



*MaiQue La's*  
*Cosmetology Academy*

School Catalog

January 1, 2019 to December 31, 2019  
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Name: \_\_\_\_\_ Sign: \_\_\_\_\_

No. ID: \_\_\_\_\_ Date: \_\_\_\_\_

REV 11, 2019

# Welcome to Maiquela's Cosmetology Academy

Congratulations for choosing us to assist you in obtaining your desired cosmetology training, thank you for selecting **Maiquela's Cosmetology Academy** You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

At **Maiquela's Cosmetology Academy** we offer 1600 hours of the total program of Cosmetology, 400 hours for Manicurist program, 600 hours for Manicurist program , Make-Up Artistry, Teacher Training for Cosmetology and Teacher Training for Manicurist.

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

This catalog contains important information about the programs we offer that will help guide you as you take the next important steps toward your future and how to be successful at every step necessary to create the life style you desire. This means hard work, dedication, and practice on your part.

Our goal is to prepare our students with only the most advanced and newest techniques from Italy, Mexico and USA.

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

Additional Information can be found on our website at:

[www.MaiquelasCosmetology.com](http://www.MaiquelasCosmetology.com)

Sincerely, Maiquela Norton Director

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## **MISSION STATEMENT**

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

## **OBJECTIVES**

- To give as much support and resources to our students, for that reason teachers will give "individual" as well as "Class room instruction" Our goal is to prepare students for the State Board Examination. Our Objective is to guide students and implement the principles and skills to be qualified to work in a Salon.
- To Prepare students for the State Board examination which will enable them to become licensed in California. Upon satisfactory completion of 1600 hours for Cosmetology and 400 or 600 hours for Manicuring.
- To graduate qualified and competent students who successfully complete the program of study and a certificate will be awarded and students will be qualified to take the Certification test which will enable them to become Licensed in California.
- To build values and skills needed for salon and personal success.
- To provide students with the most current trends methods and techniques.
- Teachers give "individual" as well as "class room instruction". We will maintain a level of commitment, integrity, honesty, and respect between the students, institute, and staff.

## **FACULTY**

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

**Maiquela Norton**

Board of Barbering and Cosmetology # M 313460

**Marcela Guadalupe Perez**

Board of Barbering and Cosmetology # M 338706

**Sirahuen E Maycott**

Board of Barbering and Cosmetology # KK 348631

**Ma del Carmen Sahagun**

Board of Barbering and Cosmetology # KK 606613

**Norma Lizzette Rivas Monarrez**

Board of Barbering and Cosmetology # M344405

**Sivia Patricia Martinez Osorio**

Board of Barbering and Cosmetology # M343239

## FACILITIES

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

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

The facilities of the academy consist of: Lecture Room, Reception & Waiting room, Manicurist classroom, Hair Cut & Coloring room, Make-Up Room, Facial room , Practice Room, Shampoo Bowls room, Office & Library room, Inventory and Storage room, Two Restrooms, Parking.

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

**EQUIPMENT: Maiquela's Cosmetology Academy** will already have the following equipment available for the students on premises: Sufficient electrical equipment, Dermal Lights for giving instruction in skin care and electrical facials. 1 Time Clock, 5 Shampoo Bowls, 6 Dryers, 7 Make-Up Stations, 1 Facial Chairs or Facial Couches, 15 Hair Cut & Hair Coloring Stations, 24 Manicure Stations, 4 Pedicure Massage unit, 1 Electrical Cap, Uniforms, which will be available at the institution, Thermal hair Straighteners:, Electric comb (1), Non-electric comb (3), Stove (for non-electric combs) (1), Electric curling iron (two different sizes)(2), Stove (for non-electric curling irons) (1).

## ADMISSION

A GED or a high school diploma is required for admission. Applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate will be administered the Combined English Language Skills Assessment (CELSA) o' The Wonderlic ATB Program. Ability to Benefit Test. This test is administered by an independent third party administrator and the cost of the test is paid by the student. **Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, then you can start the classes of the course. If the student does not reach a score that qualifies, the student may try to pass the same test The Wonderlic ATB Program. test. If the student does not attain a qualifying score on the second test, the student may re-test after 8 to 15 days.**

## RECOGNITION OF CREDIT POLICIES

This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.

Students, who for legitimate reasons, wish to transfer into the school from another accredited or state approved program, are permitted to do so with credit earned at the other institution.

This institution does not award credit for prior experiential learning.

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

## GRADUATION REQUIREMENT

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

## ELIGIBILITY FOR LICENSURE

Each Board of Barbering and Cosmetology program offered requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires **\$125 for Cosmetology or \$110.00** for Manicurist non refundable initial license fee accompany the completed application. Students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam.. **Maiquela's Cosmetology Academy** assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations

The following are the eligibility requirements:

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

## ACCREDITATION STATUS

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

## PROBATION PERIOD

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

## APPEAL PROCEDURES

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

## CONDUCT POLICY

The institution requires high standards of Personal Conduct and Ethics.

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

Students guilty of lying, dishonesty, or plagiarism in their academic work will be subject to disciplinary action (such as warning).

1st WARNING: Notification of your lack and cooperation of the student to correct the fault.

2nd. WARNING: Student will be discharged immediately. (Expulsion).

You will be given your P.O.T Hours and if there is a refund too

## LYING, DISHONESTY OR 'PLAGIARISM

It is when one offers the work of another (s) like yours without adequate recognition of the creator (s).

Any form of academic dishonesty will result in an action that occurs in the classroom. In the event that there is sufficient convincing evidence, the instructor will take the case to the academic officer to take the necessary actions to correct such an act.

## POLICIES OF STUDENT CONDUCT

Disrespect the Director, Teachers, Workers of the Institution or Students are:

Subject to Disciplinary Action or Expulsion also fall into these categories:

1. Stealing, destroying, defacing, damaging, misusing the property of the institution or 'property of another person. Being in possession of stolen things considers it an accessory to a crime.
2. Misuse or 'abuse of computer equipment, programs or 'data, is grounds for Expulsion. Access or 'copy programs, records, or 'data that is from our institution or 'from another person without permission. Transport copies of programs from our institution records or 'data to give it to another person or organization without our I approve in written form. Trying to modify, destroy programs, records, or 'alter information that is of the institution or 'of another person.
3. Unauthorized entry or use without authorization of the building of the institution, facilities and equipment.
4. Having a conduct that interferes with the instruction of the instructor or any other employee of the institution.
5. Blocking the entrance or 'exit to any person to the institution. This includes the use of violence or ' threats.
6. Verbal, sexual or physical harassment of any employee, student, or person in the institution, which includes email or 'any other threatening correspondence.

## LANGUAGE PROFICIENCY

The following apply to students for whom English is not their primary language and will be taught in English

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

## LANGUAGE OF INSTRUCTION

Instruction is provided in Spanish.

## ESL INSTRUCTION

This institution does not provide ESL instruction. This Institution does not admit students from other countries and does not provide visa services.

## FINANCIAL AID

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

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

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

## RIGHT TO CANCELLATION

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

If the Student does not return the equipment within this 30-day period, the school may keep an amount out of what the Student paid that equals the documented cost of the equipment. The School is required to refund any amount over that as provided above and the Student may keep the equipment.

