

# Katie Skills Center

[www.kscusa.us](http://www.kscusa.us)

BPPE School Code: 44374931

Board of Barbering and Cosmetology School Code: 14001

**Katie Skills Center is not a accredited by an accrediting agency recognized by the  
United States Department of Education**

## Catalog of Courses

January 1, 2019 to December 31, 2019

415 E. 12<sup>th</sup> Street  
Oakland, CA 94606

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## 2 Catalogue Update

Pursuant to CCR 71810, the catalogue for Katie Skills Center shall be updated annually.

## 3 School Location

Katie Skills Center, 415 E. 12<sup>th</sup> ST., Oakland, CA 94606, Office: (510) 444-6488, [www.kscusa.us](http://www.kscusa.us)

## 4 (a) Approvals

**Katie Skills Center is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE).** Board of Barbering and Cosmetology approval code: 147001.

## 4 (b) Mission

**Katie Skills Center serves the vocational needs of our diverse community by supporting, and providing to students.**

## 5 Questions

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), Telephone (888) 370-7589, Fax (916) 263-1897.”

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Web Site: [www.bppe.ca.gov](http://www.bppe.ca.gov).”

“Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et.seq.”

“A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at: One Capitol Mall, Suite 320, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337”

## 6 Review Documents

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

## 7 Complaints

A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## 8 Address of Instructional Location

Katie Skills Center

415 E. 12<sup>th</sup> ST., Oakland, CA 94606

Classes will be held at: 415 E. 12<sup>th</sup> ST., Oakland, CA 94606

Katie Skills Center does not offer distance learning.

## 9 Programs

### Program Name – Cosmetology

**Program Length in Hours** 1,600

**Description of Program** A 1600-hour course which includes the study and practice of all aspects of the beautification and care of the hair, skin and nails. The course provides for both classroom instruction and supervised practice of job related skills such as hairdressing, hair cutting, coloring, manicuring and skin care services. The program also includes the study of relative subjects such as, bacteriology, anatomy, chemistry, health, etc.

**Name of Course(s) Within this Program of Study**  
 1 Hair Care  
 2 Facial  
 3 Nail Care  
 4 Make Up

**Equipment Used by Instructors and Students**

- Sufficient electrical equipment and dermal lights for giving instruction in skin care and electrical facials ( at least one red, blue and white light).
- mannequins, with full head of hair.
- time clock
- shampoo bowls.
- dryers
- facial chairs or facial couches
- manicure stations
- electrical cap
- Wet Hair Styling
- Thermal Hair Styling
- Permanent Waving
- Chemical Straightening
- Haircutting
- Hair coloring
- Bleaching
- Scalp and Hair Treatments

**THERMAL HAIR STRAIGHTENERS**

- electric comb
- non electric combs
- electric curling iron
- non electric curling irons
- stove

**TEXT AND REFERENCE BOOKS**

- Textbook approved by the board
- Performance Criteria

**List the skills or competencies to be acquired by the student.**

- Facials Manual
- Electric
- Make-up
- Manicuring and Pedicuring
- Liquid and Powder Brush-on
- Artificial Nail Tips
- Nail Wraps and Repairs

**Does Training Lead to Licensing or Certification** Yes

**List of Requirements for Eligibility for Licensure:**

Completion of a Board approved course of instruction and achievement of a passing grade on a Cosmetology Board administered exam.

**Which Agency certifies or licenses graduates?**

California Board of Barbering and Cosmetology

**Is an Externship or Internship Required?**

No

**Requirements for Completion**

Students shall complete the minimum required number of theory hours and practical operations as specified by the State of California, with a final evaluation score for practical and written test of 75% or better. In addition to the state's requirements, students at must also complete the following course work: To complete this program a student must attend a minimum of 85% of the scheduled hours of instruction, and pass an instructor monitored practical exam demonstrating competence in the practice of all aspects of the beautification and care of the hair, skin and nails

1. Complete all assignments from the standard theory and practical workbooks.
2. View videos from required viewing video list.
3. Prepare a photo portfolio of your finished work. (Minimum of 15 photos.)
4. Prepare an organized notebook with subject headings and procedure sheets.
5. Complete a typed functional resume and cover letter (class given for creating a resume.) Upon satisfactory completion of 1600 hours, the State requirements, and the Course Work listed above, the student shall receive Katie Skills Center's certified diploma.

