



# **Jama's Beauty & Barber College**

**21515 Vanowen St., Ste. 100**

**Canoga Park, Ca. 91303**

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**Catalog of Courses**

**January 1, 2019 to December 31, 2019**

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## **Institutional Mission and Objectives**

The mission of this institution is to provide students in the local area, access to Cosmetology and other Cosmetology Board approved programs with training that is comprehensive in the theory classroom setting and with hands-on practical experience, while preparing students to pass the State Board Examination. In addition, each student at Jama's Beauty & Barber College (JB & B College) is treated with respect and dignity. We foster a commitment to provide the tools necessary for personal and professional growth as we emphasize how to be successful by providing professional services with integrity and with the highest level of skill possible. We take pride and providing a first class facility to our students who will be given the ability to achieve excellence through our distinguished programs. Jama's Beauty & Barber College provides affordable quality education. Through traditional classroom instruction, we teach the skills and values needed to prosper as Cosmetologists, Barbers, Estheticians and Manicurists.

## **Catalog Update Policy**

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

## **Policy – Distribution of This Catalog and Program Brochures**

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

## **Instructional Location**

Jama's Beauty & Barber College  
21515 Vanowen St., Ste. 100  
Canoga Park, Ca. 91303

## **BPPE Approval**

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, and with state standards as set forth in the CEC and 5, CCR. The bureau website is: [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **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 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.

## **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.

## **Description of the Facilities & Type of Equipment Used for Instruction**

Jama's Beauty & Barber College has 8,000 square feet of suitable space. JB & B College is an upscale, spacious and modern facility devoted to teaching the art and science of the beauty and wellness industry. Equipped with professional equipment commonly used in the top salons and spas around the country, our campus is carefully designed and furnished to simulate a salon and spa atmosphere, while providing students with a real-life training environment. Our campus includes practical training areas with ample amount of work stations for our students comfort as they train for the cosmetology, barber, esthetician and manicuring programs.

## **Library Resources**

Our Resource Shelf is referred to as our library and is comprised of learning resources that consist of Milady's Cosmetology, Manicurist and Esthetician Textbooks, Hair Color & Technique Books, State Board mock or practice exams, books on Haircutting, Manicuring, Facials, Make-up Techniques, Hairstyles, etc. The library will also consist of Videos, DVD's or CD's that contain lessons and demonstrations for students viewing that concern the Cosmetology, Barbering, Manicurist and Esthetician programs. The policies and procedures for supplying them to students who did not receive classroom instruction or those who did will be based on a checkout system with a staff member who will oversee the library material and keep record of what has been checked out, by whom and the date the material is due back to the library. Students will have access to all library materials during school hours. Students who wish to check out material overnight must see a staff member for permission. All materials must be returned by the next school day. Any material considered overdue or late by a student, their future privileges for checking out learning material may consist of a four hour time frame to be returned to the library.

The library will assist in additional and continuing education where the student will benefit beyond the textbook and will offer an additional study outlet for learning the tools necessary to become a successful Cosmetologist, Barber, Esthetician or Manicurist. The Resource Shelf is located in the Administration office.

## **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://>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/>

## 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), toll free telephone number (888) 370-7589 or (916) 431-6959 by Fax (916) 263-1897.

## 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 toll free (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).

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

The transferability of credits you earn at Jama's Beauty & Barber College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational 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 Jama's Beauty & Barber College to determine if your certificate will transfer."

## **Admissions Policies & Recognition of Credits**

**Criteria for admission: If applicable, information regarding the ability-to-benefit examination as required by section 94909 of the Code.**

1. 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.
2. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
3. Provide Proof of a High School Diploma (THE SCHOOL reserves the right to request HS transcripts or in the case of foreign credentials an accurate evaluation performed by a recognized consultant, who will translate the document, and verify US equivalency (example: Worldwide Education Consultant Services, Inc.), GED, State Issued/Approved Home School Certificate. (THE SCHOOL policy is to validate high school diplomas through the State Education Agency of the State the diploma was issued in if the validity of a High School diploma is in question). The school also accepts ability-to-benefit students, after passing an approved ATB test.
4. This institution has not entered into an articulation or transfer agreement with any other institution.

Jama's Beauty & Barber College accepts Ability-to-Benefit students and the test used is CELSA, which is administered by an independent party. The score required for admission is 37 on form 1 and 34 on form 2.

### **Transfer Policy**

School may accept hours earned at another institution for credit toward one of its programs. It should be noted that the school does not guarantee that all or any of the hours earned at another institution will be credited toward a student's enrollment. Prospective students must provide the school with an official transcript from the previous institution, prior to enrollment. In addition, the prospective student may be required to undergo a theoretical and/or practical assessment of skills. Once all of these requirements are met, the school will determine the number of hours to be credited to the student. All of these items must be resolved prior to execution of the Enrollment Agreement. Charges will be prorated based on the hourly rate listed in the enrollment agreement, for the number of hours contracted with the accepting institution. All other standard registration/enrollment expenses may apply. All accepted transfer hours will be applied at the end of the of all required training.

Applicants with previous hours from another California cosmetology school who wish to enroll at JB & B College must have a Proof of Training and Record of Withdrawal from the previous California school. If an applicant is transferring from another state, they must first contact the California Board of Barbering and Cosmetology (BBC) and receive an application for approval of their hours from their previous school. The documents required for this process can be found on the California BBC website ([www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)). The California BBC will then issue a letter indicating the credit it has approved for the hours taken at the previous school along with any other requirements.

**Failure to provide the required documentation of previous training in either circumstance prior to enrollment will result in not being able to apply those hours that could be accepted toward your enrollment at Jama's Beauty & Barber College.**

#### **Please note:**

Jama's Beauty & Barber College at which the applicant is seeking admission will make a final decision of acceptance based on the information in the California BBC's letter.