To cancel the contract for school, the student must mail or deliver a signed and dated copy of the cancellation notice. **REMEMBER, THE- STUDENT MUST CANCEL IN WRITING.** The Student does not have the right to cancel by just telephoning the school or by not coming to class.

The Academy is committed to delivering its Proof of Training Document (Hours), as long as it does not there is some debit.

Once purchased, the equipment and materials specified on the Equipment Schedule become the property of the student unless the materials are returned in usable condition (excluding health or sanitary items) within thirty

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

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

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

## STUDENT'S RIGHT TO CANCEL

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

## REFUND POLICY

The Student has the right to cancel this contract for school, without any penalty or obligation, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later less the application fee, not to exceed two hundred and fifty dollars (\$250.00). The Student has the right to withdraw at any time from the course of instruction as described above (RIGHT TO CANCELLATION). If the Student withdraws or is terminated, or expelled, by the school, the school shall remit a refund as provided in this section less an Application Fee not exceeding two hundred fifty dollars (\$250.00) within forty five (45) days following withdrawal, termination, or expulsion. The student shall be deemed by the school to have withdrawn from the course of instruction when any of the following shall occur: (1) the student notifies the school of withdrawal or of the date of the student's withdrawal, whichever is later; (2) the school terminated the student's enrollment as provided above; (3) the student fails to attend classes for a three-week period (21) days or 14 business days. For the purpose of the calculation of this part, the date of the Student's withdrawal shall be deemed to be the last date of recorded attendance.

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

## GRADING PROCEDURES

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

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

Theory work will be graded according to the following scale

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

Practical work will be graded as follows:

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

## LEARNING EXPECTATIONS

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

## STANDARDS OF SATISFACTORY PROGRESS

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

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

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

The following factors will be measured to determine Academic Progress:

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



Theory work will be graded according to the following scale:

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

Practical work will be graded as follows:

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

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

## WORKSTATION

1. Students must clean their station within 15 minutes of the end of their class.
2. There are cleaning supplies in the classroom or 'ask your instructor.
3. Students can occupy any station or 'chair. There is no station or 'designated chair
4. The trash can designated for food is that of the entrance by the parking lot.  
(in case of any doubt ask at reception or 'ask your instructor.)
5. For the internal hygiene of the Academy it is required to take the food out of the Class Facilities.

## PAYMENT METHODS

Regularly it is required to pay by check weekly, biweekly or 'monthly payments except on special situations or' any other payment stipulated in the contract. (Only in other special cases can other forms of payment be accepted).

## PARKING

**Maiquela's Cosmetology Academy** is not responsible for any damage to cars parked in the parking lot of the Academy

## REQUIRED PRACTICAL OPERATIONS

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

- A - EXCELLENT, No Errors (All steps followed correctly).
- B - 1 to 2 Procedures incorrect, student is making GOOD satisfactory progress.
- C - 3 Procedures incorrect (SATISFACTORY progress).
- D - 4 Procedures incorrect (RETURN Student to manikin head for developing of skills).
- E - All Procedures were done incorrectly (REMOVE student from clinic floor to freshman class).

## ATTENDANCE POLICY

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

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

### ABSENCES

Absences will be considered excused under the following conditions:

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

Write a letter explaining why you are absent and sign it in person, within 3 days after your absence.

Deliver the receipt to the officer in charge.

If the student does not attend classes for a period of three weeks (21) days or '14 business days,

(It will be automatically withdrawn, unless there is a reasonable reason).

For the purposes of calculating this part, the date of the student's abandonment will be considered; the last recorded attendance date, any decision or action will be evaluated by the directors, taking into account the behavior and responsibility of the student.

### LEAVE OF ABSENCE

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

### TARDINESS

At school, the hours from **Monday to Thursday** start at 9:00 a.m. and ends at 2:00 p.m. **Friday** 9:00 am to 2:00 pm and the **night schedule** starts at 4:00 p.m. and ends at 9:00 p.m. **Weekends** are from 9:00 a.m. and ends at 5:30 p.m. There is a 15-minute grace period, after which the student will NOT be able to register his or her arrival in class. The grace period is not controlled, the student must register his arrival before or at the specified time. However, the student can compensate for the hours lost on a specific day according to his schedule:

- a. Any day by staying longer for a maximum of 12 hours per day.
- b. Being late for three days in a week, shall lead to a 1 daysuspension.
- c. Hours will not be added nor deducted from a student's record for disciplinary reasons.
- d. Hours are computed on a quarter of an hour basis  
(for example: 48 minutes would be computed at 3/4 of an hour for credit purposes).

### RE-ENROLLMENT

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

### PROMOTIONS

**Any discount granted to the student will be respected while the course is finished.**

## TUITION POLICY AND FEES SCHEDULE

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

Program Name	Tuition	Registration Fee	STRF	Books & Materials	Total Program Charges
Cosmetology 1600 Hours	\$15,000	\$250	\$0	\$2,250	\$17,500
Manicurist 400 Hours	\$5,500	\$250	\$0	\$2,250	\$ 8,000
Manicurist 600 Hours	\$6,500	\$250	\$0	\$2,250	\$ 9,000
Make-Up Artistry 600 Hours	\$6,500	\$250	\$0	\$2,250	\$ 9,000
Teacher Instructor for Cosmetology 600 Hours	\$10,000	\$250	\$0	\$2,250	\$ 12,500
Teacher Instructor for Manicurist 600 Hours	\$10,000	\$250	\$0	\$2,250	\$ 12,500

<b>Cosmetology</b>	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$17,500
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$17,500
<b>Manicurist</b>	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$ 8,000 / 9,000
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$ 8,000 / 9,000
<b>Make-Up Artistry</b>	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$ 9,000
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$ 9,000
<b>Teacher Training for Cosmetology</b>	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$12,500
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$12,500
<b>Teacher Training for Manicurist</b>	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$12,500
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$12,500

Students withdrawing from **Maiquela's Cosmetology Academy** prior to completion of their contracted program must pay all balances in full prior to the release of the Proof of Training and/or Record of Withdrawal documents for the hours completed in the academy. The school reserves the right to change tuition and fees, make subject changes when necessary and make substitutions in kits as required without prior notice. Any changes in fees will not affect attending students. If a student obtains a loan to pay for an institutional program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid funds.

### **EXTENDED TRAINING**

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

### **LEARNING RESOURCES**

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

Learning resources: A resource library containing many audio and visual aids, books, periodicals, magazines on styling, skin care, nail care, motivation, health and wellness for student's reference. Students may check-out reference materials during normal business hours (9am to 9pm Monday through Thursday , 9:00 am to 2:00 pm Friday and Saturday & Sunday 9:00 am to 5:30 pm) by submitting a request to their instructor or a representative from the office.

### **JOB PLACEMENT ASSISTANCE**

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

### **CAREER COUNSELING**

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

### **HEALTH AND SAFETY**

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

### **EXTERNSHIP PROGRAM PARTICIPATION**

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

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

## PROBLEM / COMPLAINT RESOLUTION PROCEDURES

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

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

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

### 1 APPROVALS

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

### STUDENT SERVICES

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

### IDENTIFICATION OF THE ACADEMY

If the student requires a replacement of the ID within the first 12 months, it will cost \$ 25. dills  
The student is entitled after 12 months to replace or 'request an update of their ID without cost.

