

INSTITUTE OF
BEAUTY
CULTURE
catalog

www.instituteofbeautyculture.com

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INSTITUTE OF BEAUTY CULTURE

WELCOME

It is a pleasure to introduce you to THE INSTITUTE OF BEAUTY CULTURE. We are focused upon career training for a student's successful professional future. We offer programs that address the occupational needs of the industry, utilize modern equipment, and employ a caring staff of professionals. THE INSTITUTE OF BEAUTY CULTURE maintains a long-term commitment to its students. The relationship between the School and its students begins with the introductions of intensive career classes, which continues throughout the program and beyond graduation with job placement assistance.

MISSION AND PHILOSOPHY

Our mission is to empower students to improve their lives by enhancing their professional skills in order to better their careers. In support of this mission, the School is innovative in its curricula, job-intensive in its focus, and responsive to employers' needs. The training provided at THE INSTITUTE OF BEAUTY CULTURE prepares graduates to obtain entry-level positions in their chosen field. Graduates leave with the skills necessary to become successful in their careers. Our concern for our students will always have top priority.

SCHOOL OBJECTIVES

1. HIRE qualified educators and student support staff.
2. DEVELOP courses that reflect the needs of the professional communities served.
3. UPDATE teaching techniques that communicate career theory and skills.
4. UTILIZE appropriate equipment.
5. OFFER programs in career fields with the best employment opportunities.
6. MAINTAIN a close relationship with potential and current employers of graduates.
7. PROVIDE reliable job placement assistance to our graduates.

ADMINISTRATION AND STAFF

DIRECTOR: Annette Aviles

ADMISSIONS DEPARTMENT: Annette Aviles, Admission's Officer

FINANCIAL PLANNING DEPARTMENT: Susan Aviles, Bookkeeper and Admissions

JOB PLACEMENT/CAREER SERVICES DEPARTMENT:
Bill Infanto, Placement/Default Management Representative/ Attendance Coordinator

RECEPTION: Receptionist position, OPEN

LABORATORY: Lab. Technician position, OPEN

FACULTY

INSTRUCTORS	PROGRAMS	QUALIFICATIONS
Bill Infanto	Cosmetology, Manicuring, Esthetic's	Cosmetology Licensed for 31years, Instructor For 15 years
Andria Lopez	Cosmetology, Manicuring, Esthetic's	Cosmetology Licensed for 12 years, Instructor 6years
Brenda Hojnacke	Cosmetology, Manicuring, Esthetic's	Cosmetology Licensed for 30 years, Instructor 2 years

Substitute Faculty

Annette Aviles (Sub) Cosmetology, Manicuring, Esthetic's Cosmetology Licensed for 10 yrs. Manicuring
Licensed for 15 yrs. Barber Licensed for 4 years.

DIRECTIONS TO THE SCHOOL

From the 101 Freeway, if you come from San Luis Obispo take the Betteravia Road exit, make a right and after you get to Miller you will see us at 325 East Betteravia Road Ste B-1

From the 101 Freeway, if you come from Santa Barbara, take the Betteravia Road exit, make a left and after you get to Miller you will see us at 325 East Betteravia Road Ste B-1.

INSTRUCTIONAL FACILITIES

All instruction is provided at THE INSTITUTE OF BEAUTY CULTURE, located at 325 E. Betteravia Ste B-1 in Santa Maria, CA. The School is readily accessible by the 101 Freeway and is accessible from the many surrounding areas. Classrooms for each program of study at THE INSTITUTE OF BEAUTY CULTURE contain equipment and supplies sufficient to meet the needs of the course of the students.

THE INSTITUTE OF BEAUTY CULTURE is a well-designed building that assimilates the salon environment for the sole purpose of beauty education; equipped with the most modern visual and teaching aids, possessing the type of professional beauty equipment in keeping with top salons in America.

THE INSTITUTE OF BEAUTY CULTURE has 5,275 square feet of modern facilities devoted to teaching the science and arts of cosmetology. The facilities include a freshman classroom area for lectures and practical training, and an audio/visual center that can handle videotapes and blackboard demonstrations. THE INSTITUTE OF BEAUTY CULTURE has extensive shampoo facilities and chair hair dryers and blow dryer stations in addition to the workstations provided for each student. A reference library is maintained, and administrative and counseling offices are on-site. THE INSTITUTE OF BEAUTY CULTURE provides lockers, restrooms and break room areas.

The building is equipped with heating and air conditioning systems, well-lit and furnished in a highly professional manner. It is free from distracting noises. Entrances and exits are located so that the building can be cleared quickly and safely in an emergency. The school's premises are wheelchair accessible (i.e., doorways, restrooms, ramps). There are several restaurants located within blocks away from the School, in the same shopping center and nearby it.

EQUIPMENT

The instructional classrooms for the Cosmetologist contain equipment designed to assist the student learning to become an integral member for the business world. Equipment includes: Dermal lights for giving instruction in skin care and electrical facials, mannequins, time clocks, shampoo bowls, dryers, facial chairs/couches, manicure stations, electrical cap and thermal hair straighteners, etc.

The reference library, which consists of appropriate texts and reference books to assist students and staff in each program of study, is in the main office. Students and staff can check out any of these books and reference materials while in school and to be returned to the school when not needed.

HOURS OF OPERATION

Tuesday through Saturday — 8:30 a.m. to 5:00 p.m.

HOLIDAY CALENDAR

THE INSTITUTE OF BEAUTY CULTURE observes the following holidays during which the school is closed and there are no classes held on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

CLASS SIZE

Classes do not generally exceed a ratio of one (1) instructor/lecturer to 25 students for lecture classes and a ratio of one (1) instructor to 20 students for lab classes.

CLASS SCHEDULES

Day classes are scheduled to start every six weeks beginning on Tuesday.

School Hours are:

Tuesday through Saturday 8:30am until 5pm

* Day classes are held Tuesday through Saturday from 8:30am until 5:00pm.

A school calendar of beginning dates of classes for each course and/or program. Indicate holidays and school closures is attached.

OWNERSHIP

INSTITUTE OF BEAUTY CULTURE, Inc., is owned by Susan and Omar Aviles.

AUTHORIZATIONS AND DISCLOSURES

APPROVALS

THE INSTITUTE OF BEAUTY CULTURE is a private institution, that it is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. The Bureau's approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions and **does not** imply any endorsement or recommendation by the State or by the Bureau. Institutional approval is subject to continuing review.

AGREEMENTS

THE INSTITUTE OF BEAUTY CULTURE has an Agreement for Training with ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT through June 30, 2021. This agreement provides for students to enroll through the community college for training in the Cosmetology and Manicurist programs.

REQUIRED DISCLOSURES

- Our Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S. C. Sec, 1101 et seq.)
- Our internet website provides the following:
A school catalog, the school performance fact sheet for each course offered by our Institution; student brochure, the most recent annual report submitted to the Bureau (BPPE) and a link to the Bureau's 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.
- Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818, **Physical Address:** 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, **Phone:** (916) 574-8900, **Toll Free:** (888) 370-7589, **Main Fax:** (916) 263-1897, **Website:** www.bppe.ca.gov

- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1+(888) 370-7589 (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov".
- **We provide you a copy of the School Performance Fact Sheet and of this Catalog on your visit or to the general public when requested.** We also have it available in our web address: www.instituteofbeautyculture.com
- The School does **not** award credit for prior experiential learning
- The School does not have an articulation agreement, between our institution and any other College or university that provides for the transfer of credits earned in the program of instruction.
- The School does not recruit students already attending or admitted to another school offering a similar program of study.
- It is the student's responsibility to repay the full amount of any loans plus interest, which were obtained for the program of instruction, less the amount of any refund if applicable. Failure to meet the terms of a promissory note will result in default (if applicable). Defaulting on a payment plan will have serious consequences.
- No Distance education is planned or anticipated at this time.
- **INSTITUTE OF BEAUTY CULTURE, Inc., is not accredited and is not authorized for participation in any State or Federal Financial Aid Programs.**
- The School is not authorized to provide Visa services to foreign students nor can the school vouch for student status.
- All instruction is provided in English.
- If the institution has a general student brochure, the institution shall provide that brochure to the prospective student prior to enrollment. In addition, if the institution has a program-specific student brochure for the program in which the prospective student seeks to enroll, the institution shall provide the program-specific student brochure to the prospective student prior to enrollment.
- An institution shall provide the school catalog to any person upon request. In addition, if the institution has student brochures, the institution shall disclose the requested brochures to any interested person upon request.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at THE INSTITUTE OF BEAUTY CULTURE, is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the Cosmetology, Barbering, and/or Manicuring 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 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 THE INSTITUTE OF BEAUTY CULTURE to determine if your diploma will transfer.