**Program Name – Esthetician**

<b>Name of Program</b>	Esthetician	
<b>Program Length in Hours</b>	600	
<b>Description of Program</b>	The Esthetics Course offers a complete 600 hour course in the science and art of esthetics. The program is designed to prepare and educate each student in the fundamentals of the basic esthetic education set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Esthetician License. In addition, the course will incorporate the knowledge needed for entry level employment in salons, spas, or clinical esthetics	
<b>Name of Course(s) Within this Program of Study</b>	Skin Care Therapy Hair Removal Make Up	
<b>Equipment Used by Instructors and Students</b>	<ul style="list-style-type: none"> <li>▪ Container and Supplies for Preparation of Wet and Dry Sanitary Maintenance Area</li> <li>▪ Hand soap</li> <li>▪ Container for Disinfection of Implements</li> <li>▪ Disinfectant solution</li> <li>▪ Terry towels</li> <li>▪ Paper towels</li> <li>▪ Appropriate draping for all services</li> <li>▪ Pencil type makeup sharpener</li> <li>▪ Cleansing cream</li> <li>▪ Massage cream</li> <li>▪ Astringent or witch hazel</li> <li>▪ Abrasive cleansing scrub</li> <li>▪ Waste receptacle (plastic bags)</li> <li>▪ Tweezers</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1 oz portion cups</li> <li>▪ Cosmetic applicators</li> <li>▪ Cotton balls</li> <li>▪ Cotton tipped swabs</li> <li>▪ Cleansing tissue</li> <li>▪ Powder and liquid foundation</li> <li>▪ Eye shadow and eye liner</li> <li>▪ Tube mascara and applicator</li> <li>▪ Eyebrow Pencils</li> <li>▪ Blush</li> <li>▪ Lip color</li> <li>▪ Water soluble wax</li> </ul>
<b>List the skills or competencies to be acquired by the student.</b>	The learning outcomes include: <ul style="list-style-type: none"> <li>▪ Ability to analyze customer's skin care needs.</li> <li>▪ Able to discuss treatments and products with clients.</li> <li>▪ Perform facials to cleanse pores and improve skin tone.</li> <li>▪ Apply chemical peels to reduce fine lines and age spots.</li> <li>▪ Perform simple extractions to remove blackheads.</li> <li>▪ Remove unwanted facial hair using depilatory wax.</li> <li>▪ Tint eyebrows.</li> <li>▪ Instruct customers on skin care and makeup techniques.</li> <li>▪ Sterilize equipment and clean work area.</li> <li>▪ Massage the face.</li> <li>▪ Select and apply cosmetic products such as creams, lotions, and tonics.</li> </ul>	
<b>Does Training Lead to Licensing or Certification</b>	Yes	

**List of Requirements for Eligibility for Licensure:** Completion of a Board approved course of instruction and achievement of a passing grade on a Cosmetology Board administered exam.

**Which Agency certifies or licenses graduates?** California Board of Barbering and Cosmetology  
**Is an Externship or Internship Required?** No

### **Requirements for Completion**

Students are assigned theory study and a minimum of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards. Students must maintain a theory grade of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. To complete this program a student must attend a minimum of 85% of the scheduled hours of instruction and pass an instructor monitored practical exam demonstrating competence in the fundamentals of the basic esthetic care.

**Program Name – Electrology**

<b>Name of Program</b>	Electrology	
<b>Program Length in Hours</b>	600	
<b>Description of Program</b>	The Electrology Course offers a complete 600 hour course in the science and art of electrology. The program is designed to prepare and educate each student in the fundamentals of the basic electrology education set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Electrology License. In addition, the course will incorporate the knowledge needed for entry level employment in salons, spas, or clinical electrology.	
<b>Name of Course(s) Within this Program of Study</b>	Anatomy and Physiology, Laws and Regulations Skin and its Appendages Detailed Study of the Skin and Hair Bacteria, Disinfectant and Sterilization Health and Safety Electricity Electrolysis Thermolysis Blend Positioning Business Practice	
<b>Equipment Used by Instructors and Students</b>	<ul style="list-style-type: none"> <li>▪ Container and Supplies for Preparation of Wet and Dry Sanitary Maintenance Area</li> <li>▪ Hand soap</li> <li>▪ Container for Disinfection of Implements</li> <li>▪ Disinfectant solution</li> <li>▪ Terry towels</li> <li>▪ Paper towels</li> <li>▪ Appropriate draping for all services</li> <li>▪ Galvanic, or shortwave, or dual epilators</li> <li>▪ Cleansing cream</li> <li>▪ Needles</li> <li>▪ Client chair and/or table</li> <li>▪ Protective eye-shields</li> <li>▪ Waste receptacle (plastic bags)</li> <li>▪ Tweezers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Aftertreatment lotion</li> <li>▪ Small blunt-end scissors</li> <li>▪ Cotton balls</li> <li>▪ Cotton tipped swabs</li> <li>▪ Cleansing tissue</li> <li>▪ Small treatment pillow</li> <li>▪ Eye shadow and eye liner</li> <li>▪ Cover waste container</li> <li>▪ Electrolysis epilators</li> <li>▪ Thermolysis epilators</li> </ul>
<b>List the skills or competencies to be acquired by the student.</b>	<p>The learning outcomes include:</p> <ul style="list-style-type: none"> <li>▪ Ability to analyze customer's hair care needs.</li> <li>▪ Able to discuss treatments and products with clients.</li> <li>▪ Perform hair removal.</li> </ul>	

- Basis of electricity
- Chemistry for electrologists
- Regrowth and statistics.
- Effects of Maltreatment
- Understand human anatomy and physiology
- Sterilize equipment and clean work area.
- Ethics and Management

**Does Training Lead to Licensing or Certification**    Yes

**List of Requirements for Eligibility for Licensure:**    Completion of a Board approved course of instruction and achievement of a passing grade on a Cosmetology Board administered exam.