### STUDENT ENROLLMENT AND ATTENDANCE

<b>Day schedule:</b>	<b>Monday</b>	<b>to</b>	<b>Friday</b>	<b>from</b>	<b>9:00 a.m. to</b>	<b>2:00 p.m.</b>
<b>Night schedule:</b>	<b>Monday</b>	<b>to</b>	<b>Thursday</b>	<b>from</b>	<b>4:00 p.m. to</b>	<b>9:00 p.m.</b>
<b>Weekend Hours:</b>	<b>Saturday</b>	<b>and</b>	<b>Sunday</b>	<b>from</b>	<b>9:00 a.m. to</b>	<b>5:30 p.m.</b>

### HOLIDAYS - SCHOOL CLOSED

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

## NONDISCRIMINATION STATEMENT

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

### HOUSING

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

### RECORDKEEPING

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

### STUDENT RIGHTS AND RESOURCES

Faculty and administrative staff will be available for guidance throughout your enrollment and any career questions that you may have. Maiquela's Cosmetology Academy does not guarantee employment to graduates but does help them be as employable as possible, as well as orients them on how to be the best they can be.

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

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

### STUDENT TUITION RECOVERY FUND

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 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 noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number."

# EDUCATIONAL PROGRAM COSMETOLOGY 1600 HOURS

## DESCRIPTION

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

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

## MISSION

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

## OBJECTIVES

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

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

## GRADUATION REQUIREMENTS

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

## TEXBOOKS, RESOURCES

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

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

## Materials for Cosmetology Students

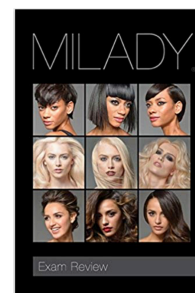
- **UNIFORM**
  1. T-shirt and 'Gown with the Logo
  2. Solid Black Sweater
  3. Closed floor shoes (any color)
  4. Solid black pants at the knee or 'at the ankle(Students who do not comply with the regulations will be given 1st warning and 3rd will not be able to attend classes until they meet the requirements)
- **Notebook** Fine Point Pen (0.5 m) -Blue and Red or 'Pink Pencil
- **Yellow** Marker
- **Flash** Cards
- **Binder** Transparent Sheets

### Books

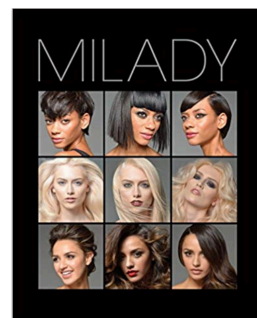
1. Spanish Translated Milady Standard COSMETOLOGY, Edition # 13
2. Spanish Translated EXAM REVIEW for Milady Standard COSMETOLOGY

Books can be obtained at Amazon or by any line you like. (Used or New)

Is always required to bring to class: Uniform, White Folder and School ID



ISBN-13: 978-1-285-77282-2



ISBN-13: 978-1-285-77282-2

# LIST OF ITEMS FOR COSMETOLOGY COURSE

## CHAPTER 15 / 340

Gloves (2 sets) &  
 Brush, Soap &  
 Measuring glass o'  
 Fabric Towel (1) &  
 Container With Clean Lid (2) &  
 Disinfectant Cleaner (Spry) &  
 Admission Form (student)  
 Mirror (small) / Quartz ( Barbicide)  
 Square brush &  
 Shampoo &  
 Shampoo Wash Coat &  
 Plastic cap &  
 Paper Towels

## CHAPTER 16 / 404

Layer for Cutting &  
 Neckband (Sanek) &  
 Comb for Cutting or Style &  
 Barber Comb &  
 Shampoo &  
 Water Atomizer &  
 Razor &

## CHAPTER 17 / 475

Shampoo &  
 Plastic layer (shampoo) &  
 Pomade or Wax &  
 Towels (2 ) Medianas &  
 Lacquer or Gloss  
 Ripple or Gel Lotion &  
 Hair Network (red para el Cabello) / Half  
 Tweezers (4) &  
 Forks (100) &  
 Double pointed pliers (100) &  
 Style Comb &  
 Wide Tooth Comb  
 Jabali Bristle Brush &  
 Bristle brush &  
 Classic Brush for Combing or Ventilating &  
 Electric or Velcro curlers &  
 Hair dryer with Accessories 3 tips (concentrator, diffuser, wide teeth)

## CHAPTER 18 / 544

Conditioner (with protein or humectant) (vit e)  
 Shampoo &  
 Neckband (Sanek)  
 Butterfly Tweezers (8) &  
 Rubber garters to tie the tips  
 Atomizer Bottle for Detangling Solution / Rinse in Cream or Oil  
 Tail Comb with Large Round Teeth (it is with the Dryer)  
 Cola comb with large rounded teeth  
 Towels (2 )  
 Fibers for Extensions (Synthetic Hair)

## CHAPTER 19 / 577-588

Curtain Extension &  
 Open Brush &  
 Ball or League to make ponytail  
 pressure tweezers (4) &  
 Curved needle for sewing extensions &  
 Finger gloves (2 pares) &  
 Staples for hair Extensions &  
 Plastic (2) &

## CHAPTER 20 / 629

Applicator Bottles &  
 Bowl &  
 Cotton Roll or Strip &  
 Papers &  
 Bigudies (waves) 5 Dozens Large &  
 Shampoo &  
 Shampoo Wash Coat  
 Tweezers for Roller Sticks &  
 Neutralizer &  
 Plastic Tail Comb &  
 Hard Rubber Comb &

## DISINFECTION / QUARTZ

Covers  
 Small Scissors  
 32 oz empty bottle  
 Paper bag & Tape  
 Tic Tacs pickups

Wide tooth comb  
 Conditioner  
 Neckband (Sanek)  
 Cotton Tote Strip

## Haircut / Corte de Cabello

Shampoo Wash Coat  
 Tweezers to divide into sections (4)  
 Wide tooth comb  
 Hair Cutting Scissors  
 Conditioner  
 Fabric Towel ( 2 ) MED  
 Cutter / Cortadora

## Hairdressing / Peluqueria

Conditioner  
 Hair Layer  
 Neckband (Sanek)  
 Elastic bands

Fixing Spray

Duckbill Tweezers (4)  
 Pins (100)  
 Pointed Pliers (100)  
 Cola Comb

Round brush  
 Brush for Carmenar or to Fix  
 Plastic Rollers of various Sizes  
 Conventional (Marcel's) or Electric Irons

## Braids and Braided Extensions

Shine Oil  
 Shampoo Wash Coat

Forks / Horquillas

## Fibers for Extensions (Synthetic Hair)

Nail Tip Extension  
 Extensions with pointed glue

Pins  
 Thread for sewing extensions (Black or Brown)  
 Hook / Gancho  
 Tweezers to Remove & Place the STAPLE etc..  
 Keratin

## Chemical Texture Services

Sprayer or Atomizer  
 Applicator Brush  
 Disposable gloves  
 Breastplate for Neutralization / Peto para Neutralizacion  
 Bigudies (waves) 5 Dozens Small  
 Conditioner