AFFIRMATIVE ACTION STATEMENT

THE INSTITUTE OF BEAUTY CULTURE is firmly committed to providing educational programs to otherwise eligible students regardless of race, creed, ethnicity, religion, national origin, sex, disability, or medical condition, except under special circumstances that would constitute either an occupational limitation or a limitation in participation in the program offered.

The School complies with Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964) Section 504, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993. Student information is not available to anyone outside the administration without a) a written request/release from the student, b) a court order, or c) accreditation or government agency requirements.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA) sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information the school may disclose to third parties without receiving prior written consent from the student.

I. Types of Educational Records Kept

The school will maintain student records for six years from graduation or last date of attendance. Such records will minimally include the following:

- A copy of the enrollment agreement and other instruments relating to payment for educational services.
- Student information, including student name; permanent or other address at which the student may be reached; records relating to financial payments and refunds; and record of attendance.
- Date of completion or termination and the reason(s) thereof.
- Record of any student grievance and subsequent resolution.
- The school shall provide upon request a transcript to any student who has satisfied all financial obligations currently due and payable to the school. The original transcript will be maintained indefinitely. It will provide the name of the student, the title of the program, total number of hours of instruction received, dates of enrollment, and status.

II. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his or her records should submit a written request to the appropriate school official. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review his/her own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in his/her file prior to January 1, 1975; (iii) confidential letters and recommendations placed in his/her file after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types

of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

III. Disclosure of Educational Records

The school generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally, identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

- A. To The school officials who have been determined by the school to have legitimate educational interests in the

records.

A school official is: 1) a person employed by the school in an administrative, supervisory, academic or research, or support staff position; or 2) a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Directors.

Legitimate interest: A student serving on an official committee or assisting another school official, or any school official who needs information about a student while performing instructional, supervisory, advisory, or administrative duties for the school has a legitimate educational interest.

B. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs, or in connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.

C. To organizations conducting certain studies for or on behalf of the school.

D. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.

E. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.

F. To comply with a judicial order or lawfully issued subpoena.

G. To appropriate parties in health or safety emergencies.

H. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.

I. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph H above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The Wright Graduate University, in such instances, may only disclose the name of the perpetrator—not the name of any other student, including a victim or witness—without the prior written consent of the other student(s)).

J. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.

IV. Record of Requests for Disclosure

Except with respect to those requests made by the student him/herself, those disclosures made with the written consent of the student, or to requests by or disclosures to The school officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), the school will maintain a record indicating the parties who have requested

or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. The student may inspect this record.

V. Directory Information

The school designates the following information as directory information. (Directory information is personally identifiable information that may be disclosed without the student's consent):

- Student's name
- Address: local, email and Web site
- Telephone number (local)
- Date and place of birth
- Program of study
- Participation in officially recognized activities
- Dates of attendance
- Diplomas awarded
- Most recent previously attended school
- Photograph of the student, if available
- Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)

Notice of these categories and of the right of an individual in attendance at the school to request that his or her directory information be kept confidential will be given to the student annually.

Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Campus Director's office. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

Directory information may be changed by writing to the school.

VI. Correction of Educational Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction

of records:

A student must ask the Campus Director to amend a record. As part of the request, the student should identify the part of the record he/she wants to have changed and specify why he/she believes it to be inaccurate, misleading, or in violation of his or her privacy rights.

The school may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.

Upon request, the school will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of the

Wright Graduate University. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.

The school will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.

If, as a result of the hearing, the school decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.

If a statement is placed in the education records of a student in the paragraph above, the school will: (a) maintain the statement with the contested part of the record for as long as the record is maintained; and (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

If, as a result of the hearing, the school decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

The School complies with the Drug Free Schools and Communities Act and forbids use, possession, distribution, or sale of illegal and illicit drugs or alcohol by students, faculty or staff anywhere on school property or at any school-sponsored function. The campus is alcohol-free except in the case of school-sponsored special events approved by the Campus Director. State and municipal laws prohibit anyone under the age of 21 from being served alcoholic beverages, and because the school does not have a license for the sale of alcoholic beverages, the sale of alcoholic beverages on premises or at any sponsored function is prohibited.

The school enforces all state and federal laws concerning illegal drugs and alcohol. Anyone in violation of state, federal or local regulations, with respect to illegal drugs or alcohol, may be subject to both criminal prosecution (with penalties up to 30 years in jail and/or \$1,000,000), school disciplinary action (including dismissal), and suspension of eligibility for federal financial aid.

Further information on health risks, possible sanctions, and drug and alcohol counseling and treatment options are available to students upon request.

PROGRAMS

BARBERING

1500 clock-hours

40 to 80 Weeks

The program, nature and level of occupation for which training is provided, as defined by Standard Occupational Classification (SOC) code, is as follows:

39-5011 Barbers

Provide barbering services, such as cutting, trimming, shampooing, and styling hair; trimming beards; or giving shaves. Illustrative examples: *Barber Apprentice, Master Barber*

PROGRAM OBJECTIVES

The objectives of the program are as follows:

1. Acquire knowledge of laws and rules regulating California's Barbering establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair and skin.
3. Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to barbering.
5. Prepare graduates with the knowledge and skills to pass the Barbering licensing exam.

SKILLS TO BE DEVELOPED

Use of proper implements relative to all barbering procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hair and skin, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of all barbering implements.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

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

TECHNICAL INSTRUCTION AND PRACTICAL TRAINING

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act and prepare the student to sit for licensure in the state..

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

1500 Hours of Technical Instruction and Practical Training in Hair Dressing	Technical Instruction Hours	Practical Operations Hours
(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing		
Hairstyling	65	240
The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.		
Permanent Waving and Chemical Straightening	40	105

The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.		
Hair Coloring and Bleaching	60	50
The subject of Hair Coloring and Bleaching shall include, but is not limited to, 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.		
Hair Cutting	20	80
The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.		
Total Hours of Technical Instruction and Practical Training in Hair Dressing:	185	475
(2) 200 Hours of Technical Instruction and Practical Training in Shaving		
The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:		
Preparation and Performance	100	40
The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: 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.		
Total Hours of Technical Instruction and Practical Training in Shaving:	100	40
(3) 200 Hours of Technical Instruction in Health and Safety		
The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:		
Laws and Regulations	20	0
The subjects 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.		
Health and Safety Considerations	45	0
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.		
Disinfection and Sanitation	20	0
The subject of Disinfection and Sanitation shall include but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.		
Anatomy and Physiology	15	40
The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Human Anatomy, Human Physiology.		
Total Hours of Technical Instruction in Health and Safety:	100	40

The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.

Note: Authority cited: Section 7312 and 7362(b), Business and Professions Code. Reference: Sections 7316, 7321.5(d)(1), 7362.5(a) and 7389, Business and Professions Code.

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATERS:

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the Barbering and Cosmological field.

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Barbering with a CGPA of "C" (70%) or better and has satisfied the 1500 program hours required, he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade, a Barber 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 California Barbering Licensing Exam with an overall average of 75% on both the practical and written State Board Barbering exams. Please refer to OBTAINING A LICENSE TO PRACTICE IN THE FIELD section at the end of this catalog for detailed information regarding the licensing process and reasons for licensure denial.

BARBER CROSSOVER

200 clock-hours

5 - 10 Weeks

The program, nature and level of occupation for which training is provided, as defined by Standard Occupational Classification (SOC) code, is as follows:

39-5011 Barbers

Provide barbering services, such as cutting, trimming, shampooing, and styling hair; trimming beards; or giving shaves. Illustrative examples: *Barber Apprentice, Master Barber*

PROGRAM OBJECTIVES

The objectives of the program are as follows:

1. To prepare Licensed Cosmetologists with the necessary skills in shaving through both theory and practical procedures so they qualify to take the Barbering licensing exam.
2. Prepare graduates to pass the Barbering licensing exam.

SKILLS TO BE DEVELOPED

Use of proper implements relative to all barbering procedures. Develop the knowledge of safety precautions in use of all barbering implements.

TECHNICAL INSTRUCTION AND PRACTICAL TRAINING

The curriculum consists of two hundred (200) hours of technical instruction and practical training covering

all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act and prepare the student to sit for licensure in the state.

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

200 Hours of Technical Instruction and Practical Training in Hair Dressing	Technical Instruction Hours	Practical Operations Hours
The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:		
Preparation and Performance	100	40

GRADUATION REQUIREMENTS

When a student who is a licensed Cosmetologist has completed the required theory hours and practical operations in Barbering with a CGPA of "C" (70%) or better and has satisfied the 200 program hours required, he or she is awarded a Proof of Training (POT document) and may apply for State Licensure. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade, a Barber 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 California Barbering Licensing Exam with an overall average of 75% on both the practical and written State Board Barbering exams. Please refer to OBTAINING A LICENSE TO PRACTICE IN THE FIELD section at the end of this catalog for detailed information regarding the licensing process and reasons for licensure denial.