## **Re-Enrollment Policy**

Students who have previously withdrawn from a particular program, or were terminated, may be re-admitted or reinstated to the program, depending on the circumstances associated with their withdrawal/termination. Depending on the length of time that has passed, the student may have to undergo a skills assessment to determine the amount of information retained during their absence. These instances are examined on a case-by-case basis. Information regarding this process is available through the School Administrator. Balances owed from the prior enrollment may apply. Students re-entering their program may be charged a \$175 re-enrollment fee. Pro-rated charges for re-enrollment will be based on the tuition charges in effect at the time of re-enrollment.

## **Visa Related Services**

This institution admit students from other countries, however, we do not provide visa related services. The school will vouch for student status, but the student is responsible for any associated charges.

## **Language Proficiency**

Jama's Beauty & Barber College is taught in English only. The student must have the ability to read and write in English at the level equivalent of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. We do not provide English language translators or ESL classes. However, if a students' primary language is not English, the student may bring an interpreter, when signing the Enrollment Agreement contract to obtain a clear understanding of the terms and conditions noted in the Enrollment contract in the students' primary language.

## **Accreditation Status**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

## **STRF Disclosure**

### **Student Tuition Recovery Fund Disclosures.**

"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."

"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.”

The bureau website is: [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **Privacy Policy**

Any student is permitted to review the contents of their file in the Administrative Office of the school. Review must be in the presence of School Administrator, at a time compatible to both the student and the school. The school requires written consent signed by the student before releasing individual student information to third party. Parents or guardians of a dependent minor student may have access to the records of the dependent minor student. The school requires written consent signed by the parents of a dependent minor student before releasing individual student information regarding the dependent minor



student. The school can not disclose to a parent if the student is an independent student under IRS laws without the students written permission. Student records may be released to the Federal Government, State Education Department and NACCAS without the student's consent.

These policies and procedures are in place, in accordance with the Family Educational Rights to Privacy Act (FERPA).

### **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants in all 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**

Jama's Beauty & Barber College 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.

Jama's Beauty & Barber College encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

### **Sexual Harassment**

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

### **Cancellation, Withdrawal and Refund Policies:**

#### **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 institution shall refund 100% less an application fee of \$100, registration fee of \$50 (not to exceed two hundred fifty dollars (\$250)).

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 21515 Vanowen St., Ste. 100, Canoga Park, Ca. 91303 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

## **Refund Policy**

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance as follows: 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.

Kits, books and uniform are non-refundable.

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.

A pro rata refund pursuant to section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

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

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

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

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

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

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

## **Policies and Procedures Regarding 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.

## 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 money not paid from federal student financial aid program funds.

**If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:**

- 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## Financial Aid Disclosures

If a student obtains a loan to pay for an educational program, the student will have 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 program funds.

## Satisfactory Academic Progress Policy (SAP)

All students enrolled at the school are required to meet established requirements for attendance and academics. Satisfactory Academic Progress standards apply to all programs regardless of course, program, schedule and/or length. Students will be evaluated using quantitative and qualitative measures to determine if they are making adequate progress towards course completion. The policy is printed in the school catalog and provided to students prior to enrollment.

## Evaluation Periods

Satisfactory Academic Progress evaluations will be issued at least twice during the student's course of study. Evaluations will be performed on actual hours. The chart below details the evaluation points applicable to each program:

Program	Course Length	Evaluation Points
Cosmetology	1600 clock hours	450 actual Hours (Academic Year 1)
		900 actual hours (Academic Year 1)
		1250 actual hours (Academic Year 2)
Barbering	1500 clock hours	450 actual hours (Academic Year 1)
		900 actual hours (Academic Year 1)
		1200 actual hours (Academic Year 2)

Esthetician	600 clock hours	300 actual hours (Academic Year 1)
Manicurist	400 clock hours	200 actual hours (Academic Year 1)

Transfer students will be evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever occurs first. The frequency of evaluations ensures that students have had at least one evaluation by the midpoint of their course.

**Attendance Progress**

For a student to be deemed making satisfactory attendance progress, the student must maintain a minimum attendance average of 80%. The attendance percentage is determined by dividing the total hours completed by the total number of hours scheduled.

**Academic Progress**

For a student to be deemed making satisfactory academic progress, the student must maintain a minimum Grade Point Average (G.P.A.) of 75%. Grade point average is determined by a combined average of all practical and written examinations. Those students who have not satisfied the school’s minimum academic requirements may retake any written or practical examination at the discretion of the School Administrator. The new grade will become the final grade for that unit of instruction. The grading scale is listed below.

A	Excellent	90% - 100%
B	Very Good	80% - 89%
C	Satisfactory	75% - 79%
F	Fail/Unsatisfactory	74% & below

**Maximum Time Frame**

Students are required to complete the program and/or course within 150% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled contracted hours. Students who exceed the maximum time frame may be terminated from the program. The maximum time frame for course completion is listed below.

Students exceeding maximum-time frame, may complete the program until completion, however Financial Aid eligibility will be lost, and any applicable extra instructional charges will apply.\*

**Determination of Progress \***

Students who meet the minimum requirements for attendance and academics shall be considered making Satisfactory Academic Progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in the status of probation. Students will receive a copy of their Satisfactory Academic Progress report at the time of each evaluation. All progress reports will be maintained in the student’s records and are available for review upon student request.

**Graduation Requirements**

Students who meet the minimum requirements for attendance, academics and have completed their required State hours as well as being “Paid in full” to the school will receive a certificate of completion on their graduation date.

