermal Hairstyling) • Permanent Waving and Chemical Straightening • Hair Coloring and Bleaching • Hair Cutting • Additional Hair Dressing 	105 40 60 20 50	240 105 70 80 330
Esthetics		
<ul style="list-style-type: none"> • Manual, Electrical, and Chemical Facials • Eyebrow Beautification and Make-up • Additional Esthetics 	25 25 20	40 30 60
Manicuring and Pedicuring		
<ul style="list-style-type: none"> • Manicuring and Pedicuring • Artificial Nails and Wraps • Additional Manicuring and Pedicuring 	10 25 10	25 120 55
590 (Theory Hours)		1,155 (Practical Hours)

COSMETOLOGY 1600 CLOCK HOURS (CONTINUE)

METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor practice with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the associated practical and written tests.

GRADED ACTIVITIES

Written objective examinations
Practical demonstrations and evaluations of student performance
Mock Board Assessments

GRADE CHART

Grade	Level
70%-100%	Satisfactory
0-69%	Unsatisfactory

BARBERING 1500 CLOCK HOURS

BARBERING CURRICULUM DESCRIPTION

Completing 1500 hours of applied effort including the following technical and operational requirements set forth by BBC, successful graduates will have the knowledge and skills needed to pass the required California state board examination for licensure and secure employment as a barber. Clipper, shears and razor cuts for men & women, shaves, color and chemical services are taught and practiced.

COURSE GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of barbering and barber shop management

Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Barbering and principles of hair design and styling, hair goods, and hair coloring

Demonstrations by students that they have met all the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

“CROSSOVER” STUDENTS

Per BBC, effective July 1, 2015, there is no longer a Barber Crossover curriculum. Licensed cosmetologists who want a Barber License must complete at least 200 hours in shaving theory & practical skills BUT will be required to take and pass the entire Written and Practical Barbering Licensing Examination. With that in mind, Letty’s Barbering and Cosmetology College will require applicants to complete a Barbering assessment to determine how many hours will be necessary for the enrollee to complete the entire Barbering curriculum.

COURSE MATERIALS

Milady Standard Professional Barbering, 6th Edition - Milady Publishing Corporation

2017 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs

Barbering kit and Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the California Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECT (Do not equal hours)

Subjects	Minimum Technical Instruction	<u>Minimum</u> Hours of Practical Operations
Health and Safety		
• Laws and Regulations	20	
• Health and Safety Considerations	45	
• Disinfection and Sanitation	20	
• Anatomy and Physiology	15	
Additional Health and safety	100	
Hair Dressing		
• Hair Styling (Wet & Thermal Hairstyling)	105	240
• Permanent Waving and Chemical Straightening	40	105
• Hair Coloring and Bleaching	60	70
• Hair Cutting	20	80
Additional Hair Dressing	50	330
Shaving		
• Shaving, Facials, Massage Manipulations , Rolling Cream Massage Manipulations	100	40
Additional Esthetics		60
	580 (Theory Hours)	925 (Practical Hours)

BARBERING 1500 CLOCK HOURS (Continue)

METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aides, actual on-the-floor performance of barber practices with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours the associated practical assignments and written tests.

GRADED ACTIVITIES

Written objective examinations

Practical demonstrations and evaluations of student performance

Mock Board Assessments

GRADE CHART

Grade	Level
70%-100%	Satisfactory
0-69%	Unsatisfactory

ESTHETICS 600 CLOCK HOURS

ESTHETICS CURRICULUM/DESCRIPTION

This 600-hour program shall consist of technical instruction and practical operations covering all practices of an esthetician. Successful graduates will have the knowledge and skills needed to pass the required California State Board Examination for Esthetician licensure. Entry level positions as a skin care therapist, make-up artist, brow expert, product representative or waxing technician are some of the options that a licensed Esthetician can secure.

COURSE GOALS

The student will learn:

All phases of skin care - including manual and electrical facials; use of cosmetic preparations; daytime, evening, fantasy, and theatrical make up.

Knowledge of product chemistry for safety and patron protection.

Business practices and professional ethics in skin care

Successful graduates will have the knowledge and skills needed to pass the State Board Examination for licensure, and to secure employment as cosmetician/Esthetician.