**Which Agency certifies or licenses graduates?**    California Board of Barbering and Cosmetology

**Is an Externship or Internship Required?**    No

### **Requirements for Completion**

Students are assigned theory study and a minimum of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards. Students must maintain a theory grade of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. To complete this program a student must attend a minimum of 85% of the scheduled hours of instruction and pass an instructor monitored practical exam demonstrating competence in the fundamentals of the basic electrolysis care.

**Name of Program:****Manicurist**

<b>Program Length in Hours</b>	600	
<b>Description of Program</b>	This course is the study of the basic principles of Nail Technology that will prepare students to meet all the requirements necessary to pass state licensure examination and obtain gainful employment in the field of Nail Technician. Upon successful completion of this course, students are able to demonstrate professional conduct, recognize nail disorders and diseases, and identify and perform procedures for sanitation and nail care services.	
<b>Name of Course(s) Within this Program of Study</b>	Orientation Manicuring Pedicures Electric filing Nail tips Wraps Light gels and acrylic nail	
<b>Equipment Used by Instructors and Students</b>	<ul style="list-style-type: none"> <li>▪ Cotton</li> <li>▪ Hand Soap</li> <li>▪ Container and Supplies for Preparation of Wet and Dry Sanitary Maintenance Area</li> <li>▪ Container for Disinfection of Implements</li> <li>▪ Disinfectant Solution that Meets Requirements of Board Regulation</li> <li>▪ Polish Remover</li> <li>▪ Manicure Bowl and Brush</li> <li>▪ Pedicure Tubs</li> <li>▪ Emery Boards</li> <li>▪ Cuticle Solvent</li> <li>▪ Cuticle Oil or Cream</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hand Lotion</li> <li>▪ Liquid Polish (medium to dark shade)</li> <li>▪ Cuticle Nippers and Scissors</li> <li>▪ Metal Cuticle Pusher</li> <li>▪ Plastic/Orangewood Stick</li> <li>▪ Sufficient Terry Towels for Manicuring Examination</li> <li>▪ Paper Towels</li> <li>▪ Portion Cups</li> <li>▪ First-Aid Supplies for Cuts</li> <li>▪ Sufficient Material and Equipment to Apply Acrylic Nails, Nail Tips, and Nail Wraps</li> </ul>
<b>List the skills or competencies to be acquired by the student.</b>	<ul style="list-style-type: none"> <li>▪ Clean and sanitize tools and work environment.</li> <li>▪ Schedule client appointments and accept payments.</li> <li>▪ Remove previously applied nail polish, using liquid remover and swabs.</li> <li>▪ Clean customers' nails in soapy water, using swabs, files, and orange sticks.</li> <li>▪ Shape and smooth ends of nails, using scissors, files, and emery boards.</li> <li>▪ Apply undercoat and clear or colored polish onto nails with brush.</li> <li>▪ Advise clients on nail care and use of products and colors.</li> <li>▪ Assess the condition of clients' hands, remove dead skin from the hands and massage them.</li> <li>▪ Soften nail cuticles with water and oil, push back cuticles, using cuticle knife, and trim cuticles, using scissors or nippers.</li> </ul>	

- 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

**Does Training Lead to Licensing or Certification** | Yes

**List of Requirements for Eligibility for Licensure:**

Completion of a Board approved course of instruction and achievement of a passing grade on a Cosmetology Board administered exam.

**Which Agency certifies or licenses graduates?  
Is an Externship or Internship Required?**

California Board of Barbering and Cosmetology

No

**Requirements for Completion**

To complete this program a student must attend a minimum of 85% of the scheduled hours of instruction, achieve an average score of 75% or greater on quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in the fundamentals of the basic manicure care.

## Program Name – Barber

Name of Program	Barber
Program Length in Hours	1500
Description of Program	The Barber Program consists of lessons addressing the treatment of hair and scalp. Topics include shampooing, hair cutting, hair styling, shaving, hair coloring, permanent waving and chemical relaxers, facial massage and treatments, sanitation procedures, and salon management. Students successfully completing this program will be eligible to sit for the exam for state licensure in California which is administered the California Board of Barbering and Cosmetology.
Equipment Used by Instructors and Students	As required by the Cosmetology Board: <b>1 Time clock</b> <b>3 Shampoo bowls</b> – (when the average daily attendance exceeds 15 students, additional bowls shall be added at the ratio of one for each 5 students in average daily attendance in excess of 15) <b>15 Barber chairs</b> – Chairs shall be spaced at least 4½ feet from center to center (when the average daily attendance exceeds 15 students, additional barber chairs shall be added at the ratio of one for each student in average daily attendance in excess of 15) <b>Workstations</b> – One workstation for each barber chair. Workstations having a wood surface shall be covered with a hard-based paint or some other nonabsorbent washable material. <b>Wet sterilizer</b> – One for each barber chair for individual use of each student. <b>2 Closed receptacles</b> – For each barber chair, one for disposal of used papers and the other for used linens. <b>Classrooms</b> – Equipped with either armchairs suitable for students taking notes, or regular school desks. <b>Thermal Hair Straighteners</b> <b>1 Electric curling iron</b>
List the skills or competencies to be acquired by the student.	Men’s Hair Cutting Taper Side and Back Fade High and Tight Flat Top Buzz Military Razor Cutting Business Professional Men’s Grooming Beard and Mustache Trim Other Facial Hair Trim Facial Shaving Scalp Treatments Scalp & Facial Massage Shampooing and Hair Care Women’s Basic Haircutting Basic Styles Other Skills Taught