**Warning \***

Students who do not meet Satisfactory Academic Progress requirements will be placed in the status of Financial Aid Warning. Students on Financial Aid Warning may continue to receive Title IV funding until the next scheduled evaluation. Students must meet the minimum requirements for attendance and academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

**Probation Policy**

Students who do not meet Satisfactory Academic Progress requirements, following the Financial Aid Warning period, will be deemed not making Satisfactory Academic Progress. Students not making Satisfactory Academic Progress following the Financial Aid Warning period are no longer eligible to receive Title IV funding, unless the student appeals the decision, and prevails upon appeal. Students who prevail upon appeal will be placed in the status of Financial Aid Probation. Additionally, only students who have the ability to meet Satisfactory Academic Progress standards by the next scheduled evaluation may be placed on Financial Aid Probation. Students who are not considered making Satisfactory Academic Progress by the second evaluation period are subject to dismissal. The institution may elect to place students who are not able to meet the minimum requirements for attendance and academics by the second evaluation on an Academic Plan. The Academic Plan will ensure the student meets Satisfactory Academic Progress standards at a designated point within the maximum time frame. Students who progress according to their academic plan will be considered making Satisfactory Academic Progress and are eligible to receive Title IV funding. If at the end of the Financial Aid Probation period, the student has still not met the minimum requirements for attendance and academics or as established by the academic plan, he/she will be determined as not making satisfactory academic progress and, if applicable, is no longer eligible to receive Title IV funds.

**Re-Establishment of Progress \***

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation. To re-establish Title IV funding, students must appeal the negative progress determination and prevail upon appeal.

**Appeal Procedure \***

Students who do not meet Satisfactory Academic Progress standards may submit an appeal.

- Students may appeal by submitting a written appeal to the School Director within ten (10) calendar days of the notification of a negative progress determination.
- Students may submit an appeal for reasons which are serious in nature, such as death of a relative, personal illness or injury, or other allowable special circumstances.
- The documentation submitted must include the reasons why the student failed to make Satisfactory Academic Progress and what has changed in the student's situation that will allow them to achieve Satisfactory Academic Progress by the next scheduled evaluation.
- Students have the right to make a personal appeal before the School Director in addition to submitting the required written documentation.
- Notification of the school's action, including reasons if the appeal was approved or denied, will be sent directly to the student within ten (10) calendar days of receipt of the appeal.
- All appeal documents and results will be maintained in the student's records.

\*Please note that the school is not yet approved to offer Title IV Funds.

### **Leave of Absence**

Leaves of Absence are defined as an approved interruption of training for extenuating circumstances. A leave of absence has no effect on Satisfactory Academic Progress standards, and the student will return to school in the same progress status as prior to the leave of absence. The leave of absence will extend the student's contract period and maximum time frame by the same number of days as taken in the leave of absence for the purposes of calculating maximum timeframe. For more information, please see the Leave of Absence Policy.

### **Interruption/Re-Enrollment**

Students who re-enter the program will re-enter the program in the same attendance and academic status as prior to the withdrawal. All students who re-enter the program will retain their Satisfactory Academic Progress status from their first enrollment until their next scheduled evaluation, regardless of time of withdrawal. Incompletes, withdrawals, repetitions, and noncredit, remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's Satisfactory Academic Progress standards.

### **Transfer Students**

Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted.

## **Dismissal Policy**

**Suspension/Terminations:** Students may be suspended for not taking the work serious, lack of motivation, bad attitude towards others or clients, inappropriate behavior, absence or tardiness. If a student is suspended, the student will be told what the problem is and corrective action needed. JB & B College's intent is to help the student succeed and to prepare the student for enriched opportunities in the beauty industry.

If the student is terminated for poor attitude, attendance or academics, the student may be presented with a written corrective plan stating what the student's commitments must be in order to return to Jama's Beauty & Barber College, to continue his/her program. If at any time, the student fails to show improvement, based on the corrective plan, the student will be immediately terminated and will not be allowed back into their program of study at Jama's Beauty & Barber College.

## **Leave of Absence (LOA) Policy**

The school allows for students to take a Leave of Absence when extenuating circumstance warrant such an interruption in study. In the event the School Administrator determines that a student situation does warrant a Leave of Absence, such a Leave will be granted in the following way: A student may take up to two Leaves of Absence during the entire length of their course of study. These may be taken together (concurrently), or separately. A leave of absence will be granted for a minimum of 14 calendar days, and shall not exceed 180 calendar days in any 12-month period. Certain circumstances may require a student to initially be approved for one Leave of Absence, but in the end, require additional time. Such extensions shall be requested of the School Administrator, prior to the expiration of the original Leave of Absence dates. Leaves of absence must be applied for in advance (unless circumstances prevent it [e.g. an injury due to a car accident]), and often times are not granted unless the situation warrants it. The request must include a reason, and the student's signature. If the school does not receive the request in advance, the school will document why a student is placed on the LOA, and the final documentation is gathered at

a later date. If the student is granted a Leave of Absence, neither actual hours, nor scheduled hours continue to accrue. During this time, the student is not considered to have withdrawn, and no refund calculation is performed. If a student does not return from their leave of absence, the student will be withdrawn on the date in which they were scheduled to return. The application process for a Leave of Absence, as well as required documentation must be submitted for approval to the School Administrator. An LOA extends the contract graduation date of the student by the same number of days in the leave of absence, and a contract addendum with the signature and date of the student and the school is used to document the extension. If a student does not return from the LOA as of the return date, the student's enrollment will be terminated, and the student's last day of physical attendance will be used as the withdrawal date for purpose of calculating the refund.

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

Students are required to attend 80% of the scheduled sessions throughout the entire program. By maintaining a cumulative average attendance level of at least 80% 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 80% attendance they will be given a two-week warning and if their attendance fails to meet minimum requirements, the student will be placed on probation until their cumulative attendance is equal to or greater than 80%. The student will be notified of their probation status and they will be required to meet with the School's Director of Education. The student must complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course.

**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 Administration as long as there is space in the classroom. However, after the scheduled completion date for your program, JB & B College will continue to train students toward completion for an additional contracted week at no additional cost. Once the student has exhausted the additional contracted week of training, each additional hour will be the cost per hour of the program. Sick days, personal religious holidays, etc., are subjected to this charge. Approved documented medical emergencies, court days, pre-arranged days off, or funerals are based on Administration's approval and may be subject to this charge.