COSMETOLOGY

Total Clock Hours:1600 Weeks:42-84

The program, nature and level of occupation for which training is provided, as defined by Standard Occupational Classification (SOC) code, is as follows:

SOC CODE: 39.5012.00 CIP CODE:12.0401

39-5012.00 - Hairdressers, Hairstylists, and Cosmetologists

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Sample of reported job titles: Barber Stylist, Beautician, Cosmetologist, Hairdresser, Hair Stylist, Hairdresser, Hairstylist, Manager Stylist, Master Cosmetologist, Stylist

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

PROGRAM OBJECTIVES

The objectives of the program are as follows:

1. Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to cosmetology.
5. Prepare graduates to pass the Cosmetology licensing exam.

SKILLS TO BE DEVELOPED

Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicuring, learn the application of brush-on nails, nail wraps, and nail tips.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:

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 dealings with patrons and colleagues.

SPECIFIED PRACTICAL OPERATIONS

Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such practical operations shall include:

PRACTICAL OPERATION	HOURS	PRACTICAL OPERATION	HOURS
Disinfection	10	Wet Hair Styling	200
Thermal Hair Styling	40	Permanent Waving	80
Chemical Straightening	25	Haircutting	80
Hair Bleaching	20	Hair Coloring	50
Scalp and Hair Treatments	20	Manual Facials	10
Electrical Facials	15	Chemicals (Skin peels, masks & scrubs)	15
Make up applications	10	Eyebrow Arching and Hair Removal	20
Water and Oil Manicures	15	Complete Pedicure	10
Liquid and Powder Brush ons	50	Artificial Nail Tips	50
Nail Wraps and Repairs	20		
MINIMUM HOURS OF SPECIFIED PRACTICAL OPERATIONS: 740			

TECHNICAL INSTRUCTION

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Such technical instruction shall include:

SUBJECT OF TECHNICAL INSTRUCTION:		THEORY HOURS
1	The Cosmetology Act and the Bureau's Rules & Regulations	20

2	Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, And skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, Physical and chemical changes of matter.)	20
3	Health and Safety/Hazardous Substances (Shall include 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.)	20
4	Theory of Electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	5
5	Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The <u>ten</u> required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through -out the entire training period and must be performed before use of all instruments and equipment.)	20
6	Bacteriology, anatomy, and physiology.	15
7	Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs.)	35
8	Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling.) (A) Thermal Styling (B) Press and Curl	30
9	Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	20
10	Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	20
11	Haircutting (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.)	20
12	Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.) (A) Haircoloring (B) Bleaching	60
13	Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	5
14	Facials	
	(A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.)	5
	(B) Electrical (Shall include the use of all electrical modalities, including 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 6cc.)	10
	(C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most 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.)	10
15	Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories fur the removal of superfluous hair.)	10
16	Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	15
17	Manicuring and Pedicuring	5
	(A) Water and Oil Manicure, including nail analysis, and hand and arm massage.	5
	(B) Complete Pedicure, including nail analysis, and foot and ankle massage.	15
	(C) Artificial Nails 1. Liquid and Powder Brush-on, 2. Artificial Nail Tips, 3. Nail Wraps and Repairs	10
TOTAL HOURS OF TECHNICAL INSTRUCTION:		375

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATERS:

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

The Cosmetology program is delivered over four courses: COS301(1st 6 weeks), and COS302 COS303, COS304 (each are 12 weeks in length). Students are tested every 1 to 2 weeks during a course and are not allowed to advance to the next course until they have earned a passing grade in all course exams.

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetology, and the 1600 program hours required with a CGPA of “C” (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology, Barber or Manicurist license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with a minimum overall average of 70%. *Please refer to OBTAINING A LICENSE TO PRACTICE IN THE FIELD section at the end of this catalog for detailed information regarding the licensing process and reasons for licensure denial.*

COSMETOLOGY CROSSOVER

Total Clock Hours:300 Weeks: 8-16

The program, nature and level of occupation for which training is provided, as defined by Standard Occupational Classification (SOC) code, is as follows:

SOC CODE: 39.5012.00 CIP CODE:12.0401

39-5012.00 - Hairdressers, Hairstylists, and Cosmetologists

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Sample of reported job titles: Barber Stylist, Beautician, Cosmetologist, Hairdresser, Hair Stylist, Hairdresser, Hairstylist, Manager Stylist, Master Cosmetologist, Stylist

The curriculum for students enrolled in a cosmetology Crossover program consist of three hundred (300) clock hours of technical instruction and practical operations.

PROGRAM OBJECTIVES

The objectives of the program are as follows:

3. To prepare Licensed Barbers with the necessary skills in Waxing, Make-up and Nail Services through both theory and practical procedures so they qualify to take the Cosmetology licensing exam.
4. Prepare graduates to pass the Cosmetology licensing exam.

SKILLS TO BE DEVELOPED

Learn the proper use of implements relative to all cosmetology services. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicuring, learn the application of brush-on nails, nail wraps, and nail tips.

SPECIFIED PRACTICAL OPERATIONS

Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such practical operations shall include:

PRACTICAL OPERATION	HOURS	PRACTICAL OPERATION	HOURS
Make up applications	10	Eyebrow Arching and Hair Removal	20
Water and Oil Manicures	15	Complete Pedicure	10
Liquid and Powder Brush ons	50	Artificial Nail Tips	50
MINIMUM HOURS OF SPECIFIED PRACTICAL OPERATIONS: 155			

TECHNICAL INSTRUCTION

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Such technical instruction shall include:

SUBJECT OF TECHNICAL INSTRUCTION:		THEORY HOURS
15	Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories fur the removal of superfluous hair.)	15
16	Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	10
17	Manicuring and Pedicuring	
	(A) Water and Oil Manicure, including nail analysis, and hand and arm massage.	5
	(B) Complete Pedicure, including nail analysis, and foot and ankle massage.	5
	(C) Artificial Nails 1. Liquid and Powder Brush-on, 2. Artificial Nail Tips, 3. Nail Wraps and Repairs	25
TOTAL HOURS OF TECHNICAL INSTRUCTION:		60

GRADUATION REQUIREMENTS

When a student who is a licensed Barber has completed the required theory hours and practical operations in Cosmetology with a CGPA of 'C' (70%) or better and has satisfied the 300 program hours required, he or she is awarded a Proof of Training (POT document). Graduates may apply for State Licensure as a Cosmetologist. All tuition, fees and charges must be paid in full prior to the release of final papers.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology, Barber or Manicurist license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with a minimum overall average of 70%. *Please refer to OBTAINING A LICENSE TO PRACTICE IN THE FIELD section at the end of this catalog for detailed information regarding the licensing process and reasons for licensure denial.* Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

MANICURIST

Total Clock Hours: 400 **Weeks:** 11-22

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist.

The program, nature and level of occupation for which training is provided, as defined by Standard Occupational

Classification (SOC) code, are as follows:

MANICURIST

SOC CODE: 39.5092.00 **CIP CODE:**12.0410

39-5092.00 - Manicurists and Pedicurists

Clean and shape customers' fingernails and toenails. May polish or decorate nails. Sample of reported job titles: Manicurist, Nail Technician, Pedicurist

PROGRAM OBJECTIVE

Acquire knowledge of laws and rules regulating California Cosmetological establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques to qualify to pass the licensure exam for entry level positions as a manicurist.

SKILLS TO BE DEVELOPED:

Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:

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.

TECHNICAL INSTRUCTION AND PRACTICAL OPERATIONS

Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

- 10 Disinfection and Sanitation
- 40 Water and Oil manicures
- 20 Complete Pedicures
- 80 Acrylic: Liquid and Powder Brush on nails
- 60 Nail Tips
- 40 Nail Wraps and repairs

TECHNICAL SUBJECT

MINIMUM THEORY HOURS

- | | |
|---|----|
| 1. The Cosmetology Act and the Bureau's Rules and Regulations. | 10 |
| 2. Cosmetology Chemistry related to manicuring practices. Includes the chemical composition and purpose of nail care preparations. | 10 |
| 3. Health and Safety/Hazardous Substances - Includes training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B. | 15 |
| 4. Disinfection and Sanitation - Includes 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 should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment. | 20 |
| 5. Bacteriology, anatomy, and physiology. | 10 |
| 6. Water and Oil Manicures, including hand and arm massage. | 15 |

7. Complete Pedicure, including foot and ankle massage.	10
8. Application of Artificial Nails,	
(A) Acrylic: Liquid and Powder Brush-Ons	25
(B) Nail Tips	25
(C) Nail wraps and repairs	10
	TOTAL: 150

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATERS:

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

The Manicurist program consists of one course: COS 310. Students are tested every 1 to 2 weeks during the course and are not allowed to graduate until they have earned a passing grade in all of the course exams.