Plastic Clamps for Sections (10)  
 Permanent Solution & Protective Cream or Vaseline  
 Wide tooth comb  
 Towels (2)

## CHAPTER 21 / 710

Cotton Swab Balls &  
Plastic Cap &  
Wide tooth comb &  
Coloring brushes (2) &  
Aluminum foil &  
Protective Gloves &  
Developer (10, 20, 30, 40) &  
Toner &  
Temporary Coloring Product &  
Towels (2) &

## CHAPTER 22 / 748

Paper bag &  
Paper Towel &  
Cotton flakes &  
Eyebrow Brushes &  
Soft Eye Makeup Remover &  
Soothing skin freshener toner &  
Fabric Strips for Waxing &  
Cap or Headband &

## CHAPTER 23 / 796

Fan Facial Brush &  
Cotton (in roll) &  
Antiseptic Lotion &  
Toning &  
Cleaner &  
Make-up Remover &  
Sun Protection Products &  
Cotton swabs cotton swabs &  
Gauze / Gasa &  
Pins &  
Spatulas &  
Towels (2) &

## CHAPTER 24 / 837

Makeup Coat &  
Cotton pads &  
Eye Makeup Remover &  
Paint brushes &  
Concealers / Correctores &  
Blush cream and powder &  
Disposable Lip Brushes &  
Cream and powder eyeshadows &  
Eyeliner pencils &  
Bases or Foundations &  
Mascara and Palette, Spatulas &  
Tissues &  
Eyelash Adhesive &  
Manicure Scissors &

## CHAPTER 25 / 880

Brush, Tile, Liquid Soap  
Towel (1)  
Covers  
2 Plastic Boxes  
3 or 4 Sided Polishing File  
Gazas / Wipes  
Ziploc bags (2)  
**4 plastic hands**  
Cut small nails  
Acetone small and Big  
Wooden stick (10 pcs)  
Small Scissors  
Cuticle remover  
Polish Base, Red, Top Coat  
Sandals, Toe Separator, Foot Scrub  
**1 Plastic foot**  
Nail Tips (Nat and Clear) Box 100  
Tip Cutter / Corta Tip  
Wrap Resin Accelerator  
Small double-sided AND Tape container  
Dappen Dishes (3)  
Monomer Odor Less AND Regular Monomer  
UV / LED Gel Lamp  
Brush (for Gel)  
A Cleansing Solution or Alcohol  
**3 Heads: 1 Natural hair and 2 Synthetic hair**

## Hair Discoloration

Strip cotton  
Water Atomizer  
Plastic tweezers (4)  
Applicator Bottle  
Bowl for mixing Plastic or Glass  
Shampoo or Chemical Wash Coat  
Clarifier (bleach)  
Shampoo  
Hair Coloring Product (dye 4) Black, Brown, Red, Blond

## Hair removal

Disposable gloves  
Towels (2)  
Wax  
Tweezers  
Disinfectant Spray  
Wax Off Wax Remover  
Talcum poder / Talco  
Disposable spatula or Wood Applicator

## Facial

Brush  
Cotton Pads  
Tonic Lotions  
Masks  
Moisturizers  
Eye cream  
Massage Cream or Lube Oil  
Dressings / Apósitos  
Headband  
Tissues  
Sponges  
Paper Bag AND Gloves

## Make-Up

Bands or Tweezers to hold the hair  
Cotton swabs cotton swabs  
Humectants Vit A, E  
Sharpener  
Eyelash Curler  
Double sided tape  
Lipstick  
Shadow Applicators, Paint brushes and brush cleaning  
Lip Liner  
Facial Powder  
Mascara Applicators  
Wedge-shaped sponges  
Trays of Artificial Eyelashes  
Square and Tip Tweezers

## NAILS

**Nail Brush**  
Hand Sanitizer  
Box - Desinfectant  
Files: Brown (5)  
Files #100, 150, 180 grains  
Adhesive Bandage  
Paper Towel  
Fingerbowl / Aguamanil  
Toenail Clippers / Cortauñas Big  
Cotton  
Metal Pusher  
Alcohol, Oil, Cream  
Callus remover  
Foot File (palette)  
Nail Primer  
Nail Dehydrator  
Glue o' Resina (Nail Tip Adhesive)  
Wrap Resina  
Fiberglass (wrap)  
Nail Forms  
Brush #6 o' #8 (acrylic brush)  
Polimer Powder (Natural) (White) (Crystal) (Pink)  
Nail Polish Gel UV / LED  
Gel: Pink, White & Clear UV GEL  
UV Gel Top Coat & Base  
**1 Steel Tripies and 1 Table Tripie**



# COSMETOLOGY CURRICULUM

## MODLES OF INSTRUCTION

(1600 Total Clock Hours)

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

**200 Hours of Technical Instruction and Practical Training in Esthetics**

<p>Module 9 <b>Manual, Electrical and Chemical Facials</b></p>	<p>In this module the student will learn the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	<p>25</p>	<p>40</p>
<p>Module 10 <b>Eyebrow Beautification and Make up</b></p>	<p>In this section of the course the student will learn about the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.  In this section of the module the student will learn about the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.</p>	<p>25</p>	<p>30</p>

**100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring**

<p>Module 11 <b>Manicuring and Pedicuring</b></p>	<p>In this module the student will learn about Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.</p>	<p>10</p>	<p>25</p>
<p>Module 12 Artificial Nails and Wraps</p>	<p>In this module the student will learn about Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs</p>	<p>25</p>	<p>120 nails</p>
<p>Module 13 Professionalism</p>	<p>Professionalism In this module the student will learn about communication skills that include professional ethics, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers.</p>	<p>25 hrs</p>	

# EDUCATIONAL PROGRAM MANICURIST 400 HOURS

## DESCRIPTION

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

## MISSION

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

## OBJECTIVES

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

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

## GRADUATION REQUIREMENTS

When the student has completed the specified minimum required hours and operations upon the completion of the **four hundred (400) or six hundred (600) hour course**. When the student has completed all required theory hours, practical operations and a cumulative total of clock hours required for the course which encompass both theory and practical training, with a GPA (Grade Point Average) of (70%) "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Program examination.

## TEXTBOOKS, RESOURCES

Milady's Standard Nail Technology, 7th Edition, 2015, the Milady Art and Science Manicuring text book, exam review book and theory and practical assignments, notes from class lectures, supplemental material handed out in class, lectures from various beauty educators who represent companies such as: OPI Nails, Elite Nails and other beauty related representatives. One instructor is required to teach this educational program. The instructor must be currently licensed as a Manicurist by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in this field.