COURSE MATERIALS

Milady Standard Esthetics: Fundamentals, 9th Edition - Milady Publishing Corporation

2017 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs

Esthetician Kit

Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECT:	Minimum Hours of Technical Instruction	Minimum Practical Operations (do not equal hours)
Cosmetology Act & Board Rules & Regulations	10	
Cosmetic Chemistry	30	
Anatomy, Bacteriology/Biology	15	
Health & Safety (HIV/AIDS & Hepatitis B), MSDS	40	
Electricity	10	
Disinfection & Sanitation	10	10
Facials-Manual	20	50
Facials-Electrical	20	50
Chemical Facials	30	40
Eyebrow Arching, Hair Removal, Tweeze & Wax	20	20
Make-Up, including skin analysis	30	10
Corrective Make-up	10	10
Preparation for Employment	15	
Client & work prep	15	
Additional Training	60	10
Including training in: professional ethics, salesmanship, keeping records, payroll deductions, obtaining employment, preparation of employment application, effective communication, compensation packages, and business management		
	335 (Theory Hours)	200 (Practical Hours)

ESTHETICS 600 CLOCK HOURS (continue)

METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor performance practices with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours the associated practical and written tests.

GRADED ACTIVITIES

Written objective examinations

Practical demonstrations and evaluations of student performance

Mock Board Assessments

GRADE CHART

Grade	Level
70%-100%	Satisfactory
0-69%	Unsatisfactory

MANICURING 400 CLOCK HOURS

MANICURING CURRICULUM DESCRIPTION:

The 400 hours teaches the art and science of manicuring. The student will learn to perform the skills, methods and techniques of beautifying the hands through manicuring, applying artificial nails, nail wrapping and massaging. He/ She will also improve the appearance of the feet with pedicure techniques. Successful graduates will have the knowledge and skills needed to pass the required California board examination for manicurist licensure. Graduates who obtain their licenses can secure entry level manicuring positions at salon and spas.

COURSE GOALS

The student will learn:

All phases of nail beautification - including nail tips, nail wraps and acrylics.

Knowledge of product chemistry for safety and patron protection

Business practices and professional ethics in nail care.

Successful graduates will have the knowledge and skills needed to pass the California State Board Examination for licensure and to secure employment as a manicurist.

COURSE MATERIALS

Milady Standard Nail Technology, 2th Edition - Milady Publishing corporation

2017 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs.

Basic Manicuring kit

Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

<u>SUBJECT</u> equal hours)	Minimum Hours Of Technical Instruction	Minimum Practical Operations (do not
Cosmetology Act & Board Rules & Regulations	10	
Cosmetology Chemistry	10	
Health & Safety, Hazardous Substances, HIV/AIDS	25	
Anatomy, Physiology,	10	
Disinfection & Sanitation, Bacteriology	20	60
Manicures	15	40
Pedicures	10	40
Massage Techniques	5	80
Artificial Nails		
Liquid & Powder Brush - on	15	80 nails
Nail Tips	10	60 nails
Nail Wraps & Repairs	15	40 nails
Nail Art	10	50 nails
Preparation for Employment including:	15	
Professionalism, Application/Resume		
Development, Interview		
Preparation and Job search skills		
Additional training Including: professional ethics, personal hygiene, grooming, salesmanship, normal clean-up duties, keeping records, modeling, desk and reception, payroll deductions, compensation packages, obtaining employment, preparation of employment application, consumer safety, licensing requirements, business management.	25	
	195 (Theory Hours)	450 (Practical Hours)

METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor performance practices with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours the associated practical and written tests.

GRADED ACTIVITIES

Written objective examinations

Practical demonstrations and evaluations of student performance

Mock Board Assessments

GRADE CHART

Grade	Level
70%-100%	Satisfactory
0-69%	Unsatisfactory

TEACHER TRAINING 600 CLOCK HOURS

TEACHER TRAINING CURRICULUM DESCRIPTION

600 clock hours will enable the trainee to achieve an education in application of the learning process, utilize instructional techniques appropriate to each student's needs and develop skills necessary to counsel and guide students. Upon receiving this training, he/she will be qualified to teach students at all levels of hairstyling, coloring, make-up, skin care and manicuring. CURRENTLY CALIFORNIA DOES NOT REQUIRE A TEACHER LICENSE.