### **Tardiness:**

**Start times for Day Classes and Evening Classes. (Class days and times are subject to change, based on school's need.)**

**DAY CLASS starts at 9:00am – 3:30pm or 9:00am – 5:30pm. Monday – Thursday. Friday 9:00am – 3:30pm. Please be Punctual!**

1. Between 09:00am – 09:07am, student is given a 7 minute grace period to get into his/her designated class on time, be advised that if he/she come in after the 7 minute grace period, 15 minutes will be deducted from the his/her hours. If a student is more than 15 minutes late, the student is not allowed onto the school premises and considered absent for the day. **NO**

**EXCEPTIONS!**

**EVENING CLASS starts at 6:00pm – 10:00pm. Monday – Thursday. Please be Punctual!**

1. Between 06:00pm – 06:07pm, a student is given a 7 minute grace period to get into their designated class on time, be advised that if he/she come in after the 7 minute grace period, 15 minutes will be deducted from his/her hours. If a student is more than 15 minutes late, the student is not allowed onto the school premises and considered absent for the **day. NO EXCEPTIONS!**

### **Time cards**

- a. All timecards must stay on school premises at all time. Timecards are legal documents and must be treated with high importance.
- b. Please make sure all timecards are neat and legible.
- c. Students must have instructor's signature AND student Signature on their timecards and Instructor must sign off all credits given for the day. **NO EXCEPTIONS!**
- d. All timecards must be COMPLETED and given to the Instructor at the end of the week to be given to the Registrar's office.

### **Time Clock Terminal**

- a. A time clock terminal is a system that keeps track of your time in and out.
- b. No student is allowed to clock in or clock out for another student. If a student is caught doing this he/she will be suspended and/or terminated from the program.
- c. If a student is caught cheating on required amount of assignments on time sheets, the student will be terminated.
- d. No student is allowed to clock out during college hours without permission from their Instructor. This rule is strictly enforced. Anytime a student leaves the building during the day his/her time card must be left with the instructor.

## **Rules and Regulations**

In this section, we outlined important rules and regulations relating to a student's enrollment at Jama's Beauty & Barber College. JB & B College reserves the right to modify these rules and regulations at any time.

**All students must comply with Jama Beauty & Barber College rules and regulations as a condition of their enrollment. Failure to comply with these School rules and regulations can lead to any or all of the following disciplinary actions being taken depending on the severity of the misconduct: (written warnings, probation, suspension and termination from school requires student's physical presence and written signature for exit paperwork at Jama's Beauty & Barber College).**



Students who are terminated for failure to comply with JB & B College rules and regulations may appeal their termination. Students in this situation must submit a written appeal to the Director of Education stating the reasons why the decision to terminate should be reversed and requesting a re-evaluation of their status. Supporting documentation should be included, as necessary. This appeal must be received by the Director of Education within five (5) business days of termination. Should a student fail to appeal this decision within the time required, the decision to terminate will be final. A decision on the student's appeal will be made by the School's Executive Committee and will be communicated to the student in writing. The Executive Committee's decision on the appeal is final.

## **The Rules and Regulations are as follows:**

### **Uniform Policy**

All students must wear black tee-shirts or black sweatshirts with the school's name imprinted on the required uniform tops purchased from the school. Black pants without an elastic ankle or cuff may be worn. Skirts must be knee length and legs must be covered with same colored hosiery.

No head apparel such as hats, scarves, sunglasses, etc. is permitted.

Black leather uniform shoes with rubber soles are recommended, (no open toe shoes, no high tops, no sandals, no open back shoes, no shoes higher than 1" to 1 1/2" heel.

**If students are issued a name badge it must be worn every day or as needed for outside activities.**

Students are required to keep uniforms neat and clean, and keep shoes polished, and hair/makeup appropriate for daytime wear.

**Students may not cover school uniform emblem on their t-shirt or sweatshirt with jackets, sweaters or other outerwear, etc.**

Students may wear a long sleeve t-shirt or turtleneck underneath his/her uniform shirt as long as it is the same color as the regulation uniform top, or white and has no visible writing.

While in the school uniform, students are expected to look and act as a professional. This includes wearing the school uniform during the lunch break while on or off the premises of Jama's Beauty & Barber College.

You are expected to look and conduct yourself as a professional, particularly in terms of personal hygiene and good grooming, attitude and personality.

Students who do not meet the uniform code will not be permitted to attend classes, therefore losing training hours for the day and thus receiving absent hours.

### **Phone/Text Messaging**

Under no circumstances are cell phones permitted to ring during school hours. Please keep phones off or on silent/vibrate mode. Students may check their messages and use their phone during lunchtime/night break and before or after school. Students will be permitted to take the classroom pass in order to use their cell phone or check their messages. Students are asked to use their phones outside only. Students will not be permitted to use cell phones in the lobby, hallways, classrooms, clinic, or ladies rooms or to leave the building to use their phone. 'Students are not permitted to text message during class hours. Anyone who violates this policy will be sent home for the day, therefore losing training hours. In

addition, students are not permitted to receive or make phone calls from the business line except for emergency cases.

### **Student Pass**

Students are required to have a student pass if they are leaving class any other time than a scheduled break or lunchtime. Students are not permitted to leave the building even with a student pass.

### **Disciplinary Action**

Students may be disciplined by their educator or an administrator for lack of motivation, poor attitude, general disregard for policies and procedures, failure to complete classwork and assignments, and failure to service clinic customers. Students that are disciplined will have written documentation placed in their school file. At the discretion of the School Administrator, students can be suspended or terminated.

## **Harassment, Intimidation, Bullying Policy**

JB & B College prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. "Harassment, intimidation, or bullying" means any gesture, written, verbal, or physical act, or electronic communication that takes place on school property or at any school sponsored function and that the act(s) will have the effect of harming a student or damaging the student's property, or placing the student in reasonable fear of harm to his/her person or damage his/her property; or has the effect of insulting or demeaning any student in such a way to cause substantial disruption with the orderly operation of the school.