Networking Skills  
 Client Interaction  
 Product Support  
 Interviewing/Job Placement Skills  
 Theory applied to Professional Barbering

**Does Training Lead to Licensing or Certification**

Yes

**List of Requirements for Eligibility for Licensure:**

Completion of a Board approved course of instruction and achievement of a passing grade on a Cosmetology Board administered exam.

**Which Agency certifies or licenses graduates?**

California Board of Barbering and Cosmetology

**Is an Externship or Internship Required?**

No

**Name of Course(s) Within this Program of Study**

The curriculum for students enrolled in a barbering program shall consist of fifteen hundred (1500) hours of technical instruction and practical training as follows:

Hairstyling

Permanent Waving and Chemical Straightening

Hair Coloring and Bleaching

Hair Cutting

Shaving

Instruction in Health and Safety

Laws and Regulations

Health and Safety Considerations

Disinfection and Sanitation

Anatomy and Physiology

Other Board Recommended Studies (communications)

### **Requirements for Completion**

To complete this program a student must attend a minimum of 85% of the scheduled hours of instruction, achieve an average score of 75% or greater on quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in the fundamentals of the basic manicure care.

## **Program Name – Barber Crossover**

**Program Length in Hours:** 400 hours

### **Description of Program:**

A barber crossover program is designed for student who has a CA cosmetology license or has completed cosmetology program in CA. He/she want to have knowledge and skills in cosmetology techniques and obtain CA barber license.

### **Equipment Used by Instructors and Students**

As the same as equipments of Barber Program (Page 10)

### **List the skills or competencies to be acquired by the student.**

As the same as Barber Program (page 10 and 11)

**Does Training Lead to Licensing or Certification:** Yes

### **List of Requirements for Eligibility for Licensure:**

Completion of a Board approved course of instruction and achievement of a passing grade on a Cosmetology Board administered exam.

**Which Agency certifies or licenses graduates?** California Board of Barbering and Cosmetology

**Is an Externship or Internship Required?** No

### **Name of Course(s) Within this Program of Study**

The curriculum for students enrolled in a barbering program shall consist of fifteen hundred (400) hours of technical instruction and practical training as follows:

Hairstyling

Permanent Waving and Chemical Straightening

Hair Coloring and Bleaching

Hair Cutting

Shaving

Instruction in Health and Safety

Laws and Regulations

Health and Safety Considerations

Disinfection and Sanitation

Other Board Recommended Studies (communications)

### **Requirements for Completion**

To complete this program a student must attend a minimum of 85% of the scheduled hours of instruction, achieve an average score of 75% or greater on quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in the fundamentals of the basic barber care.

## **Program Name – Cosmetology Crossover**

**Program Length in Hours:** 400 hours

### **Description of Program:**

A cosmetology crossover program is designed for student who has a CA barber license or has completed barber program in CA and want to have knowledge and skills in cosmetology techniques and obtain CA cosmetology license.

### **Equipment Used by Instructors and Students**

As the same as equipments of Barber Program (Page 2)

### **List the skills or competencies to be acquired by the student.**

As the same as Barber Program (page 2)

**Does Training Lead to Licensing or Certification:** Yes

### **List of Requirements for Eligibility for Licensure:**

Completion of a Board approved course of instruction and achievement of a passing grade on a Cosmetology Board administered exam.

**Which Agency certifies or licenses graduates?** California Board of Barbering and Cosmetology

**Is an Externship or Internship Required?** No

### **Name of Course(s) Within this Program of Study**

The curriculum for students enrolled in a barbering program shall consist of fifteen hundred (400) hours of technical instruction and practical training as follows:

- Hairstyling
- Permanent Waving and Chemical Straightening
- Hair Coloring and Bleaching
- Hair Cutting
- Shaving
- Instruction in Health and Safety
- Laws and Regulations
- Health and Safety Considerations
- Disinfection and Sanitation
- Other Board Recommended Studies (communications)
- Facials Manual
- Electric
- Make-up
- Manicuring and Pedicuring
- Liquid and Powder Brush-on
- Artificial Nail Tips
- Nail Wraps and Repairs

### **Requirements for Completion**

To complete this program a student must attend a minimum of 85% of the scheduled hours of instruction, achieve an average score of 75% or greater on quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in the fundamentals of the basic cosmetology care.