GRADUATION REQUIREMENTS:

When a student has completed the required theory hours and practical operations in Manicuring, and the 400 program hours required with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS:

Applicant must be 17 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the Cosmetology Licensing Exam with an overall average of 70%. Please refer to OBTAINING A LICENSE TO PRACTICE IN THE FIELD section at the end of this catalog for detailed information regarding the licensing process and reasons for licensure denial.

ESTHETICS

600 Clock Hours 16 to 32 weeks

The program, nature and level of occupation for which training is provided, as defined by Standard Occupational Classification (SOC) code, is as follows:

39-5094.00 - Skincare Specialists

Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists.

Sample of reported job titles: Aesthetician, Clinical Esthetician, Esthetician, Facialist, Lead Esthetician, Medical Esthetician, Skin Care Specialist, Skin Care Technician, Skin Care Therapist, Spa Technician

PROGRAM OBJECTIVE

To prepare graduates with the knowledge, skills and practical training required for licensure to practice as entry level Estheticians.

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

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the

student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

TECHNICAL INSTRUCTION AND PRACTICAL TRAINING

(1) 350 Hours of Technical Instruction and Practical Training in Facials.

The required subjects of instruction in Facials shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Manual, Electrical and Chemical Facials (70 Hours of Technical Instruction and 140 Practical Operations)

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, 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.

Preparation (15 hours of Technical Instruction)

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.

(2) 200 Hours of Technical Instruction in Health and Safety.

The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject-matter as follows:

Laws and Regulations (10 hours of Technical Instruction)

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.

Health and Safety Considerations (40 hours of Technical Instruction)

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.

Disinfection and Sanitation (10 hours of Technical Instruction)

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. 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.

Anatomy and Physiology (15 hours of Technical Instruction)

The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.

(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up

The required subjects of instruction in Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Eyebrow Beautification (25 hours of Technical Instruction and 50 Practical Operations)

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

Make-up (20 hours of Technical Instruction and 40 Practical Operations)

The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.

The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basics tax information relating to booth renters, independent contractors, employees, and employers.

The subject of Disinfection and Sanitation shall include but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.

Note: Authority cited: Sections 7312, 7362 and 7364, Business and Professions Code. Reference: Sections 7316(c) (1), 7324(d)(1), 7362, 7364 and 7389, Business and Professions Code.

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations hours, and the 600 program hours with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Examination.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade, a license will be granted by the State of California only after the student has successfully completed and graduated from the course as described above and passed the Licensing Exam with an overall average of 70%. Please refer to OBTAINING A LICENSE TO PRACTICE IN THE FIELD section at the end of this catalog for detailed information regarding the licensing process and reasons for licensure denial.

ADMISSIONS

ADMISSION REQUIREMENTS

The general requirements for admission are as follows:

- Shall possess and provide a copy of a high school diploma, HS graduation transcripts, GED or its equivalent, or otherwise successfully take and pass the relevant ATB examination. ATB exam is one approved by the BPPE and US Department of Education and administrated by an independent third party offsite.
- Provide a copy of a current valid ID (Driver's License, etc.)
- Pay the required Registration Fee and make arrangements for payment of Tuition and Books and Supplies and other charges.
- The student must have the ability to read and write English at the level of a Graduate of a US High School as demonstrate by the possession of such High School Diploma, GED or its equivalent. Students who did not receive their HS Diploma or GED from an English-speaking school/county are required to pass an ability to benefit exam to demonstrate their English proficiency.

ABILITY TO BENEFIT TEST (ATBT) POLICY

The School accepts the Wonderlic Basic Skills Tests (WBST) Verbal forms VS-1 & vs-2, Quantitative Forms QS & QS-2 with a passing score of Verbal -200 minimum and Quantitative -210 minimum)

The School reserves the right to refuse admission to any applicant who does not meet the School's established criteria for admission.

ADDITIONAL REQUIERMENTS FOR CROSSOVER PROGRAMS

Students applying for the Barber Crossover program are required to provide a copy of their current Cosmetology License. Students applying for the Cosmetology Crossover program are required to provide a copy of their current Barber License.

ADMISSION PROCEDURES

Pre-Enrollment

Each prospective student receives a catalog and the school's performance fact sheet together with the annual BPPE School's report. Although general rules are reviewed during orientation, students are individually responsible for knowledge of all rules and regulations including student conduct, attendance, make-up work, termination, etc. published in this catalog or communicated by the administration via written notices. Students must be aware that criteria for admission and/or graduation may differ depending upon the individual program. Some programs demand more stringent requirements than others. For more detailed information, contact the respective department. Each student receives a syllabus when class starts. The syllabus contains methods and practices used in each of the academic departments in order to facilitate the students' learning process.

Application for Enrollment

Applicants are advised to call the School for an appointment to discuss admission requirements and procedures. Each applicant will be interviewed individually so that the School may better understand the career goals of the applicant, and the applicant can better understand the programs offered.

As part of the admissions procedures, all applicants are required to:

1. Complete an application for admission and provide copies of all required documents.
2. Take and pass the Ability-to-Benefit exam if needed;(This school accepts the Wondelic Basic Skills Tests (WBST) Verbal forms VS-1 & vs-2, Quantitative Forms QS-1 & QS-2 with a passing score of Verbal -200 minimum and Quantitative -210 minimum)
3. Have an interview with a representative of the Admissions Department.
4. Have an interview with a Financial Planning Department Representative prior to completing the enrollment process to discuss payment plans.
5. Complete all necessary paperwork for admission.
6. Receive a catalog.
7. Take a tour of the facility.
8. Students applying for the Barber Crossover program are required to provide a copy of their current Cosmetology License. Students applying for the Cosmetology Crossover program are required to provide a copy of a current Barber License.

Upon completion of the admission procedures, the student will be notified of the School decision regarding admission.

During the interview, certain disclosures such as completion and placement rates of graduates will be made (Fact Sheet). In addition, tuition and payment plans, and the applicant's professional and educational goals will be discussed. Once the student is provided with a School catalog, it is the responsibility of that student to familiarize himself/herself with all the School rules and comply with the contents of the catalog. The School, through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of training. The provisions of this publication do, however, supersede any previously stated provisions, written or oral.

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.

Re-Entry Procedure

A student who withdrew or was withdrawn, may request re-entry to the School. First, the applicant must obtain and complete a Re-entry Clearance Form from the Registrar's Office. The completed form will be processed and reviewed for approval by the School, and the applicant notified. Students will only be allowed to re-enter the School once.

Additionally, students who are dismissed or terminated must present a written appeal demonstrating evidence that the condition(s) that caused the dismissal/termination has been rectified before re-entry to the School can be considered.

The School reserves the right to refuse admission to any applicant who does not meet the School's established criteria for admission.

TRANSFER CREDIT

Students previously enrolled in an approved school of Cosmetology may submit their academic records to THE INSTITUTE OF BEAUTY CULTURE for review and possible transfer of credit. In lieu of accepting transfer credit, the School may:

- 1) accept the transfer credit based upon a review of the official transcript from an accredited institution provided those courses are part of the School's approved curriculum for that program of study. and/or
- 2) Administer a comprehensive exam for each course that measures and affirms the student's previous education and training experience. A score of 75% or better is required for each such exam in order to receive credit for that course. It may be necessary to administer a series of examinations both in theory and hands-on in order to validate the granting of credit for previous education, and skills. If credit is accepted, the student's training period may be reduced proportionately.

Students who are granted such credit will have their tuition reduced proportionately. A student who is not satisfied with the transfer credit awarded may appeal the decision through the School's grievance procedure. No fees are charged for the evaluation of transfer credit. The School does not award credit for prior experiential learning.

STUDENT SERVICES

ACADEMIC COUNSELING

The School assists students by providing them with access to programs outside of the classroom. Academic counseling is available to all students at the School, at no charge; however, students are referred to community professionals for personal, non-academic counseling.

JOB PLACEMENT/CAREER SERVICES

All graduates have equal access to the Career Services Department. The School will make every effort to supply employment leads to all graduates. The Job Placement Representatives are actively involved in finding job leads for the graduates. The School hosts employer open houses so that employers may visit the School. The graduates are informed of upcoming job fairs by the Job Placement Department so that graduates may participate and meet with employers. It is likewise expected that all graduates will fully cooperate with the Career Services Department in the job search activities and will demonstrate a good faith effort in securing a position in their field of study.