The policy will impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying, at the discretion of the School Administrator. The consequences may only be exercised when it is reasonably necessary for the student's physical or emotional safety or for reasons relating to the safety and well-being of other students, staff, or school property.

### **Summary of General Rules:**

Students are under the supervision of their instructor and should cooperate with them at all times.

Students are required to participate in all classes, lectures, workshops and other learning activities assigned by their instructor. Students refusing to participate whether it is on a written assignment, a mannequin, a model, or a client will be dismissed for the day, therefore losing clock hours.

The atmosphere in the classroom is expected to be conducive to learning at all times. Be nice and courteous at all times. Do not tease, name call or use put – downs. Be respectful of others and treat others as you would want to be treated.

Your instructor, fellow students and clients deserve the utmost professional attitude from you at all time. Your communication skills should be professional.

Students are required to inform their instructor if a situation arises in which they need to leave the classroom due to an emergency.

Students are required to notify their instructor of an absence by way of written notification if an absence is planned or by telephone call. The school telephone number is (818) 888-2452.

Students receiving a clinic service at JB & B College must be supervised by an educator. **Students may not provide their own products. Only school-provided products may be used.**

Students are required to have their kit and textbooks for all classes. Kit checks are performed at random intervals. Students without their full kit and textbooks will be dismissed for the day. No borrowing of kits/textbooks is permitted. **It is the responsibility of the student to replace lost or damaged kit parts.**

Classroom stations and work areas should be set up & kept clean and protected. Damages caused due to carelessness will result in replacement charges to the student.

Tools, products, and equipment owned by the school must be returned to your instructor by the end of the day.

**Any student who mistreats school property or equipment, or steals property from the school or fellow classmates, will be terminated from the school.**

Before dismissal, all classrooms and work areas must be cleaned and sterilized. Students are required to participate in daily sanitation and sterilization assignments at the completion of each class.

Chewing gum is prohibited on the student salon floor while servicing customers.

**Food and/or beverages are not permitted in the classrooms or student salon floor, unless for special occasions and must be approved in advance by an Instructor.**

Smoking is prohibited on the property of JB & B College. Students must walk to the sidewalk or street to smoke. Students may not have personal visitors during school hours. Student salon customers must leave the premises at the completion of the service. All visitors to the school must sign in at the visitors log located at the lobby desk. In case of emergency, visitors must report to the reception desk where they will be assisted by a staff member to locate the student.

Students may not receive incoming calls or make outgoing calls through the school's business office.

Cell phone/text messaging usage is prohibited during class time. It is only permitted during break time.

It is the responsibility of each student to check the student activities board regularly for announcements and notices.

Lobby and reception areas are designed for clients and visitors. Students must be quiet in the hallways. Parking spaces in the parking garage are for staff and students. Students who do not get a space in the parking garage may park on the street. Do not park in reserved spots, handicapped spots (unless handicapped), fire lanes or other areas marked "no parking".

Students are responsible for all of their kit belongings. All kits, books, and personal items should be taken home daily. The school is not responsible for lost or stolen items.

Students are required to remain in their assigned classrooms while class is being conducted. Visiting of students in other classrooms while class is in session is not permitted. A Student Pass should be obtained from the instructor when it is necessary to leave the classroom while class is in session.

**If given a Student Pass, it is for use within the building only. Students are not permitted to use the Student Pass to go outside to smoke during class hours. Exception: is for emergency phone calls outside.**

### **Prohibited Conduct:**

Failure to comply with the school's rules, regulations, and policies will result in disciplinary action or expulsion.

### **The following acts are prohibited:**

Insubordination

#### **Intoxication**

Cheating, copying, or the offering or receiving of unauthorized assistance in examinations, tests, quizzes, or projects.

Cheating on clock hours

Cheating on number of assignments completed

Stealing while on campus or while on field trips

Disruption of classes, assemblies, prospective student tours or school activities of any kind.

#### **Use, possession, sale, or distribution of drugs/alcohol.**

Inflammatory statements, obscenities, malicious remarks or threats to patrons, instructors, staff members, visitors, or other students.

Interference with any instructor or administrator in connection with carrying out their duties.

#### **Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited.**

Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact.

**\*All of the above violations of school rules and regulations are grounds for termination.**

### **Important Note:**

At the discretion of the School Administrator, these rules and regulations may from time to time be amended and students will be notified accordingly. If a student is absent when a rule or regulation that has been amended is discussed, it is the student's responsibility to understand and comply with the new policy. Students should regularly check the Student Activities Board for updates and announcements.

### **Student Grievance Procedures – Student Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Jama's Beauty & Barber College

21515 Vanowen St., Ste. 100, Canoga Park, Ca. 91303

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days.

Below is a list of your Student's Rights set forth throughout this catalog. If you require additional information, please contact the Chief Academic Officer.

Complaint procedures  
 Right to Cancel  
 Student Tuition Recovery Fund  
 Notice Concerning Transferability of Credits  
 Student Grievance Procedures  
 Student Rights to Inspect Records and Obtain Transcripts  
 Non-Discrimination Policy  
 Academic Freedom  
 Sexual Harassment

**Student Services**

Jama’s Beauty & Barber College provides Career Development Resources as listed below:

**Counseling Services**

This institution does provide student counseling designed to help students achieve their fullest personal development and make the best use of all of JB & B College educational resources. We offer guidance and advice beginning with your first admissions interview. The Faculty and Administrative staff will continue to be available for guidance throughout your enrollment at Jama’s Beauty & Barber College. Your success is our number one goal. Various situations outside of school, such as transportation, your job, or child care, may arise that could jeopardize your ability to complete your studies. Faculty and staff want to know about these situations so they can help you stay on track toward your goals. We do not offer personal counseling assistance.