## Program Name – Massage Therapy 600

<b>Name of Program</b>	<b>Massage Therapy 600</b>
<b>Program Length in Hours</b>	600
<b>Description of Program</b>	This program is designed to provide students with complete and comprehensive training in all areas of massage. Specific emphasis is placed on preparing students with knowledge to open their own massage clinic or to become employed in the massage field working in a doctor's office, a chiropractor's office, an acupuncturist's office or a health center.
<b>Equipment Used by Instructors and Students</b>	Anatomical charts, Essential oils, Body wrap materials, Massage chairs; Massage stools; Portable massage tables; Treatment tables, Heat lamps, Cold packs; Hot packs; Massage stone sets
<b>List the skills or competencies to be acquired by the student.</b>	<ul style="list-style-type: none"> <li>▪ Confer with clients about their medical histories and problems with stress or pain to determine how massage will be most helpful.</li> <li>▪ Apply finger and hand pressure to specific points of the body.</li> <li>▪ Massage and knead muscles and soft tissues of the body to provide treatment for medical conditions, injuries, or wellness maintenance.</li> <li>▪ Maintain treatment records.</li> <li>▪ Provide clients with guidance and information about techniques for postural improvement and stretching, strengthening, relaxation, and rehabilitative exercises.</li> <li>▪ Assess clients' soft tissue condition, joint quality and function, muscle strength, and range of motion.</li> <li>▪ Develop and propose client treatment plans that specify which types of massage are to be used.</li> <li>▪ Refer clients to other types of therapists when necessary.</li> <li>▪ Use complementary aids, such as infrared lamps, wet compresses, ice, and whirlpool baths to promote clients' recovery, relaxation, and well-being.</li> </ul>
<b>Does Training Lead to Licensing or Certification? Certification Requirements:</b>	<p>Treat clients in professional settings or travel to clients' offices and homes</p> <p>Massage training can lead to certification by CAMTC, the California Massage Therapy Council. However, certification is voluntary. Local laws exist pertaining to work as a massage therapist or other body worker commonly called a masseuse or a massage practitioner. If an individual chooses not to be certified by CAMTC, the individual may opt to register in the community in which one chooses to work by contacting the licensing division or the city managers office for information pertaining to a given city's jurisdiction.</p> <p>This institution exercises its autonomy and chooses to offer programs 600 and 1000 hours in length. The school ownership is of the opinion that the development of professional skill requires more than 250 or 500 hours of study.</p> <p>As of January 1, 2015, only applications for certification as a Certified Massage Therapist (CMT) will be accepted. CMT applicants must have 500 hours of education from CAMTC approved schools and have passed a CAMTC approved exam, as well as meet all of the other requirements in law in order to be certified</p>
<b>Which Agency certifies or</b>	Oakland Police Dept or CAMTC

licenses graduates?		
Is an Externship or Internship Required?	No	
Name of Course(s) Within this Program of Study	CAMTC Required	
	Anatomy	• Clinical Environment
	Physiology	• Foundational Clinical Skills
	Contraindications	• Application of Clinical Skills
	Health & Hygiene	• Medical Terminology
	Business & Ethics	• Rehabilitative Massage
	<b>Other Modules</b>	• Deep Tissue Massage
	• Professionalism	• Sports Massage
	• Employment Essentials	• Pregnancy Massage
	• Nutrition	
	• Massage and the Legal Environment	

### Requirements for Completion

To complete this program a student must attend a minimum of 85% of the scheduled hours of instruction, achieve an average score of 75% or greater on quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in the application of therapeutic massage techniques

### Program Name – Massage Therapy 1000

Name of Program	Massage Therapy 1000
Program Length in Hours	1000
Description of Program	This program is designed to provide students with complete and comprehensive training in all areas of massage. Specific emphasis is placed on preparing students with knowledge to open their own massage clinic or to become employed in the massage field working in a doctor's office, a chiropractor's office, an acupuncturist's office or a health center. This program builds upon our 600 hour program providing greater emphasis on the best business practices for Massage Therapists, the importance and practice of professional ethics, the effective management of a successful massage clinic and the art of successful communication.
Equipment Used by Instructors and Students	Anatomical charts, Essential oils, Body wrap materials, Massage chairs; Massage stools; Portable massage tables; Treatment tables, Heat lamps, Cold packs; Hot packs; Massage stone sets,
List the skills or competencies to be acquired by the student.	<ul style="list-style-type: none"> <li>▪ Confer with clients about their medical histories and problems with stress or pain to determine how massage will be most helpful.</li> <li>▪ Apply finger and hand pressure to specific points of the body.</li> <li>▪ Massage and knead muscles and soft tissues of the body to provide treatment for medical conditions, injuries, or wellness maintenance.</li> <li>▪ Maintain treatment records.</li> <li>▪ Provide clients with guidance and information about techniques for postural improvement and stretching, strengthening, relaxation, and rehabilitative exercises.</li> <li>▪ Assess clients' soft tissue condition, joint quality and function, muscle</li> </ul>

strength, and range of motion.

- Develop and propose client treatment plans that specify which types of massage are to be used.
- Refer clients to other types of therapists when necessary.
- Use complementary aids, such as infrared lamps, wet compresses, ice, and whirlpool baths to promote clients' recovery, relaxation, and well-being.