No guarantees are made concerning job placement as an inducement to enroll, nor can promises be made that placement is assured upon graduation.

CAREER OPPORTUNITIES IN THE FIELD OF BEAUTY CULTURE

Ambitious, capable women and men, after comparatively short experience, will find the door open for many interesting, well-paid positions. The following list shows just some of the many positions available:

Cosmetology: Hair Stylist, Hair Colorist, Manicurist, Make-Up Artist, Facial Expert, Wig and Hairpiece Specialist, Skin-Hair-Scalp Specialist, Beautician on an ocean liner

Barber: Hair Stylist; Hair Colorist, Wig and Hairpiece Specialist; Hair-Scalp Specialist. Barber on an ocean liner

Manicuring Manicurist, Pedicurist, Nail Art Specialist

Also, various other career opportunities that could emerge from the fields listed above:

Salon Manager	Beauty Consultant
Salon Owner	Traveling or Platform Artist
School Administrator	Manufacture Field Representative
School Director	Demonstration – Lecturer
State Board Member	Beauty Products Buyer
Beauty Products Research	Beauty Products Sales

HEALTH CARE SERVICES

The School does not provide health care services on the premises. Campus personnel are on duty during all hours of operation. Any medical emergency should be reported to the front desk or School personnel immediately. These reports will be transmitted to the on-site administrator, the police, fire or emergency medical services as applicable. In cases of non-emergency, a list of facilities is posted on bulletin boards and is available at the front desk.

HOUSING

The School does not find or assist students in finding housing, nor has dormitory facilities under its control. There are several housing facilities within blocks from the School that rental varies between \$550.00 to \$1,800.00 depending in rooms needed and family size.

LEAVE OF ABSENCE POLICY

The School will consider a written request for a leave of absence and may approve the leave after determining that the request is justifiable and there is a reasonable expectation that the student will return to school. The School may only approve a leave of absence if:

- 1) The leave is requested in writing, must be signed and dated by the student.
- 2) Only one leave of absence is granted to the student in a 12-month period except for the following exceptions as stated by Law:
 - a) Jury duty, military reasons, and circumstances covered under the Family and Medical Leave Act of 1993.
 - b) Under exceptional circumstances the school may grant a subsequent Leave of Absence for 30 days.
- 3) Prior arrangements have been made for the student to be able to complete the academic coursework upon return from the leave of absence.

The number of days in a leave of absence is counted beginning with the first day of the student's initial leave of absence. If you fail to return to school on the scheduled return date, you will be subject to the school's withdrawal policy, and will be withdrawn from school immediately. This will affect your payment plan, financial aid received (if any) and other scholarships (if any).

ACADEMIC POLICIES AND PROCEDURES

Attendance

Students must attend classes according to their established schedules. Frequent tardiness and/or absences are cause for disciplinary action such as probation or dismissal. Students with fourteen (14) consecutive days of absences, in any program of study, will be withdrawn. In addition, students who fall below 70% attendance (four (4) days in a period or phase) will be placed on attendance probation with specific terms and conditions, and are allowed a maximum of thirty (30) days to raise their attendance to meet the required percentage. The students are notified of the attendance probation in writing and are counseled. At the end of the thirty-day period, if the student's attendance is still below the minimum required, the student may be terminated. The student may appeal to the Director of Education for an extended probationary period if mitigating circumstances are presented in a documented form. If a student is terminated due to unsatisfactory attendance, he/she may appeal to the Director of Education for re-admittance.

ATTENDANCE POLICY

1. **Absences** - Attendance is taken daily. Students are advised to call the school to inform their instructor of their absence. **The call must be made by 8:30am to be considered valid.** If a student does not call, they are considered NO CALL-NO SHOW. THREE DAYS IN A ROW AND THEY WILL BE SUSPENDED. **The only excused absences allowed are jury duty, military leave, immediate family death, medical or incarceration.** Other extenuating circumstances will be evaluated on a case by case basis. A legitimate note must be submitted to the Administrator's office within three days of the absence.

2. **Tardiness/Leaving Early** - Tardiness is a disruption of a good learning environment and is highly discouraged. Frequent tardiness without legitimate reasons may be cause for disciplinary action. Students must arrive by 8:30am, in order to be considered "on time." Calls for being tardy must be done by 8:30am. If the student does not make it to class by 8:30am, they will not be allowed to clock in until 10:00 am and they must be here by 11:00 am.

3. **Make-up Assignments/Tests/Time** - Regularly scheduled class hours, missed assignments, test and/or retests may be made up if the following conditions are met: *

- 1) Make-ups must be completed no later than 30 calendar days from the scheduled date of the missed class, assignment or test. There will only be one make-up test allowed per subject.
- 3) Make-up of assignments. The appropriate instructor must approve tests or retests.

4. **Advanced Notices for Leaving Early and for Absences** – Students leaving early must sign the Advanced Notice for Leaving Early form. If the reasons for leaving are justified, then the early departure will be excused. If the departure is not deemed justified, the student will not be allowed to leave early, or the student may leave, but the early departure will be noted as unexcused. Please refer to the above rules on unexcused absences and "left early" policy.

For students who wish to have a day off during the school week, the Advanced Notice of Absence must be filled out Seven days prior to the day being requested.

For example, if a student wants to have a day off for a birthday party or wedding, the student must turn in their Advanced Notice of Absence at least Seven days prior to the event in order to have the day considered excused. If this form is not filled out ahead of time, the request may be declined and if the student decides to take the day off, then the absence will be considered unexcused.

5. **Personal Service Days** – Personal Service Days are a privilege that the students must earn. If the student is absent the week prior, or if the student is not current on all assignments the student will forfeit the right to having a personal service day. Personal service days are limited to Tuesday-Thursday and clients must always take priority.

CLOCK HOURS POLICY

The Board of Barbering and Cosmetology will only recognize time clock punched hours of attendance. 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. You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. 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), the half hour must be deducted from your daily total and you must clock in and out on your timecard for the lunch break. Once theory classes have been started no one will be allowed to enter UNTIL 10:00 am.

Instructors may not sign a student in or out. If an error is made on the student timecard the instructor will draw a line through the error and make the correction and the student and instructor must initial the change.

At the completion of the last day of your week, a new timecard is prepared from the current weekly timecard. 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 next days' timecard. The timecard must be signed by the student and the instructor daily.

Timecards reflect the student 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 timecard so that the hours and operations are transferred correctly to the roster.

Timecards are the property of the school and must always remain at the school. In the event a timecard is removed from the school’s premises, the Timecard will be considered null and void.

After clocking in you are required to maintain applied effort, professional grooming and remain in the building; reading material not related to your training or involving in activity not related to your training is not tolerated. If this occurs, 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 suspension or termination.

TIMECARD CREDIT

The following is a guideline for the instructor to issue credits: Each Theory credit must be initialed in the proper category. If that category is complete, the instructor may issue credit in another category. The portion of the timecard reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated. The portions of the timecard concerning operations are to be applied efforts of the students as they manually perform a practical subject. Some practical operations may take longer to perform according to the student. Note the following time frame the Board gives for each operation:

▪ Shampoo/Set = 1½ hours	▪ Scalp Treatment = ½ to 1 hour
▪ Permanent Wave = 2 to 2 ½ hours	▪ Facial = 1 ½ to 2 hours
▪ Manicure = ½ hour	▪ Hair Cut = ½ to 1 hour

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

CLIENT POLICY

After clients have been received at the front desk, when the client has decided on their service(s) and once the payment is received the student will introduce themselves to the client, walk them to their designated chair, and perform a second consultation. After completion of the service, the student must walk their client to the front desk, at this juncture, the student should thank the client for their time and remind them about their appointment with an appointment card.

STUDENT RECORDS

Official school records are maintained for all students from their original start date. Our School maintains institutional and student records for a five-year period only. The records pertaining to Hours earned in our School are maintained forever. All students and parents of tax-dependent students have the right to inspect information contained in their records. Official transcripts can be sent at the student’s written request to any other institution or can be disclosed to a third party after the request is signed. Government agencies and accrediting agencies, including the Bureau for Private Postsecondary Education and the Board of Barbering and Cosmetology may inspect, review and copy the student’s records without the student consent.

Transcripts are kept permanently.