**Career Development Resources**

Assist students in their career development, such as in-school workshops on resume writing, interviewing skills and customer service skills as well as building a client base and retention. We will also have Alumni Guest Speakers.

**Job Placement**

The Beauty Industry is a thriving industry that continues to grow throughout a recession, while other businesses are hit harder by a recession. The U.S. Bureau of Labor and Statistics\* projects a 20% overall increase in employment for beauty professionals from 2008-2018, a much faster growth than the average for all occupations. This growth includes a 19% increase for cosmetologists, and a 12% increase for barbering professionals. Continued growth in the number of full-service spas will generate a 38% increase in job openings for Estheticians and other skin care specialists as well.

**Career Opportunities in the Beauty Field**  
**w/ U.S. Department of Labor’s Standard Occupational Classification Codes**

<u>Cosmetology</u>	<u>Barbering</u>	<u>Esthetics</u>	<u>Manicuring</u>
Hair Stylist: 39-5012	Haircutting: 39-5011	Facial Specialist: 39-5094	Manicurist: 39-5092
Hair Colorist	Trimming	Make-up Artist: 39-5091	Pedicurist: 39-5092
Manicurist: 39-5092	Trimming Beards	Hair Removal : 39-6011	
Wig and Hair: 39-5012	Shaving		

**Placement Services**

Jama’s Beauty & Barber College does not offer placement services, however, we keep a notebook binder of employers and/or managers of Salons and Spas who express an interest in interviewing our graduates

for employment. Jama's Beauty & Barber College cannot guarantee employment. Please note that in order to comply with various Federal, State, and Local oversight agencies, Jama's Beauty & Barber College is required to call employers that employ our graduates in order to verify placement.

## **Student Housing**

### **This institution has no responsibility to find or assist a student in finding 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 can be found in the surrounding neighborhood and/or communities. Monthly rent for a one bedroom apartment is estimated at \$1,200 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

## **Student Records and Transcripts**

A hard copy of all students records are kept for five years in a locked filed cabinet in a locked room. 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 his/her records 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 with a member of administration 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.

\*BLS.gov/oes/

## **Professions – Requirements for Eligibility for Licensure**

Each Board of Barbering and Cosmetology program offered requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$125 non refundable initial license fee to accompany the completed application. Students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam. JB & B College 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.
- Barbering Program: Completed 1500 hours in a Board approved school.
- Esthetician Program: Completed 600 hours in a Board approved school.
- Manicurist Program: Completed 400 hours in a Board approved school.

**The school has enrollment Monday – Friday of each week, some weekends as needed.**

## Charges: Tuition & Fees

Program Name	Tuition	Enrollment Fee	STRF	Books, Materials & Uniform	Total Program Charges
Cosmetology	\$6,000	\$150	\$0	\$3,350	\$ 9,500
Barbering	\$4,000	\$150	\$0	\$3,350	\$ 7,500
Esthetician	\$2,200	\$150	\$0	\$3,150	\$ 5,500
Manicurist	\$1,500	\$150	\$0	\$1,850	\$ 3,500

A transfer student for Cosmetology cost will be \$3.75 per hour.

A transfer student for Barbering cost will be \$2.67 per hour.

A transfer student for Esthetician cost will be \$3.67 per hour.

A transfer student for Manicurist cost will be \$3.75 per hour.

The school offers flexible payment options.

Cash, Cashier's Check or Personal Checks are accepted.

Program Name	
Cosmetology	
1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE	\$ 9,500
2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$ 9,500
Barbering	
1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE	\$ 7,500
2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$ 7,500
Esthetician	
1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE	\$ 5,500
2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$ 5,500
Manicurist	
1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE	\$ 3,500
2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$ 3,500

The cost of tuition does not include the California State Board Examination Fee or License Fee.

\*Program and/or tuition costs are subject to change.

\*Class Schedules are subject to change based on staff availability and school's demand.

### Time Frame for Program Completion:

<u>Course</u>	<u>Program Length</u>
Cosmetology:	43 weeks or 11 months to 22 months (depending on flexible hours clocked per week)
Barbering:	39 Weeks or 10 months to 20 months (depending on flexible hours clocked per week)
Esthetician:	16 weeks or 5 months to 10 months (depending on flexible hours clocked per week)
Manicurist:	14 weeks or 3.5 months to 8 months (depending on flexible hours clocked per week)

**Owners:****Jacqueline (Jama) Williams Woody & Alex Woody**

Jacqueline is Owner and CEO of Jama's Beauty & Barber College. She is a California licensed Cosmetologist and owner of Jama's Hair Studio since 2007. During that time she has managed over 40 employees and provided on going training in haircutting, thermal styling, chemical services, facials, makeup, waxing, manicures and pedicures.

**Faculty**

The faculty at JB & B College is hired based on their expertise in their particular field of beauty and wellness. Our faculty members are highly skilled educators in hair, skin, and nail care. They are dedicated in providing you with the skill-set necessary for you to become a success while helping you to understand the importance of theory and practical training as you explore the many facets as a student of Cosmetology, Barbering, Esthetics and Manicuring.

**Vanessa Medina**

Vanessa was licensed as a Cosmetologist since 2003. She has been an Instructor for 14 years leading the Day and Evening Cosmetology program with advance techniques in Coloring and Haircutting as well as Milady's Theory. She is also trained as an Esthetics and Manicuring Instructor and State Board Procedures.

**Easchell Lovell**

Easchell is a licensed Cosmetologist with many years of experience in her discipline. She has taught all areas of Cosmetology including State Board Preparation.

**Veronique Theret**

Veronique is a licensed Esthetician and has taught with Sonage Skincare line and numerous French product lines. She is a veteran in her craft and trained with State Board Preparation.

**Enrae Green**

Enrae is a licensed Barber and brings years of experience into his classroom. He is a talented instructor.

**Cherice Patton**

Cherice is a licensed Cosmetologist with years of experience in her craft.