LETTY'S BARBERING AND COSMETOLOGY COLLEGE offers this course to individuals interested in becoming teachers in California as well as other states. We anticipate that this course could become a requirement in California soon.

COURSE PURPOSE/GOAL

Upon successful completion of this course, the student will:

- a. Know the procedures of the various operations required by the State Board of Cosmetology, Barbering, Manicure and Esthetician.
- b. Be competent with the terminology used in the field;
- c. Obtain experience by understanding the function of teaching by participating in classroom environments;
- d. Assess and present his/her teaching competencies and characteristics in terms of standardized tests

Professional or Vocational:

1. Prepare the student for a successful teaching career in chosen field;
2. Give the student background in the knowledge and techniques of teaching;
3. Furnish the student with experience in practicing teaching skills;
4. Foster ideals of establishing and practicing professional ethics.

GENERAL EDUCATION

1. Develop professional and ethical attitude.
2. Develop student-teacher problem solving techniques.
3. Impart knowledge and understanding of good citizenship.
4. Provide knowledge of the laws pertaining to beauty culture.
5. Develop sanitary and safe work habits and attitudes necessary in the practice of beauty culture.
6. Provide experiences of an occupational nature in the practice of beauty culture so that learning, evaluating and appreciation take place.
7. Develop and encourage the establishment of methodical habits.
8. Provide experience which is valuable in creating harmonious relationships with others.

COURSE MATERIALS

Master Educator, 3rd Edition – Milady Publishing Corporation

Milady's Workbook for the Professional Instructor - Milady Publishing Corporation

2017 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs

Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT

1. THEORY

A. 10 hours of Cosmetology Act and Rules/Regulations.

B. 90 hours of preparatory instruction. These are hours devoted to teaching techniques, lesson planning, methods of instruction, syllabus and evaluation of instructions.

This will include instruction in:

Review of the content of the course in cosmetology arts and sciences for which the student is training as an instructor.

Principles of teaching/learning

Teaching methodology

- lesson plan development

- student motivation and learning

- presentation techniques

Assessment of student learning

- evaluation of overall progress

- development and use of testing/measurement instruments

Academic advising: providing feedback and orientation to students about progress in the

TEACHER TRAINING 600 CLOCK HOURS (CONTINUE)

Course development and review
Administrative responsibilities
- records management
- applicable organizational and regulatory requirements
Career and employment information
- professional ethics
- effective communication and human relations
- compensation packages and payroll deductions
- licensing requirements and regulations
- fundamentals of business management

C. 15 hours: Preparation for Employment including:

Professionalism, Application/Resume

Development, Interview

Preparation and Job search skills

2. PRACTICAL OPERATIONS

A. 50 hours preparatory instruction. These hours are used for student record keeping and school operations.

B. 100 hours conducting classroom technical instruction and demonstrations. (30 minutes class room lectures.)

C. 300 hours of supervising and training students. These hours are for supervising laboratory work of students on live persons or mannequins.

FIELD TRIPS

Several field trips are planned each year to Hair Shows and Association meetings. You are requested to use your own transportation. During this time, you are not covered by school insurance. If you choose to give a ride to another student you do so at your own risk.

METHODS EMPLOYED TO HELP THE STUDENT LEARN

One hour lecture, three hours of laboratory per week. The lecture section consists of demonstrations in teaching with the student participating in both lectures of related information and practical trade demonstrations. The laboratory period involves the student in the teaching of practical operations.

GENERAL POLICIES

The director of the school and teacher in charge of the Teacher Training program have the responsibility for establishing and maintaining high standards of performance, enforcing efficiency of operation and discipline, including the right to increase, decrease, or rotate class assignments and schedules; and to formulate curriculum, methods and modes of instruction: to promote, demote, discharge or discipline for cause.

OUTSIDE BUSINESS ACTIVITIES

Enrollees may participate in outside business activities if they do not distract from the student's class work. Phone calls are to be made or received during break periods and NOT DURING CLASS TIME.

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

Observation and evaluation of the following:

- Lecture
- Demonstrations
- Written Lesson Plans
- Homework Assignments
- Workbook Assignments
- Test/Quizzes
- Cooperation and control while in the classroom
- Your relations of rapport
- Your dress and grooming code

List graded activities, identifying those incorporating critical thinking skills