STUDENT COMPLAINT PROCEDURE (GRIEVANCE POLICY)

THE INSTITUTE OF BEAUTY CULTURE is dedicated to providing a quality education to its students and maintaining an environment that is conducive to learning. However, in the event a concern or conflict should arise between the School and a student, the School’s complaint resolution policy is as follows:

1. Start with the instructor - if your complaint is not resolved.
2. Consult the Lead Instructor.
3. See the Student Services Coordinator.
4. Make an appointment with the Associate Director or Director of Education.
5. Refer your complaint to the Complaint Resolution Committee, directed to:

**Annette Aviles (Director) 325 East
Betteravia Ste. B-1 Santa Maria, CA 93454**

In addition, Student Request Forms are available for students to put their requests in writing. The Student Services Coordinator ensures that the request is submitted to the associate director for action. If the student has a concern, the Student Services Coordinator makes the necessary arrangements for the student to meet and discuss their concern with the instructor and the associate director. If no resolution is reached, the Student Services Coordinator arranges for the student to meet with the Director of Education. If the concern is still outstanding, a committee is formed to review the circumstances.

Any student, who, after having exercised the student complaint procedures and having made every attempt possible to find a resolution to the issue, yet remains unsatisfied, has the right to forward the complaint to one of the following agencies as applicable:

Bureau for Private Postsecondary Education

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Physical Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834

Phone: (916) 574-8900, **Toll Free:** (888) 370-7589, **Main Fax:** (916) 263-1897

Website: www.bppe.ca.gov

LICENSURE ELIGIBILITY

ALL STUDENTS at THE INSTITUTE OF BEAUTY CULTURE, must complete all required operations (practical) and theory for the course of study and have passed all tests with a minimum of 70% or "C" and had an attendance of over 67% and have paid all Tuition and fees in full to the School or have made arrangements for satisfactory payment.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress Policy (SAP) applies to all students attending the School and ensures students are progressing through their program of study both academically and in a timely manner.

The School has defined Satisfactory Academic Progress as:

1. Maintaining a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work by the end of each evaluation period.
2. Maintaining a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours as defined on the 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 their average level of attendance.

3. Complete the program within one and one-half (1-1/2) times the length of the program as defined in the enrollment agreement.

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.

EVALUATION PERIODS

Students must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period. A payment period is defined as 25% of the programs scheduled hours, or course, whichever is less.

For example, a student enrolled in a 40-week, 1600 clock hour program would be evaluated for SAP after the 6th week 240 hours scheduled; the 18th week and 720 hours scheduled; the 30th week and 1200 hours scheduled and the 40th week, 1600 hours scheduled. 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 scheduled clock

hours, or at the time of actual completion of the remaining hours, whichever occurs first.

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 for no absences.

Students SAP is evaluated within 7 days of completion of the payment period.

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Students who fail to meet the minimum requirements for attendance and academic performance will be notified and placed on a warning status.

Students may access their SAP evaluations 7 days following the end of the payment period by asking their teacher for their results.

Warning Status

A student placed on a warning status is notified and may continue to attend school. If at the end of the next evaluation period, while on a warning status, the student:

1. Achieves Satisfactory Academic Progress, the student is notified and removed from warning status, or.
2. Fails to achieve Satisfactory Academic Progress, the student will be informed by the School that they are to be withdrawn. The student has 5 days to file an appeal, and if the appeal is approved, the student will be placed on probation. The student will be notified as to the acceptance or denial of their appeal and the resulting impact to their school status.

Re-Establishing SAP

A student on warning or probation is encouraged to take the steps required to establish SAP by the next evaluation. To re-establish SAP, the student must bring their cumulative grade up to above 70%, and ensure they attend all classes to bring cumulative average attendance level to at least two-thirds (2/3) (67%) of scheduled hours.

APPEAL PROCEDURES

Students who wish to appeal the decision that they are to be withdrawn for not making Satisfactory Academic Progress may file a written appeal with supporting documentation to the institution's administrator.

Reasons for appeal include such items as the death of a relative, an injury or illness of the student, or student's immediate family, or other allowable documented circumstances which were beyond the student's control. The appeal must include supporting documentation regarding events, and why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress by the next evaluation.

Examples of supporting documentation include doctor reports, funeral notices, and other 3rd party supporting notifications.

The appeal must be received within (5) days of the student's notification of termination. The Director shall evaluate the appeal within a reasonable time frame (5-7) days and notify the student in writing of the 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.

The School shall retain the appeal filed, documentation submitted, and any decisions rendered regarding the approval or denial of the appeal, in the students file.

- A Student who prevails in the appeal process, is notified and placed on probation for the next evaluation period.
- Students for whom the appeal was denied, will be notified and withdrawn from the program.

ACADEMIC PROBATION

Students on warning who successfully file and prevail on appeal, will be notified and placed SAP Probation for one additional evaluation period. Students will be considered as making SAP progress during the probationary period.

Probationary students who meet SAP by the conclusion of the probationary period will be notified and removed from academic probation. Probationary students who fail to meet SAP by the conclusion of the probationary period will be withdrawn from their program.

In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply.

Maximum Time Frame

All students must complete their program of study in a period not to exceed one and one-half times the period specified on their enrollment agreement. At the midpoint of the academic year, the School will assess the quantitative progress of each student. At the time of these assessments, the School will determine whether a student has successfully completed the minimum percentage of work allowing completion of the program within the established time frames.

Two items that can impact the determination of the maximum time frame are:

Leave of Absence: An approved leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

Transfer Hours: transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

In the event a student is unable to complete the program within the maximum time frame, the student will be withdrawn.

The School utilizes its computerized student tracking system on a regular basis in order to generate reports that clearly identify the quantitative measurements for completion of a program of study within the 150% of the time. The School assesses such reports and determines whether a probationary status with specific terms and conditions will allow the student to complete the program of study without exceeding the 150%-time frame

Course Withdrawals - The School does not allow subject or course withdrawals within a program.

Course Repetitions - If a student is required to repeat a course, both the original and the repeated course are considered as courses attempted. In computing the grade point average, the credits for the course with the higher grade will be counted. The student may be charged for courses that they must repeat.

Course incompleteness and non-credit remedial course are not applicable to this institution's form of instruction.

Re-Entry

Students withdrawn due to failure to maintain SAP, may be accepted for re-entering the program only after 4 months has elapsed from the student's date of withdrawal. Re-entry students, if approved to return, will return on a probation status and are required to establish satisfactory progress by the first scheduled

evaluation.

ENROLLMENT STATUS

Full time: Any student scheduled to attend 24 hours or more per week are full-time students. **Half time** enrollment requires a minimum of 16 hours per week. **Part-time** enrollment is defined as more than 16 but less than 24 hours per week. Less than 16 hours per week is less than half time. **Currently, we do not offer a part-time enrollment status.**

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 Cosmetology students at **25%, 50%, 75% and 100%** 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 a **"C" (70%)** average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING

100% - 90% **A**
89% - 80% **B**
79% - 70% **C**

69% - 60% **D**
59% - 00 % **F**

POINT GRADES FOR PRACTICAL WORK

Superior Performance **(GPA 4)** **POINTS = 4**
Above Average **(GPA 3)** **POINTS = 3**
Average **(GPA 2)** **POINTS = 2**

Unsatisfactory **(GPA 1)** **POINTS = 1**
Failed **(GPA 0)** **POINTS = 0**

The following is a breakdown of the grading system:

Written and Practical Tests = 50%
Attendance = 25%
Quizzes = 15%
Professionalism = 10%

Attendance will be graded as follows:

0 Absences = A (100%); 1 Absence = A (95%); 2 Absences = B+ (89%); 3 Absences = B- (80%) 4 Absences = C (75%); 5 or more absences will result in an "F" or "0" for the phase

Cumulative Grade Point Average calculation

A student's grade point average is calculated by course and cumulative for the program. At the end of each course's scheduled end date, the GPA for both the course completed, and the cumulative average of all courses completed to date is determined. For example, a student who earns a B in the first course, COS 301, and whose grade for COS 302 is determined to be a "D" due to failure to pass required tests, would have a CGPA calculated as follows:

Course	Weeks	Grade Point	Weighted value
COS 301	6	2	6 x 2 = 12
COS 302	12	3	12 x 3 = 36
Total	18		48

CGPA is calculated by dividing the weighted value of 48 by total weeks of 18, for a CGPA of 2.66.

PRE-APPLICATION

Pre-applications to the Board of Barbering and Cosmetology (known as the "Board") are applications that are sent out at 75% of the Cosmetology, Barbering and Esthetician course and 60% for the Manicuring Course. The pre-application to the board allows the student to apply sooner to get a test date as soon as ten days after graduation. It is considered a privilege, not a right, to the student. It is not beneficial to the

student or the school to send a student that is not prepared for the examination. Therefore, for a student to be granted permission to pre-apply to the Board, a student must not have more than two (2) absences per phase. Departure from this policy will result in the forfeiture of the privilege to pre-apply.