**Ashlee Anderson**

Ashlee has taught all levels of Esthetics and Cosmetology. She has also been an Educator for numerous product lines including Dermalogica.

**Administration & Support Staff**

Elinor Benhamo

Deona Calalang

Amaris Amezquita



## Mission and Objectives for each program – description of instruction

### Program Name - Cosmetology

Name of Program	Cosmetology
Program Description	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 on diverse (as well as multi-ethnic) hair textures of all ethnic groups, 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.
Program Mission & Objectives	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 Cosmetologists in the State of California
Graduation Requirements	All Cosmetology students are required to complete 1600 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (1600), with a grade of “satisfactory”. Cosmetology students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam. JB & B College assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. All student workbooks must be completed and turned into their instructor. At this point, all institutional charges and fees are either paid in full or otherwise accounted for. Upon successfully passing the examination the graduate can obtain a Registered California Cosmetology License. With this license the registered Cosmetologist may be employed in a Beauty Salon or own and operate his/her own Beauty Salon establishment. Jama’s Beauty & Barber College has all tools and equipment available for purchase needed to successfully graduate.
Total Clock Hours	This program is 1600 hours in length This program is delivered Monday through Friday, 5 days a week, up to 8 hours per day
Final Tests or Exams	Must receive 75% or better
Mode of Instruction	Traditional Classroom
Textbooks	Milady Standard Cosmetology, 13th Edition, 2016
Required Internship or Externship	None Required
Faculty Number & Qualifications	One instructor is required to teach this educational program. The 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 the Cosmetology field.
List the skills or competencies to be acquired by the student.	At the completion of the program the student will be able to <ol style="list-style-type: none"> <li>1. Properly use and handle all cosmetology related tools such as; scissors, razors, curling irons, blow dryers, dermal lights, combs and brushes, etc..</li> <li>2. Apply corrective and preventative skin care treatments, and apply make-up.</li> <li>3. Effectively use styling techniques which include, roller setting, thermal</li> </ol>

	<p>styling, pressing, finger waving, pin curls, etc.</p> <ol style="list-style-type: none"> <li>4. Perform chemical services such as, permanent waving, hair coloring, bleaching, chemical relaxing, etc.</li> <li>5. Perform haircutting services using scissors, razors, and thinning tools.</li> <li>6. Perform Manicuring, Pedicuring and artificial nail services.</li> <li>7. Apply scalp and hair treatments including the use of therapeutic message.</li> </ol>
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Module	Module Description	Theory Hours	Practical Hours
Module 1 Hairstyling	In this module 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 blow dry styling.	65	240
Module 2 Permanent Waving and Chemical Straightening	In this module 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 Hair Coloring and Bleaching	In this module the student will learn the following techniques and procedures (also including, the use of 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 Hair Cutting	In this module 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
Module 5 Laws and Regulations	In this course the student will learn about the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	0
Module 6 Health and Safety Considerations	In this module 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 Disinfection and Sanitation	In this module 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 Anatomy and Physiology	In this module the student will learn about Human Anatomy, Human Physiology.	15	0

Module 9 Manual, Electrical and Chemical Facials	In this module the student will learn the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	25	40
Module 10 Eyebrow Beautification and Make up	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.	25	30
Module 11 Manicuring and Pedicuring	In this module the student will learn about Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10	25
Module 12 Artificial Nails and Wraps	In this module the student will learn about Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs	25	120 nails
Module 13 Additional Training, Professionalism	In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	100	440

**Program Name – Barbering**

<b>Name of Program</b>	<b>Barbering</b>
Program Description	A 1500-hour course which includes the study and practice of all aspects of the beautification and care of the hair and skin. The course provides for both classroom instruction and supervised practice of job related skills such as hairdressing, hair cutting, shaving, coloring and skin care services. The program also includes the study of relative subjects such as bacteriology, anatomy, chemistry, health, etc.
Program Mission & Objectives	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 Barber in California. Upon successful completion, graduates are ready to pass the required state test and be licensed as a Barber in the State of California.
Graduation Requirements	All Barber students are required to complete 1500 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (1500), with a grade of “satisfactory”. Barber students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam. JB & B College assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. All student workbooks must be completed and turned into their instructor. At this point, all institutional charges and fees are either paid in full or otherwise accounted for. Upon successfully passing the examination the graduate can obtain a Registered California Barber License. With this license the registered Barber may apply for entry level positions as a salon technician, sales representative, barber, platform artists, etc. Successful completion and licensing can also be a “first step” towards other related occupations such as, barber instructor, barbershop owner or school owner. Jama’s Beauty & Barber College has all tools and equipment available for purchase needed to successfully graduate.
Total Clock Hours	This program is 1500 hours in length This program is delivered Monday through Friday, 5 days a week, up to 8 hours per day. Schedules are subject to change.
Final Tests or Exams	Must receive 75% or better
Mode of Instruction	Traditional Classroom
Textbooks	Milady's Standard Barbering, 6th Edition, NEW
Required Internship or Externship	None Required
Faculty Number & Qualifications	One instructor is required to teach this educational program. The instructor must be currently licensed as a Barber and by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in this field.
List the skills or competencies to be acquired by the student.	At the completion of this program the student will be able to <ul style="list-style-type: none"> <li>▪ Clean and sanitize tools and work environment.</li> <li>▪ Schedule client appointments and accept payments.</li> <li>▪ Properly use and handle all barbering related tools such as; clippers,</li> </ul>