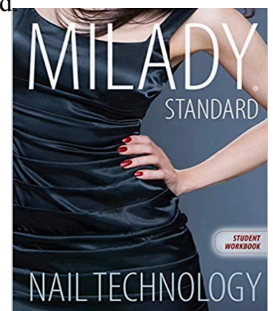
## Materials for MANICURIST Students

- UNIFORM
  1. 'Gown with the Logo
  2. Solid Black Sweater
  3. Closed floor shoes (any color)
  4. Solid black pants at the knee or 'at the ankle

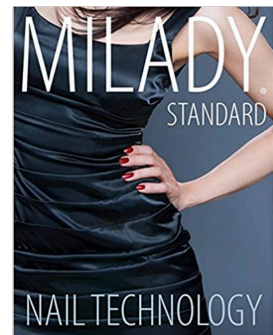
(Students who do not comply with the regulations will be given 1st warning and 3rd will not be able to attend classes until they meet the requirements)
- Notebook Fine Point Pen (0.5 m) -Blue and Red or 'Pink Pencil
- Yellow Marker
- Flash Cards
- Binder Transparent Sheets

### BOOKS

1. **Milady Standard Nail Technology, 7th Edition in English**
  2. **Milady Edition 7th Edition 2015 'Manicure Study Material**
- Books can be found at Amazon or through Any Line that you like. (Used or New)**  
Is always required to bring to class: Uniform, White Folder and School ID



ISBN-13: 978-1285080512



ISBN-13: 978-1285080475

● **LIST OF ITEMS FOR MANICURIST COURSE**

**DISINFECTION**

13-1 & 13-2

**Pag 239**

Gloves  
 Soap, Nail Brush & *Alicate* (Tiling)  
 Paper Towels  
 Disinfection Box & Quartz  
 Containers (2) empty  
 Spry Desinfectant approved by EPA  
 Nail File Brown , Nail File Buffer,

surgical Mask / Cubreboca  
 Glasses  
 32 oz empty bottle  
 Hand Sanitizer  
 Paper bag & Tape  
 Cloth Towel (1) and Armrest  
 Bowl , Polish (1)

**MANICURE**

13-3 & 13-5

**Pag 244**

Gloves & Cut small nails  
 Nail polish Remover or 'Acetone  
 Nail File Brown  
 Bowl / Armrest  
 Wood Pusher, Metal Pusher  
*Alicate* (Tiling)  
 3 or 4 Sided Polishing File

Cotton Ball & Gazas  
 Metal Pusher  
 Nail Brush  
 Cloth Towel (1)  
 Cuticle remover  
 Oil, Creme, Alcohol  
 Base / Red Polish / Top Coat ( Capa Base )

**MASSAGE**

13-4

**Pag 248**

Gloves  
 Armrest

Cloth Towel (1)  
 Lotion, Oil or 'Massage Cream

**PEDICURE**

14-1 & 14-2

**Pag 274**

Gloves  
 Acetone & Cotton  
 Callus Remover  
 Pedicure Nail File (Black)  
 Cuicula Remover  
 Nail polish remover or 'Acetone  
 Alcohol, Nail Tips

Paper Towels  
 Cut toenails  
 Wood Pusher ( 10 )  
 Pedicure Palette  
 Brush, *Alicate* (Pliers), Cream  
 Sandals, Toe Separator  
 Disponsable Liner Refills ( 1 )

**Nail Drill ( PUNTAS )**

15-1

**Pag 302**

Gloves  
 Liquid soap  
 Quartz Disinfectant Solution Registered by EPA

Brush and Acetone  
 Cloth Towel or Paper Roll  
 Disinfection Box and Nail Drill

**NAIL TIPS**

16-1 & 16-2

**Pag 312**

Gloves  
 Wooden stick  
 Nail Brush  
 Paper Towel  
 Nail Tip Adhesive  
 Small plastic container

Cotton and Acetone  
 Nail Files #100, 150, 180, 240 grain  
 Nail Dehydrator  
 Nail Tips  
 Tip Cutter / Corta Tip  
 Acetone and Polishing Bar

**WRAP**

16-3 - 16-4 - 16-5

**Pag 316**

Cloth Towel ( 1 )  
 Cotton and Acetone  
 Wooden stick  
 Nail Brush  
 Fabric with adhesive backing / Fiberglass (wrap)  
 Wrap Resin o' Nail Tip Adhesive  
 Tweezers  
 Nail Files Medium 180 g y Fine 240 grain  
 Small plastic container

Paper Towel  
 Nail File 180 y 240 grain  
 Nail Tips  
 Nail Dehydrator  
 Small Scissors  
 Piece of Plastic or 'Ziploc Bags  
 Wrap Resin Accelerator  
 Nail Polish

**ACRYLIC**

17-1 - 17-2

Cloth Towel ( 1 )  
 Metal Pusher  
 Nail Forms  
 Nail Primer  
 Dappen Dishes (3)  
 Monomer Odor Less  
 Acrylic: Colors Crystal Clear, Pink & White  
 Nail Wipes

**Pag 338**

Paper Towel  
 Nail Files #100, 150, 180, 240 grains  
 Nail Dehydrator  
 Nail Tips  
 Brush No. 6 o' 8 for Acrylic  
 Regular Monomer  
 Nail Oil  
 Brush Cleaner

**REMOCION / REMOVAL**

17-3 - 17-4 - 17-5

Small plastic container

**Pag 352**

Acetone

**GEL**

18-1 hasta 18-7

Cloth Towel ( 1 )  
 Acetone and Cotton  
 Cuticle Remover  
 Nail Files #100, 150, 180, 240 grains  
**16-1** Nail Tips  
 Nail forms  
 UV Gel Primer / Nail Primer  
 Cleansing Solution o' Alcohol & Gaza / Gauze  
 UV Gel Base, Polish Color (laquer), Top Coat

**Pag 366**

Paper Towel  
 Bowl, Liquid soap & Nail Brush  
 Metal Pusher or 'Wood & Cotton

Brush (for Gel)  
 UV Gel Clear, Pink y White  
 UV Gel Light Unit  
 Small plastic container / Glue

**M. FRENCH**

19-1

Dappen Dishes ( 1 )  
 Polish : Rosado Traslucido  
 Brush & Acetone

**Pag 406**

Base  
 Polish : White  
 Base & Gloss

**ZEBRA DESIGN**

19-2

Polish : White y Black  
 Protective Coating & Gloss

**Pag 408**

Brushes Striper

**3D DESIGN**

19-3

Acrylic : White or with Brillantine  
 Brushe 3D Acrylic

**Pag 410**

Dappen Dishes ( 1 )  
 Monomer and Gazas / Gauze

**GEL DESIGN**

19-4

Cleansing Solution o' Alcohol y Gaza  
 Brush for Gel  
 Silver glitter  
 Top Coat UV  
 Nail Files # 180 y 240 grains

**Pag 412**

Dappen Dishes ( 1 ) Vasito  
 UV Gel Clear  
 Flat or thin ornaments (stars etc.)  
 UV Gel Light Unit

**CRYSTAL DESIGN**

19-5

Wooden stick  
 Crystals: Small, Med, Large  
 Top Coat  
 UV Gel Lamp

**Pag 414**

Crystal UV - LED Gel (paste crystal)  
 Balines / Balls  
 Pencil to apply Crystales

**10 Plastic Hands****2 Plastic feet**

## MANICURIST CURRCULUM (400 Total Clock Hours)

### Modules of Instruction

Module	Module Description	Theoretical hours	Hours of Practice
<b>300 Hours of Technical Instruction and Practical Training in Nail Care</b>			
<b>Module 1 Manicures and Pedicures</b>	The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	60 hrs	60 180 nails
<b>100 Hours of Technical Instruction and Practical Training in Health and Safety</b>			
<b>Laws and Regulations</b>	The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	
<b>Module 2 Health and Safety Considerations</b>	The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25 hrs	
<b>Module 3 Disinfection and Sanitation</b>	The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	20 hrs	10
<b>Module 4 Bacteriology, Anatomy and Physiology</b>	The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and condition	10 hrs	
<b>Module 5 Professionalism</b>	Professionalism In this module the student will learn about communication skills that include professional ethics, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers.	25 hrs	

# EDUCATIONAL PROGRAM MANICURIST 600 HOURS

## DESCRIPTION

The curriculum for students enrolled in the Manicurist 600 Course shall consist of six hundred (600) clock hours, all practices constituting the art of Cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. The primary purpose of this Course is to train the students in the basic skills covering all aspects of manicuring, pedicure, application of artificial nails, safety judgments, proper paper work habits and desirable attitude to pass the State Board Examination and for competency in job entry level positions in Manicuring or related career field.