STUDENT RULES, RIGHTS AND PROCEDURES

ATTITUDE, ATTIRE, GROOMING

Cosmetology is primarily about providing customer service and satisfaction. Success in this industry is dependent on your ability to present yourself well in appearance, presentation, attitude and having the skills to make your customers want to make referrals to you and return to you herself/himself. To truly succeed in this industry, you must treat each customer as if your entire career depended on her/him. While a student in school, in addition to learning basic cosmetology skills and techniques, you will be expected to conduct and present yourself in a professional manner through good attire, grooming and attitude always.

Attitude— The single most important aspect required to succeed in the industry. You can be one of the best skilled hairdressers, esthetician or manicurists in the industry, but if you don't have a good attitude, you will never be a success. With a good attitude you will develop people skills and good working habits that will drive you to succeed. A good attitude will help keep you on track and be consistent with motivating your clients, your employees, and yourself. A good attitude

Always means treating others with respect and always making the customer feels good about herself/himself and your service.

Attire— While in school, students must follow the school dress code. The basic dress policy specifies solid black scrub tops (no prints, logos, stripes, or design): black scrub pants (ankle length, no jeans or tights), with black closed toed walking shoes and no head covering. If there is clothing to be worn underneath the scrubs, they must be either solid black or solid white. Free day consists of closed toe shoes, no tank tops; short sleeves must cover upper arms, no overt body exposure determined by the instructors at the discretion of instructors. Conservative attire is required, and the instructor will have discretion of what is appropriate and what is not. Clothing must not be excessively loose or tight and all apparel must be clean and pressed (with no excessive stains). Facial jewelry should be avoided or kept to a minimum while in school. Detailed attire policies will be provided upon your enrollment. All students are expected to follow this dress code for the benefit of other students and the public. All dress attire must be according to gender. If the student arrives at the school without the proper attire, they will be asked to go home to change and return to school. One hour will be deducted from their timecard. **All students are required to wear their ID badges while on campus.**

Grooming— As you are entering a salon-like atmosphere of training, good grooming is a prerequisite. This means being clean and neat. Hair, whether on the head or face, should be fashionable, orderly and presentable in a professional manner so as not to be annoying to the public. In order to gain a client's confidence, you must present yourself in the best light, as the client's impression is always made upon first sight and first introduction. Obviously, proper use of deodorant, breath freshener, and clean manicured hands is important for the respect, comfort and feelings of others. Proper presentation and sanitation are the way to win friends and influence people!

RULES AND REGULATIONS

These RULES are designed to industry standards and based on salon expectations; we feel there are only three primary and sound reasons for having a school rule or regulation:

- Out of respect and for the feelings, comfort and safety of others in school, including students, patrons and staff.
- To establish the same kind of work, conduct and habit patterns that would be expected of you in the typical salon where you take up your profession.
- To comply with state, federal and accrediting expectations.

The school reserves the right to modify these rules and regulations at any time. All students must comply with the school rules and regulations as a condition of enrollment.

1. Personal Calls - Students are not allowed to use the School telephones for personal use, unless granted permission ahead of time. If a student receives a call at THE INSTITUTE OF BEAUTY CULTURE, a message will be given to the instructor. If the call is an emergency, every effort will be made to find the student and relay the message.

2. Cell phones and Smart Watches are not permitted to be used in the school by students.
3. Breaks - Students are allowed one break every four hours during the school day. Students taking a **lunch break** must clock out and back in, in accordance with State and school regulations. For this reason, students are not allowed to leave the building or go to the break/lunchroom, in their lunch break, unless they are clocked out on their timecards.
4. Personal conversations should be kept to a minimum. Personal visitors should wait outside the school.
5. The use of or being under the influence of any intoxicants, drugs, or narcotics is strictly forbidden and is cause for student dismissal. All such substances are not permitted on the premises.
6. Smoking – THE INSTITUTE OF BEAUTY CULTURE maintains a smoke-free environment. Smoking areas are designated outside the school premises. No smoking is permitted in front of any doorway or in any other area around the School, except in those specific areas so designated.
7. Food and Drinks - No food or drinks are allowed in any classroom, unless so designated.
8. You will have an assigned locker for personal possessions. THE INSTITUTE OF BEAUTY CULTURE is not responsible for any personal items or possessions left in the school. The student must furnish the lock.
9. Just as would normally be the case in most salons, every student will be assigned specific daily clean-up duties.
10. Timecards are a matter of strict State regulations and must be accurate. Students are to record on their timecard, in the area provided, the activities of their classes, assignments, operations performed, etc. All entries and computations are to be made, in pencil, by the student on his or her own individual card. Timecards are the property of THE INSTITUTE OF BEAUTY CULTURE and must remain on the property of the school. Taking home timecards will result in disciplinary action.
11. Students clocking timecards, other than their own, or falsifying timecards are subject to immediate expulsion. Students who leave the building while clocked in are subject to immediate suspension, up to and including expulsion.
12. To thoroughly prepare you for your professional future, we ask that all duties and assignments given to the
13. student by an instructor must be complied with. Should a student refuse any duty or assignment, he/she will be clocked out immediately for at least the balance of the day. If a student is not physically able to perform assignments, he/ she will not be allowed to attend school. Students are not allowed to sell any type of merchandise to anyone on school premises.
14. A student may be suspended or terminated for unsatisfactory progress, misconduct, disrupting classes, or for infraction of the rules. In the event of a problem, a personal conference is held with the student so that there can be an opportunity for discussion and resolution of the problem.
15. Physical altercations, aggressive arguments, threats, theft or intentional abuse of another person is grounds for immediate expulsion.
16. Please notify the school registrar immediately in writing of any changes of address or phone number.
17. Tuition payments are to be made in accordance with payment arrangements. The school is not permitted to have a student attend who is delinquent in tuition or fees. Students should get validated receipts for all monies paid to the school for tuitions. The student should verify they received proper credit against their month student status reports.
18. Any student discontinuing, transferring or completing training is requested to check with the school registrar so that appropriate records maybe prepared.
19. Theft or Damage to Equipment – Students are required to maintain cleanliness and orderliness in the classrooms. Students who misappropriate or misuse any equipment or instructional devices may be subject to dismissal and may be billed for damaged or stolen equipment. Equipment mishaps must be reported immediately to the respective department.
20. Drug Abuse Policy – THE INSTITUTE OF BEAUTY CULTURE has a zero-tolerance policy on drugs found on the campus. Anyone found abusing drugs on campus will be subject to immediate expulsion.
21. Work kits must be kept sanitary and complete. Students shall not borrow equipment without

special permission of instructor.

GROUND FORS DISCIPLINARY ACTION

1. Unsatisfactory academic performance,
2. Unsatisfactory attendance,
3. Frequent tardiness or leaving early,
4. Unprofessional behavior such as academic dishonesty and/or conduct that disrupts the learning process in the classroom or reflects unfavorably upon the school and/or its students. Consult your administration department for additional information.
5. INSUBORDINATION IS NOT TOLERATED.

DISCIPLINARY DISMISSAL

All disciplinary matters will come before the Administration, which will review the written complaint, interview the parties involved, and decide of the action to be taken. This may result in the dismissal of the charge, probation, suspension for a length of time, dismissal of the student, or other appropriate action. Termination may also be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance, and/or c) the conduct policy.

Appeals Policy: Should a disciplinary action such as suspension or termination be taken, the student will be notified in writing by the School. The student has ten (10) business days to appeal the decision of the School regarding the action taken and must substantiate his or her case by providing documentation where appropriate. All appeals must be made in writing. The School will form a committee who will review and take the necessary steps to resolve the appeal. The School has ten (10) business days to respond.

FINANCIAL POLICIES AND PROCEDURES

FINANCIAL PLANNING STUDENT RIGHTS

Students have the right to know:

- (1) Types of payment plans available at THE INSTITUTE OF BEAUTY CULTURE.
- (2) The basis for eligibility and the process of fulfilling these needs.
- (3) The refund policy of the school, including the pro rata refund policy.

This information is available at the Financial Planning Department and contained within this catalog.

FINANCIAL PLANNING SERVICES

Students who enroll through ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT are eligible for their financial planning programs.

FINANCIAL AID

The College does not offer any grants or scholarships and is not approved to participate in the Federal Title IV Financial Aid grant and loan programs. Repayment on Title IV loans previously received by a student are not eligible for deferment based on their enrollment at this College.

TUITION AND FEES

Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement. All charges are due and payable prior to the completion of each payment period. A monthly payment plan is provided at the time of enrollment with the amounts and dates payments are due. Payments must be made consistently and on time, otherwise late fees may be assessed.