Students will be instructed in the art of active communication and the importance of a client centered business communication. These topics will include:

- Speaking — Talking to others to convey information effectively.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Service Orientation — Actively looking for ways to help people.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

**Does Training Lead to Licensing or Certification  
Certification Requirements:**

Massage training can lead to certification by CAMTC, the California Massage Therapy Council. However, certification is voluntary. Local laws exist pertaining to work as a massage therapist or other body worker commonly called a masseuse or a massage practitioner. If an individual chooses not to be certified by CAMTC, the individual may opt to register in the community in which one chooses to work by contacting the licensing division or the city managers office for information pertaining to a given city's jurisdiction.

This institution exercises its autonomy and chooses to offer programs 600 and 1000 hours in length. The school ownership is of the opinion that the development of professional skill requires more than 500 hours of study.

As of January 1, 2015, only applications for certification as a Certified Massage Therapist (CMT) will be accepted. CMT applicants must have 500 hours of education from CAMTC approved schools and have passed a CAMTC approved exam, as well as meet all of the other requirements in law in order to be certified

**Which Agency certifies or licenses graduates?  
Is an Externship or Internship Required?  
Name of Course(s) Within this Program of Study**

Oakland Police Dept or CAMTC

No

**CAMTC REQUIRED**

Anatomy  
Physiology

- Medical Terminology
- Deep Tissue Massage
- Sports Massage

Contraindications  
 Heath & Hygiene  
 Business & Ethics  
**Primary Content**

- Professionalism
- Nutrition
- Massage and the Legal Environment
- Clinical Environment
- Foundational Clinical Skills
- Development of Clinical Skills
- Refinement of Clinical Skills
- Massage Techniques for Special Populations
- Rehabilitative Massage I
- Rehabilitative Massage II
- Relaxation Massage

- Pregnancy Massage
- Massage Therapies and Healthcare

**Business Development**

- Business Management
  - Professional Development
  - Theories of Holistic Wellness
  - Client Relations and Communications
  - Business Skills
  - Allied Modalities
  - Assessment Skills
  - Special Populations
- Oriental Theory

**Requirements for Completion**

To complete this program a student must attend a minimum of 85% of the scheduled hours of instruction, achieve an average score of 75% or greater on quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in the fundamentals of the basic manicure care.

## 10 Professions – Requirements for Eligibility for Licensure

Each program offered requires the completion of a Board approval course of instruction and achievement of a passing grade on a Cosmetology Board administered exam.

## 11 Faculty

<p>Henry Giao, MBA, DBA, PhD Esthetician, Manicurist, Cosmetology, Barber, and Massage Instructor</p>	<p>Licensed Esthetician, Manicurist, Cosmetologist, Barber Certified Massage Therapist, and TX Licensed Instructor 19 years experience working in Beauty field in California 1992-2008: Manager and owned Nail salon in California. 8 years experience teaching in Education field in California</p>
<p>Anh Huynh Manicure instructor</p>	<p>Licensed CA Manicurist 5 years experience in nail in Vietnam and CA</p>
<p>Thao Giao Manicurist, Cosmetology, Massage, and Esthetician instructor</p>	<p>Certified Massage Therapist, Licensed CA Cosmetologist and Manicurist 10 years experience in beauty field in California, 2005-2008: Manager and owned for Holly Nails in Mill Valley, CA 94941 4 Years as massage therapist in Vietnam and the USA 5 years experience as instructor and manager in California</p>

## **12 Admissions Policies (general)**

The general criteria for admission are:

1. Student must have graduated from high school, or earned a GED and be at least 18 years of age.
2. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
3. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
4. No Ability to Benefit Students will be admitted. At least a high school graduation or its equivalent—passing of 12th grade, is required.
5. This institution has not entered into an articulation or transfer agreement with any other college or university.

## **13 Student's Right to Cancel**

The student shall have the right to cancel the agreement and receive “a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.” Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student’s return of the materials.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### **How to Cancel**

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance. 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 institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student’s cancellation or withdrawal.

### **Refund Policy**

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution’s catalog.

If an institution has collected money from a student for transmittal on the student’s behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid

the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818. [www.bppe.ca.gov](http://www.bppe.ca.gov) (916) 431-6959 (fax) (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

#### **14 Academic Probation and Dismissal Policies**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

#### **15 Attendance Policy – All Programs**

This institution requires that a student attend a minimum of 80% of scheduled class, laboratory and other such assigned hours.

#### **16 Leaves of Absence**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

## 17 Charges: Tuition & Fees

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

Program Name	Tuition	Registration Fee	Uniform	Estimated Cost of Material and Books	Total Program Charges	Estimated Total Charged
Barber Crossover	2,175	75	25	225	2,500	3,500
Barber	2,875	75	25	525	3,500	5,500
Cosmetology Crossover	2,175	75	25	225	2,500	3,500
Cosmetology	2,875	75	25	525	3,500	5,500
Electrology	2,175	75	25	225	2,500	3,500
Esthetician	1,975	75	25	450	2,500	3,500
Manicurist	1,150	75	25	250	1,500	2,500
Massage Therapy 600	2,175	75	25	225	2,500	3,500
Massage Therapy 1000	2,975	75	25	450	3,500	4,500

## 18 Policies and Procedures Regarding Financial Aid (Title IV)

The school does not provide either State or Federal financial aid.