## MISSION

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

## OBJECTIVES

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

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

## **GRADUATION REQUIREMENTS**

When the student has completed the specified minimum required hours and operations upon the completion of the six hundred (600) hour course. When the student has completed all required theory hours, practical operations and a cumulative total of clock hours required for the course which encompass both theory and practical training, with a GPA (Grade Point Average) of (70%) "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Program examination.

## **TEXTBOOKS, RESOURCES**

Milady's Standard Nail Technology, 7th Edition, 2015, the Milady Art and Science Manicuring text book, exam review book and theory and practical assignments, notes from class lectures, supplemental material handed out in class, lectures from various beauty educators who represent companies such as: OPI Nails, Elite Nails and other beauty related representatives. One instructor is required to teach this educational program. The instructor must be currently licensed as a Manicurist by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in this field.

## **MANICURIST CURRICULUM (600 Total Clock Hours)**

### **MISSION STATEMENT**

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

### **OBJECTIVES**

- To give as much support and resources to our students, for that reason teachers will give "individual" as well as "Classroom instruction" Our goal is to prepare students for the State Board Examination. Our Objective is to guide students and implement the principles and skills to be qualified to work in a Salon.
- To Prepare students for the State Board examination which will enable them to become licensed in California. Upon satisfactory completion of 1600 hours for Cosmetology and 400 or 600 hours for Manicuring.
- To graduate qualified and competent students who successfully complete the program of study and a certificate will be awarded and students will be qualified to take the Certification test which will enable them to become Licensed in California.
- To build values and skills needed for salon and personal success.
- To provide students with the most current trends methods and techniques.
- Teachers give "individual" as well as "classroom instruction". We will maintain a level of commitment, integrity, honesty, and respect between the students, institute, and staff.

## Curriculum for Manicurist / Nail Care Course (600 Clock Hours)

(a) The curriculum for students enrolled in a manicuring / nail care course shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act. This course includes 195 hours of technical instruction (lecture, demonstrations, classroom, and/or examinations). This course exceeds the minimum requirements for state licensure, which is 400 hours.

(b) 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:

<b><u>Subject of Instruction</u></b>	<b>Technical Instruction (Hours)</b>	<b>Practical Operations</b>
<b><u>Water and Oil Manicures:</u></b> Includes hand and arm massage.	15	40
<b><u>Complete Pedicures:</u></b> Includes foot and ankle massage.	10	30**
<b><u>Spa Manicure and Pedicure:</u></b> Additional techniques.		25*
<b><u>Artificial Nail Application and Nail Analysis:</u></b> (A) Liquid, Gel, Powder brush-ons (B) Nail Tips (C) Nail wrap and repair (D) Advanced Techniques (Liquid, Gel, Powder) (E) Nail Art	15 10 10 30* 15*	80 60 40 70* 40*
<b><u>Laws and Regulations:</u></b> The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
<b><u>Health and Safety Considerations:</u></b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/ Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/ AIDS and Hepatitis B.	25	
<b><u>Disinfection and Sanitation:</u></b> The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	20	20***
<b><u>Bacteriology, Anatomy and Physiology:</u></b> The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10	
<b><u>Board Approved Health &amp; Safety Course</u></b>	15	15

**Note:** Authority cited: Sections 7312, 7362 and 7365, Business and Professions Code. Reference: Sections 7316(c)(2), 7326(d)(1), 7362, 7365 and 7389, Business and Professions Code.

\* The technical instruction and/or practical operation is not required for minimum state licensure.

\*\* The additional 10 practical operations are not required for minimum state licensure, which is 20.

\*\*\* The additional 10 practical operations are not required for minimum state licensure, which is 10.



**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:**

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 manicuring / nail care field.

**MANICURIST/NAIL CARE PERFORMANCE OBJECTIVE:**

Acquire knowledge of laws and rules regulating California Cosmological 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 common to manicuring.

**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.

**POTENTIAL OCCUPATION AFTER COMPLETION:**

Manicurist, Nail technician, Pedicurist,

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Shall have satisfactorily completed Theory and Operations required by Board of Barbering & Cosmetology with an average grade of "C" (70%) or better.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better he or she is awarded a certificate 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 manicurist license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring course as described above and passed the Manicuring Licensing Exam with an overall average of 75%.

**GRADING SYSTEM:**

Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a "C" (70%) average or better to maintain satisfactory academic status. The system detailed below is the system utilize in the school.

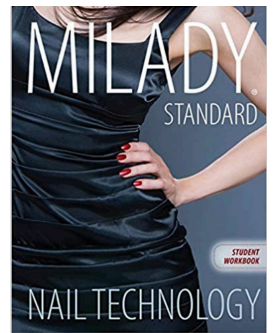
GRADING SCALE	ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK
100%-90%	A...superior performance	(GPA 4) 4 POINTS=A
89%-80%	B...Above Average	(GPA 3) 3 POINTS=B
79%-70%	C...Average	(GPA 2) 2 POINTS=C
69%-60%	D...Unsatisfactory	(GPA 1) 1 POINTS=D
59%-00%	F...Fail	(GPA 0) 0 POINTS=F

REQUIRED TEXTS FOR MANICURING COURSE Milady Standard Nail Technology, 7th Edition

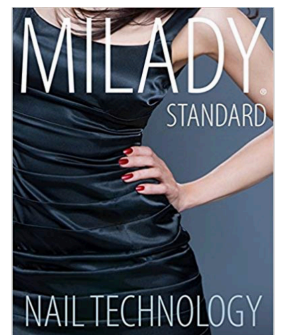
**Materials for MANICURIST Students**

- **UNIFORM**
    1. 'Gown with the Logo
    2. Solid Black Sweater
    3. Closed floor shoes (any color)
    4. Solid black pants at the knee or 'at the ankle

(Students who do not comply with the regulations will be given 1st warning and 3rd will not be able to attend classes until they meet the requirements)
  
  - **Notebook** Fine Point Pen (0.5 m) -Blue and Red or 'Pink Pencil
  - **Yellow** Marker
  - **Flash** Cards
  - **Binder** Transparent Sheets
- BOOKS**
1. **Milady Standard Nail Technology, 7th Edition in English**
  2. **Milady Edition 7th Edition 2015 'Manicure Study Material**
- Books can be found at Amazon or through Any Line that you like. (Used or New)**  
 Is always required to bring to class: Uniform, White Folder and School ID



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# MAKE-UP ARTISTRY

## 600 HOURS.

### TRAINING OBJECTIVE:

A student enrolled in the Professional Make-Up Techniques will become proficient in personal Professional Make-Up Techniques fields for professional/Vocational Skill Development, tuition and fees for the complete program. A Vocational Skill Development Program is defined as: A program intended to enhance through training; a student's knowledge/skill with-in a vocational subject. It is not promoted to; in and of itself; prepare completers for entry level employment with-in that vocation. Although this training by its nature could lead to employment it is understood that any such employment cannot be guaranteed.