PROGRAM/ HOURS	TUITION/ HOURLY	REGISTRATION (NON-	KIT & SUPPLIES (NON-	STRF (NON- REFUNDABLE)	Uniform Estimate	TOTAL CHARGES
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		REFUNDABLE)	REFUNDABLE, with tax)	*	**	
BARBERING/ 1500	\$8,500.00/ \$5.66	\$100.00	\$1,379.93	\$0.00	\$20.00	\$9,999.93
BARBER CROSSOVER/ 200	\$4000.00/ \$20.00	\$100.00	\$864.00	\$0.00	\$20.00	\$4,984.00
COSMETOLOGY/ 1600	\$11,200.00/ \$7.00	\$100.00	903.96	\$0.00	\$20.00	\$12,223.96
COSMETOLOGY CROSSOVER/ 300	\$4500.00/ \$15.00	\$100.00	\$864.00	\$0.00	\$20.00	\$5,484.00
ESTHETICS/ 600	\$6,500.00/ \$11.00	\$100.00	1406.16	\$0.00	\$20.00	\$8,026.16
MANICURIST/ 400	\$3,100.00/ \$7.75	\$100.00	916.83	\$0.00	\$20.00	\$4,136.83

*The Student Tuition Recovery Fund (STRF) assessment rate for enrollment agreements is \$0.00 per \$1,000.00 of institutional charges rounded to the nearest thousand dollars from each student. Institutions shall collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment.

**Students are responsible for purchasing a uniform that meets the College's dress code specifications.

OTHER FEES

Additional Tuition Charges for Exceeding Contract Term

Extra Tuition will be charged for those students who exceed the term of their contract. The extra tuition is charged on the hourly rate stated on the student's enrollment agreement, multiplied by the remaining hours required to complete the course.

Late Fees

Payment of tuition as listed on the **Student Installment Contract** is due and payable on the 1st, 15th, 30th of each month depending on the arrangements made on the financial contract. Payments not made within three (3) business days of the scheduled due date will be subject to a **late charge of ¼ % per month**. If no payment is received five (5) business days after payment is due, the student will be removed from class and not be allowed to attend school until all payments are current. The student will subsequently be withdrawn.

TUITION AND FEES COLLECTIONS

Students "In" School

Payment of tuition as listed on the enrollment agreement and is due and payable on the 1st, 15th, 30th of each month depending on the enrollment agreement specifications. Payments not made within three (3) business days of the scheduled due date. If no payment is received five (5) business days after payment is due, the student will be removed from class and not be allowed to attend school until all payments are current. The student will subsequently be withdrawn.

Students "Out" of School

Payment is due on the 1st, 15th, or 30th of every month as listed in the student's enrollment agreement. The School will discontinue services to current or graduate students who have overdue account balances and will make every effort to collect monies owed. The School will not provide grade or attendance reports, and transcripts for which the student has not made any payments. The School will not provide job placement assistance, subsequent enrollment, or any other student services until the student's account balance is current. The School reserves the right to withhold a graduate student's diploma and/or documentation of the hours completed until the student's account balance is current as per the terms of the agreement signed by the student.

CANCELLATION, WITHDRAWAL, AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL:

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. The date you have to cancel this enrollment agreement is specified on the enrollment agreement you signed with the school. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 325 E. Betteravia, Santa Maria, CA. 93454. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled after the cancellation date specified above, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

To withdrawal from a program you may provide written notice to the following address: 325 E. Betteravia, Santa Maria, CA. 93454. This can be done by mail or by hand delivery. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies the institution of the student's withdrawal or the institution terminates the student's enrollment for failure to:

- 1) maintain satisfactory progress, 2) to abide by the rules and regulations of the institution, 3) attend classes for a two-week period or absences in excess of maximum set forth by the institution, 4) to return as scheduled from an approved leave of absence and/or 5) failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered fully earned and the student will receive no refund. The date of the determination of withdrawal is the date your withdrawal was determined.

Return Policy for Kit

When a student purchases a cosmetology, manicuring kit, or barber kit, the sale is final. There are no refunds on kits and textbooks.

Refunds:

If any refunds are due based on the institutional refund policy calculation, refunds will be issued within **45 days** from the date of the determination (date your withdrawal was determined).

Sample California State Refund Calculation

The following sample refund calculation is for a student who withdraws 200 clock hours have elapsed in a program of study that costs \$18,030.00 and paid in full.

Total Tuition, Costs + Books and Supplies	X	# of hours in course	of	hours	elapsed
X		200			
		1600			
Total School May Retain	+	Registration Fee Kit & Textbooks			
\$2,091.25	+	\$100.00 + 1200.00 = \$3,391.25			
Total Student Refund	=	\$14,638.75			
Total School May Retain \$2,091.25	+ \$ 1,200.00 +	\$100.00 = \$3,391.25			

DISCLOSURES

- **If any portion of the tuition was paid from the proceeds of a loan or third party**, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.
- **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.
- **If the 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. (CEC §94911(f))
- **If a student defaults on a federal or state loan**, both of the following may occur: (1) The federal or state government or a third party loan guarantee agency may take action against the student which may include garnishing an income tax refund; and (2) The student may not be **eligible** for any other government financial assistance at another institution until the loan is repaid. (CEC§94911(g)(1)(2))
- **Program Cancellation:** If a program is cancelled subsequent to a student's enrollment and before instruction in the program has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the program at schools in the neighborhood.
- **School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)

5 CCR § 76215 § 76215. Student Tuition Recovery Fund Disclosures.

(a) 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) 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 Mailing Address:** P.O. Box 980818, West Sacramento, CA 95798-0818. **Physical Address:** 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 **Phone:** (916) 574-8900, **Toll Free:** (888) 370-7589, **Main Fax:** (916) 263-1897 **Website:** www.bppe.ca.gov, Student Tuition Recovery Fund **Email:** strf@dca.ca.gov

To be eligible for STRF, you must be a California resident or 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 days before closure.

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 non-collection 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.

OBTAINING A LICENSE TO PRACTICE IN THE FIELD

Training is the main step of how to become a licensed cosmetologist, barber, esthetician or manicurist, but you'll also need a license to practice. Almost all states offer a cosmetology license of some kind. The licensing process can vary, and it's important to stay current on your state's requirements. After completing your course, you will need to take a state licensing exam to gain clearance to begin working in the profession you trained. The written exam covers your knowledge of the procedures, and skills for the profession. Some states require a practical component, where you perform procedures under observation. The extra fees of getting licensed vary by state but are an estimated \$150-250 total for your application and exam.

In California, The Barbering and Cosmetology Act governs the licensing of cosmetologists, barbers, estheticians and manicurists. Please refer to https://www.barbercosmo.ca.gov/laws_regs/laws.shtml for The Barbering and Cosmetology Act in its entirety. Below we have provided the required qualifications for students who have completed one of our programs.

Qualifications to Take the California State Examination

The board shall admit to examination for a license to practice to any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

- (a) Is not less than 17 years of age.
- (b) Has completed the 10th grade in the public schools of this state or its equivalent.
- (c) Is not subject to denial pursuant to Section 480 (referenced below).
- (d) Has done any of the following:

For Cosmetology Exam:

- (1) Completed a course in cosmetology from a school approved by the board.
- (3) Holds a license as a barber in this state and has completed a cosmetology crossover course in a school approved by the board.

For Barbering Exam:

- (1) Completed a course in barbering from a school approved by the board.

(5) Completed a cosmetology course in a school approved by the board and has completed a barber crossover course in a school approved by the board.

For Esthetician Exam

(1) Completed a course in skin care from a school approved by the board.

For Manicurist Exam

(1) Completed a course in nail care from a school approved by the board.

Denial of Licenses

[480 - 489] in part states:

(a) Notwithstanding any other provision of this code, a board may deny a license regulated by this code on the grounds that the applicant has been convicted of a crime or has been subject to formal discipline only if either of the following conditions are met:

(1) The applicant has been convicted of a crime within the preceding seven years from the date of application that is substantially related to the qualifications, functions, or duties of the business or profession for which the application is made, regardless of whether the applicant was incarcerated for that crime, or the applicant has been convicted of a crime that is substantially related to the qualifications, functions, or duties of the business or profession for which the application is made and for which the applicant is presently incarcerated or for which the applicant was released from incarceration within the preceding seven years from the date of application. However, the preceding seven-year limitation shall not apply in either of the following situations:

(A) The applicant was convicted of a serious felony, as defined in Section 1192.7 of the Penal Code or a crime for which registration is required pursuant to paragraph (2) or (3) of subdivision (d) of Section 290 of the Penal Code.

Please refer to https://www.barbercosmo.ca.gov/laws_regs/laws.shtml for a complete listing of sections 480-489 addressing the denial of license.