## 19 Loan Repayment

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

## 20 Financial Stability – Bankruptcy History

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 last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

## 21 Placement Services

This institution does not provide placement assistance.

## 22 STRF Disclosure

STRF Fee is zero.

### § 76215. Student Tuition Recovery Fund Disclosures.

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

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

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

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

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

A student must know that he/she will pay the total charges for current period of attendance as well as estimated total charges for the entire educational program.

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

"The transferability of credits you earn at Katie Skills Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Katie Skills Center certificate program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 Katie Skills Center to determine if your certificate will transfer.”

### **25-1 Beginning and End Dates**

January 1, 2019 – December 31, 2019

### **25-2 Mission, All Programs, & Training Outcomes**

Katie Skills Center’s mission is to provide student’s access to Cosmetology and other programs with training that is both comprehensive and professional. Working with our students, we emphasize how to be successful by providing professional services with integrity and with the highest level of skill possible.

Katie Skills Center (KSC) provides affordable high quality education. We offer vocational programs to beginners as well as professionals. Through traditional classroom instruction, we teach the skills and values needed prosper as cosmetologists, barbers and massage therapists.

### **25-3 Visa Related Services**

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

### **25-4 Language Proficiency**

The following apply to students for whom English is not their primary language:

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on the paper-test, 163 on the computer test and 61 on the Internet-based test (iBT) on a TOEFL. The TOEFL 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, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

### **25-5 Language of Instruction**

Instructions will be given in English and Vietnamese.

### **25-6 Financial Aid**

The school does not provide either State or Federal financial aid.

### **25-7 Experiential Credit**

This institution does not award credit for prior experiential learning.

### **25-8 Grades and Standards for Student Achievement - Satisfactory Progress**

Grades are awarded on a traditional A, A-, B+, B, B- ... F system. The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

A	4 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade points	B	3 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points
C	2 Grade Points	C-	1.67 Grade points
D+	1.33 Grade Points	D	1 Grade Point
D-	0.67 Grade Points	F	0.00 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

**I Incomplete** If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and

the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

## 25-9 Description of the Facility and Type of Equipment Used for Instruction

### Description of Facilities

The school is located on the first floor and second floor of a two story free standing building.

#### Cosmetology Program

- Sufficient electrical equipment and dermal lights for giving instruction in skin care and electrical facials ( at least one red, blue and white light).
- mannequins, with full head of hair.
- time clock
- shampoo bowls.
- dryers
- facial chairs or facial couches
- manicure stations
- electrical cap
- THERMAL HAIR STRAIGHTENERS
- electric comb
- non electric combs
- electric curling iron
- non electric curling irons
- stove
- TEXT AND REFERENCE BOOKS
- Textbook approved by the board
- Performance Criteria

#### Esthetician Program

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

#### Manicurist Program

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

**Barber Program**

Time clock	
3 Shampoo bowls	(when the average daily attendance exceeds 15 students, additional bowls shall be added at the ratio of one for each 5 students in average daily attendance in excess of 15)
15 Barber chairs	Chairs shall be spaced at least 4½ feet from center to center (when the average daily attendance exceeds 15 students, additional barber chairs shall be added at the ratio of one for each student in average daily attendance in excess of 15)
Workstations	One workstation for each barber chair. Workstations having a wood surface shall be covered with a hard-based paint or some other nonabsorbent washable material
Wet sterilizer	One for each barber chair for individual use of each student.
2 Closed receptacles	For each barber chair, one for disposal of used papers and the other for used linens.
Classrooms	Equipped with either armchairs suitable for students taking notes, or regular school desks
Thermal Hair Straighteners	
1 Electric curling iron	

**Massage Therapist Programs**

Anatomical charts Essential oils Body wrap materials Massage chairs Massage stools Portable massage tables;	Treatment tables Heat lamps Cold packs Hot packs Massage stone sets
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**25-10 Library Resources**

Access to a library and other learning resources are not required by the curriculum to support the instructional needs of the students, (CCR71270) and therefore, no physical library is maintained by this institution. The text materials and classroom activities are sufficient to support the curriculum and instruction required by either the Barbering and Cosmetology Board of California or the California Massage Therapy Council, (CAMTC).

**Online Cosmetology Resources Available to Our Students****Web Sites**• **Salon Channel**

Resources for cosmetologists, estheticians, nail technicians, massage therapists, cosmetologists, hairstylists, makeup artists, manufacturers, distributors, and salon and day spa owners.

<http://www.salonchannel.com/>

- **Beauty Site**

Hair styles, beauty how-to's, skin, makeup, and style from About.com. Check out the Beauty Library for lots of tips and articles.

<http://beauty.about.com/index.htm>

- **Beauty Tech**

Networking site for beauty professionals. Lots of links for nails, skin care, salons, trade magazines, beauty products and suppliers, articles and news, and information on state licensing boards.