### COURSE DESCRIPTION:

This course provides the students with overview makeup, color, and cosmetics, and have the creativity to experiment with new looks, then becoming a makeup artist would be a good option for the students. A makeup artist needs to complete various duties, depending on the job type. The students should give attention to the job description published in the advertisement. Makeup artists for theater and film studios have different duties and responsibilities from a wedding and fashion makeup artist. Makeup artists working for a TV soap opera need to bring out natural looks and hide any scar or deformation. An FX makeup artist completely changes the look of an artist and transform the actor into a different person.

### DESCRIPTION – SYLLABUS AND COURSE OUTLINE

	<u>THEORY HOURS</u>	<u>PRACTICAL</u>
<b>INTRODUCTION TO MAKE-UP</b> This module provides the students with overview of the professional Make-Up Techniques program and the individual modules	30	
<b>ESSENTIAL TECHNIQUES</b> This module provides the students with overview of the essential techniques for applying Make-up for the need; day, night, heat and for everyday application	30	40
<b>KNOWLEDGE OF THE FACE</b> This module provides the students with overview of the Make-up For your skin, T-zones, lips, eyes and cheeks and the types of make up for various skin types	30	50
<b>PERFECT MAKEUP TECHNIQUES</b> This module familiarizes students with perfect make-up techniques to achieve the natural look with minimal effort yet to maximum effect for their purpose	40	50
<b>SPECIAL MAKE-UP APPLICATIONS</b> This module provides the students with overview of the special make-up applications Practical lessons for applying effects such as hiding imperfections, raising cheekbones	30	80
<b>SPECIAL OCCASIONS MAKEUP</b> This module provides the students with overview of applying Make-up for special occasions and events such as smoky eyes or making eyes appear larger / bolder	30	70
<b>MAKE-UP ARTISTRY</b> This module provides the students with overview of Make –up Artistry which may be Used for creating a specific look/effect such as for a specific costume, wardrobe	40	80
<b>TOTAL HOURS / PRACTICE</b>	<b>230</b>	<b>370</b>

### Methods of Instruction:

- Lab
- Lectures
- Whole-group discussions facilitated by the instructor
- Students will practice what they learned
- Interaction of knowledge

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 manicuring / nail care field.

**MAKE-UP PERFORMANCE OBJECTIVE:**

Acquire knowledge of laws and rules regulating California Cosmological establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to make-up techniques, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to make-up.

**SKILLS TO BE DEVELOPED:**

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

**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.

**POTENTIAL OCCUPATION AFTER COMPLETION:**

Make-Up technician, Professional Make-Up, Make-Up artist.,

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Shall have satisfactorily completed Theory and Operations required with an average grade of "C" (70%) or better.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Make-Up with a GPA of "C" (70%) or better he or she is awarded a certificate certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers.

**LICENSING REQUIREMENTS:**

There is No licensing requirements for this Program.

**GRADING SYSTEM:**

Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a "C" (70%) average or better to maintain satisfactory academic status. The system detailed below is the system utilize in the school.

**GRADING SCALE**

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK	
100%-90%	A...superior performance	(GPA 4) 4 POINTS=A
89%-80%	B...Above Average	(GPA 3) 3 POINTS=B
79%-70%	C....Average	(GPA 2) 2 POINTS=C
69%-60%	D...Unsatisfactory	(GPA 1) 1 POINTS=D
59%-00%	F...Fail	(GPA 0) 0 POINTS=F

**Training Materials for Make-Up Artistry Students:**

- **UNIFORM**
  1. Gown with the Logo
  2. Solid Black Sweater
  3. Closed floor shoes (any color)
  4. Solid black pants at the knee or 'at the ankle

(Students who do not comply with the regulations will be given 1st warning and 3rd will not be able to attend classes until they meet the requirements)

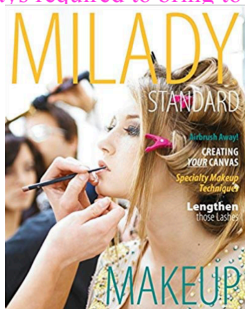
- **Notebook** Fine Point Pen (0.5 m) -Blue and Red or 'Pink Pencil
- **Yellow** Marker
- **Flash** Cards
- **Binder** Transparent Sheets

**Books**

1. Milady Standar Make-Up 1st Edition \* Makeup Kit (Equipment)

Books can be obtained at Amazon or by any line you like. (Used or New)

Is always required to bring to class: Uniform, White Folder and School ID



ISBN-13: 978-1111539597



ISBN-13: 978-1111539658

## FACILITIES AND EQUIPMENT

For each change or new program offered, describe the facilities and the equipment available for use by students at the main, branch, and satellite locations of the institution.

Include specifications of significant equipment that demonstrate that the equipment meets the standards prescribed by the Code and is enough to enable students to achieve the educational objectives of each educational program. For each item of significant equipment, indicate whether the equipment is owned, leased, rented, or licensed for short or long term, or owned by another and loaned to be used without charge.

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

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

The facilities of the academy consist of:

Lecture Room	Manicurist classroom
Reception & Waiting room	Inventory and Storageroom
- Hair Cut & Coloring room	Make-Up Room
Office & Library room	Facial room
Shampoo Bowls room	Practice Room
Two Restrooms	Parking

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

**EQUIPMENT: Maiquela's Cosmetology Academy** will already have the following equipment available for the students on-premises: Enough electrical equipment, Dermal Lights for giving instruction in skin care and electrical facials. 1 Time Clock, 5 Shampoo Bowls, 6 Dryers, 7 Make-Up Stations, 1 Facial Chairs or Facial Couches, 15 Hair Cut & Hair Coloring Stations, 24 Manicure Stations, 4 Pedicure Massage unit, 1 Electrical Cap, Uniforms, which will be available at the institution, Thermal hair Straighteners:, Electric comb (1), Non-electric comb (3), Stove (for non-electric combs) (1), Electric curling iron (two different sizes) (2), Stove (for non-electric curling irons) (1).

### ***ALL EQUIPMENT IS OWNED BY MAIQUELA'S COSMETOLOGY ACADEMY***

## **Training Materials for Teacher Training for Cosmetology Students:** **Training Materials for Teacher Training for Manicurist Students:**

- **UNIFORM**
  1. Gown with the Logo
  2. Solid Black Sweater
  3. Closed floor shoes (any color)
  4. Solid black pants at the knee or 'at the ankle
- (Students who do not comply with the regulations will be given 1st warning and 3rd will not be able to attend classes until they meet the requirements)
- **Notebook** Fine Point Pen (0.5 m) -Blue and Red or 'Pink Pencil
- **Yellow** Marker
- **Flash** Cards
- **Binder** Transparent Sheets

### **Books**

#### **1. Master Educator**

#### **2. Master Educator Exam Review**

Books can be obtained at Amazon or by any line you like. (Used or New)

# TEACHER TRAINING FOR COSMETOLOGY

## 600 HOURS

**COURSE DESCRIPTION** Student will receive accelerated training, which focuses on licensed Cosmetologist (hair, skin, and nails), Esthetician (skin care, makeup) or Manicurist (nail care) becoming an Instructor.

**INSTRUCTIONAL METHOD** The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in instructor theory and practice via hand on teaching methods. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques for course delivery.

**COURSE GOAL** The educational objective is to train the graduate for an entry level position as an Instructor in the field of chosen specialty: cosmetology, esthetician, or manicurist.

**MATERIALS NEEDED** MILADY Master Educator 3<sup>rd</sup> Edition Textbook  
MILADY Master Educator 3<sup>rd</sup> Edition Exam Review

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:**

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 all industry fields.

**TEACHER TRAINING PERFORMANCE OBJECTIVE:**

Acquire knowledge of laws and rules regulating California Cosmological 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 common to all industry fields.

**SKILLS TO BE DEVELOPED:**

Use of proper implements relative to all fields, including develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing for all services, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of all fields. Acquire knowledge in teaching methodology for all fields.

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:** Be able to appreciate good workmanship common to the beauty industry, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**POTENTIAL OCCUPATION AFTER COMPLETION:**

Instructor for Cosmetology, Esthetician and Manicurist,

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Shall have satisfactorily completed Theory and Operations required by our Curriculum with an average grade of "C" (70%) or better.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better he or she is awarded a certificate 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:**

There is NO licensing requirements for the Teacher Training Program; Students in this program needs to have their License in Cosmetology, Esthetician or Manicurist to be able to do this program. Applicant must be 18 years of age or older and have completed the 12th grade, a cosmetology, esthetician or manicurist license must be earned before starting this program. The Teacher Training course as described above and passed all exams with an overall average of 75%.

**GRADING SYSTEM:**

Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a "C" (70%) average or better to maintain satisfactory academic status. The system detailed below is the system utilize in the school.

**GRADING SCALE**

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK	
100%-90%	A...superior performance	(GPA 4) 4 POINTS=A
89%-80%	B...Above Average	(GPA 3) 3 POINTS=B
79%-70%	C...Average	(GPA 2) 2 POINTS=C
69%-60%	D...Unsatisfactory	(GPA 1) 1 POINTS=D

## TEACHER TRAINING FOR COSMETOLOGY (600 HOURS)

(A)	Lesson Plans	100 hours
(B)	Methods of Teaching	100 hours
(C)	Classroom Management	80 hours
(D)	Evaluation Techniques	80 hours
(E)	State Laws and Forms	50 hours
(F)	Visual Aids Preparation and Use	60 hours
(G)	Learning Theory	100 hours
(H)	Orientation, Rules, and Laws	30 hours

*As an integral part of training in each domain, students will be taught the theory and practice the behaviors and people skill concepts such as: attitude, communication, salesmanship, success psychology, job readiness and professionalism.*

### COURSE OUTLINE

#### **Part I: Basic Teaching Skills for Career Education Instructors**

Chapters:

1. The Career Education Instructor
  2. The Teaching Plan and Learning Environment
  3. Teaching Study and Testing Skills
  4. Basic Learning Styles and Principals
  5. Basic Methods of Teaching and Learning
  6. Communicating Confidently
  7. Effective Presentations
  8. Effective Classroom Management and Supervision
  9. Achieving Learner Results
  10. Program Development and Lesson Planning
  11. Educational Aids and Technology in the Classroom
  12. Assessing Progress and Advising Students
- 

#### **Part II: Basic Teaching Skills for Career Education in the Beauty and Wellness Disciplines**

Chapters:

13. Making the Student Salon an Adventure
  14. Career and Employment Preparations
  15. The Art of Retaining Students
- 

#### **Part III: Professional Development for Career Education Instructors**

Chapters:

16. Educator Relationships
17. Learning Is a Laughing Matter
18. Teaching Success Strategies for a Winning Career
19. Teams at Work
20. Evaluating Professional Performance

# TEACHER TRAINING FOR MANICURIST 600 HOURS

**COURSE DESCRIPTION** Student will receive accelerated training, which focuses on licensed Manicurist (acrylic nails), Manicure ( pedicure ) or Manicurist ( nail care ) becoming a Teacher.

**INSTRUCTIONAL METHOD** The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in instructor theory and practice via hand on teaching methods. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques for course delivery.

**COURSE GOAL** The educational objective is to train the graduate for an entry level position as an Instructor in the field of chosen specialty: manicurist.

**MATERIALS NEEDED** MILADY Master Educator 3<sup>rd</sup> Edition Textbook

MILADY Master Educator 3<sup>rd</sup> Edition Exam Review

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:**

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 all industry fields.

**TEACHER TRAINING PERFORMANCE OBJECTIVE:**

Acquire knowledge of laws and rules regulating California Cosmological 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 common to all industry fields.

**SKILLS TO BE DEVELOPED:**

Use of proper implements relative to all fields, including develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing for all services, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of all fields. Acquire knowledge in teaching methodology for all fields.

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:** Be able to appreciate good workmanship common to the beauty industry, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**POTENTIAL OCCUPATION AFTER COMPLETION:**

Instructor for Cosmetology, Esthetician and Manicurist,

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

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59%-00%	F...Fail	(GPA 0) 0 POINTS=F

## **Teacher Training for Manicurist (600 Hours)**

(B)	Lesson Plans	100 hours
(C)	Methods of Teaching	100 hours
(D)	Classroom Management	80 hours
(E)	Evaluation Techniques	80 hours
(F)	State Laws and Forms	50 hours
(G)	Visual Aids Preparation and Use	60 hours
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(I)	Orientation, Rules, and Laws	30 hours

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Chapters:

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  15. Teaching Study and Testing Skills
  16. Basic Learning Styles and Principals
  17. Basic Methods of Teaching and Learning
  18. Communicating Confidently
  19. Effective Presentations
  20. Effective Classroom Management and Supervision
  21. Achieving Learner Results
  22. Program Development and Lesson Planning
  23. Educational Aids and Technology in the Classroom
  24. Assessing Progress and Advising Students
- 

#### **Part II: Basic Teaching Skills for Career Education in the Beauty and Wellness Disciplines**

Chapters:

16. Making the Student Salon an Adventure
  17. Career and Employment Preparations
  18. The Art of Retaining Students
- 

#### **Part III: Professional Development for Career Education Instructors**

Chapters:

21. Educator Relationships
22. Learning Is a Laughing Matter
23. Teaching Success Strategies for a Winning Career
24. Teams at Work
25. Evaluating Professional Performance



THANKS FOR YOUR PREFERENCE  
MAIQUELA'S COSMETOLOGY ACADEMY