<http://www.beautytech.com/>

- **BeautyLink**

News, experts' tips, answers to beauty questions.

<http://www.beautylink.com/>

- **Beautynet**

Articles and tips from beauty professionals and experts and links to products and services, for both professionals and customers.

<http://www.beautynet.com/>

- **Behind the Chair**

Products, trends, job search, trade shows, training, articles, and industry news for cosmetologists salon professionals.

<http://www.behindthechair.com/>

- **Lipstick Page**

Many links to cosmetics companies, make-up tips, and, of course, a wealth of information about lipstick. From Madeleine Endre.

<http://broadroom.net/lp/blogs/>

- **Milady**

A leading publisher of beauty education materials.

<http://www.milady.com/>

Created by David W. Rash Page 2 5/20/2009

- **Barbers, Cosmetologists, and Other Personal Appearance Workers**

Job opportunities and descriptions, *Occupational Outlook Handbook*

<http://www.bls.gov/oco/ocos169.htm>

- **National Cosmetology Association**

NCA's membership includes more than 25,000 salon owners, hairdressers, nail technicians, estheticians, educators, and students - and is the world's largest association of salon professionals.

<http://www.ncacares.org/>

## 25-12 Student Services

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 but does not offer personal counseling assistance.

## 25-13 Student Housing

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month.

## 25-14 Student Grievance Procedures

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good

faith. That informal process will involve three steps: 1: an effort to define the problem, 2: an effort to identify acceptable options for resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's Chief Academic Officer who will work to resolve the matter. The Chief Academic Officer is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve 1. The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred. 2. The student may terminate the formal process should, in the interim, the informal process produce a satisfactory resolution. 3. The Chief Academic Officer will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified. 4. A timeline for resolution will be delivered to the principals by the Chief Academic Officer. 5. Interested parties will communicate with the CAO in order to make recommendations to resolve the grievance. 6. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary Education, Sacramento, CA.

## **25-15 Student Records and Transcripts**

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.

## **Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

## **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

### **Nondiscrimination Policy**

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

### **Academic Freedom**

Katie Skills Center is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Katie Skills Center encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

### **Sexual Harassment**

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

### **English as a Second Language Instruction**

This institution does not provide ESL instruction.

### **Hygiene, Dress Code, and Draping Policies**

All students are expected to dress appropriately for class and to conduct themselves in a professional manner. Students must maintain good personal hygiene. Each student must read and accept the written rules. Draping for client will be extended beyond the covering of genitalia and female breasts.

#### **CAMTC**

Publication of CAMT's Law related to unfair business practices as related to massage:

(1) Pursuant to California Business and Professions Code section 4611. It is an unfair business practice for a person to do any of the following:

(a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner", or any other term, such as "licensed," "certified," "CMT", or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage

practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.

(b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

As of January 1, 2015, only applications for certification as a Certified Massage Therapist (CMT) will be accepted. CMT applicants must have 500 hours of education from CAMTC approved schools and have passed a CAMTC approved exam, as well as meet all of the other requirements in law in order to be certified.

Pursuant to California Education Code (CEC §94910(f)(2)), the below list of the employment positions are determined to be within the field for which a student received education and training for the calculation of job placement rates.

No	Occupation Code	Occupation
1	39-5011	<b>Barber</b>
		<a href="https://www.bls.gov/oes/current/oes395011.htm">https://www.bls.gov/oes/current/oes395011.htm</a> <a href="https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm">https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm</a>
2	39-5012	<b>Cosmetologists</b>
		<a href="https://www.bls.gov/oes/current/oes395012.htm">https://www.bls.gov/oes/current/oes395012.htm</a> <a href="https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm">https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm</a>
3	39-5094	<b>Skincare Specialists/ Electrolysis</b>
		<a href="https://www.bls.gov/oes/current/oes395094.htm">https://www.bls.gov/oes/current/oes395094.htm</a> <a href="https://www.bls.gov/ooh/personal-care-and-service/skincare-specialists.htm">https://www.bls.gov/ooh/personal-care-and-service/skincare-specialists.htm</a>
4	39-5092	<b>Manicurists</b>
		<a href="https://www.bls.gov/oes/current/oes395092.htm">https://www.bls.gov/oes/current/oes395092.htm</a> <a href="https://www.bls.gov/ooh/personal-care-and-service/manicurists-and-pedicurists.htm">https://www.bls.gov/ooh/personal-care-and-service/manicurists-and-pedicurists.htm</a>
5	31-9011	<b><u>Massage Therapists</u></b>
		<a href="https://www.bls.gov/oes/current/oes319011.htm">https://www.bls.gov/oes/current/oes319011.htm</a> <a href="https://www.bls.gov/ooh/healthcare/massage-therapists.htm">https://www.bls.gov/ooh/healthcare/massage-therapists.htm</a>

### Obtaining School Catalog

A prospective student or the general public may obtain a copy of the school catalog through the institution website: [www.kscusa.us](http://www.kscusa.us)

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