	<p>trimmers, scissors, razors, curling irons, blow driers, combs and brushers, etc.</p> <ul style="list-style-type: none"> <li>▪ Effectively use styling techniques which include, thermal styling, pressing, finger waving, pin curls, etc.</li> <li>▪ Perform chemical services such as permanent waving, hair coloring, bleaching, chemical relaxing, etc.</li> <li>▪ Perform haircutting services using clippers, trimmers, scissors, razors, and thinning tools.</li> <li>▪ Apply scalp and hair treatments including the use of therapeutic massage.</li> <li>▪ Prepare the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave anti-septic, massaging the client's face, rolling cream.</li> </ul>
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Module	Module Description	Theory Hours	Practical Hours
Module 1 Hairstyling	In this course the student will learn the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blow dry styling.	65	240
Module 2 Permanent Waving and Chemical Straightening	In this course the student will learn the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
Module 3 Hair Coloring and Bleaching	In this course the student will learn the following techniques and procedures (also including, the use of 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	80
Module 4 Hair Cutting	In this course the student will learn the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	60	140
Module 5 Laws and Regulations	In this course the student will learn about the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	80	0
Module 6 Health and Safety Considerations	In this course the student will learn about Health and Safety/Hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.	100	0
Module 7 Disinfection and	In this course the student will learn the following techniques and procedures: Disinfection and sanitation	20	0

Sanitation	including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.  Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.		
Module 8 Anatomy and Physiology	In this course the student will learn about Human Anatomy, Human Physiology.	15	0
Module 9 Shaving Preparation and Performance	In this course the student will learn the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	80	120
Module 10 Additional Training, Professionalism	In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	75	220
	<b>TOTAL</b>	<b>595</b>	<b>905</b>

### Program Name – Esthetician

<b>Name of Program</b>	<b>Esthetician</b>
Program Description	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.
Program Mission & Objectives	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 an Esthetician in California. Upon successful completion, graduates are ready to pass the required state test and be licensed as an Esthetician in the State of California
Graduation Requirements	All Esthetician students are required to complete 600 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon

	<p>completing the required theory and practical hours (600), with a grade of “satisfactory”. Esthetician students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam. JB &amp; B College assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. All student workbooks must be completed and turned into their instructor. At this point, all institutional charges and fees are either paid in full or otherwise accounted for. Upon successfully passing the examination the graduate can obtain a Registered California Esthetician License. With this license the registered Esthetician may be employed in a Beauty Salon or in a Spa.</p> <p>Jama’s Beauty &amp; Barber College has all tools and equipment available for purchase needed to successfully graduate.</p>		
Total Clock Hours	<p>This program is 600 hours in length This program is delivered Monday through Friday, 5 days a week, up to 8 hours per day</p>		
Final Tests or Exams	Must received 75% or better		
Mode of Instruction	Traditional Classroom		
Textbooks	Milady's Standard Esthetics Fundamentals, 11th Edition, 2013		
Required Internship or Externship	None Required		
Faculty Number & Qualifications	One instructor is required to teach this educational program. The instructor must be currently licensed as an Esthetician or Cosmetologist by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in this field.		
List the skills or competencies to be acquired by the student.	<p>At the completion of this course the student will be able to</p> <ul style="list-style-type: none"> <li>• 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>		
Module	Module Description	Theory Hours	Practical Hours
Module 1 Law and Regulations	In this module the student will learn the about The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	
Module 2 Health and Safety Consideration	In this module the student will received training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of	40 hrs	

	cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.		
Module 3 Disinfection and Sanitation	In this module the student will learn the procedures to protect the health and safety of the consumer as well as the technician including proper disinfection procedures.	10 hrs	
Module 4 Anatomy and Physiology	In this module the student will learn Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15 hrs	
Module 5 Chemical, Manual and Electrical Facials	In this module the student will learn about and have practical training in 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	70 hrs	255 hrs
Module 6 Client Preparation, Professionalism	In this module the student will learn the basics of client preparation including Greeting, Consultation, Forms, Questions to ask to Discover Client Needs, Analyzing Client's Skin and Assessment, Agreement of Treatment, Delivering of the Service, Completion, Client Retention, Resolving Conflict, Handling Difficult Clients, Diplomacy Additional training or practical application hours will be provided to the student to assure competence. The student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	15 hrs	
Module 7 Makeup	In this module the student will learn about and have practical training in Products, Tools, Supplies, Daytime Make-Up, Special Occasion Make-Up, Camouflage, Custom Blending, Facial Contouring, Black and White Photo Make-Up, Glamour Eyes, Fantasy Make-Up,	20 hrs	90 hrs



	Corrective, Bridal, Custom Lip Sticks, Custom Foundations, Body Art, Photo Shoot, Artificial Eyelashes, Lash and Brow Tinting, Body Bronzing, Consultation, Safety and Sanitation		
Module 8 Eye Brow Beautification	In this module the student will learn and have practical training in eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25 hrs	50 hrs
	<b>TOTAL</b>	<b>205</b>	<b>395</b>

### Program Name – Manicurist

<b>Name of Program</b>	<b>Manicurist</b>
Program Description	The Manicurist Course offers a complete 400 hour course in the science and art of manicuring. The program is designed to prepare and educate each student in the fundamentals of the basic manicuring 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 Manicurist License. In addition, the course will incorporate the knowledge needed for entry level employment in salons or spas.
Program Mission & Objectives	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.
Graduation Requirements	All Manicurist students are required to complete 400 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (400), with a grade of “satisfactory”. Manicurist students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam. JB & B College assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. All student workbooks must be completed and turned into their instructor. At this point, all institutional charges and fees are either paid in full or otherwise accounted for. Upon successfully passing the examination the graduate can obtain a Registered California Manicurist License. With this license the registered Manicurist may be employed in a Beauty Salon or a Spa. Jama’s Beauty & Barber College has all tools and equipment available for purchase needed to successfully graduate.
Total Clock Hours	This program is 400 hours in length This program is delivered Monday through Friday, 5 days a week, up to 8 hours per day. Schedules are subject to change.
Final Tests or Exams	Must receive 75% or better
Mode of Instruction	Traditional Classroom
Textbooks	Milady's Standard Nail Technology, 7th Edition, 2015
Required Internship or Externship	None Required
Faculty Number &	One instructor is required to teach this educational program. The instructor

Qualifications	must be currently licensed as a Manicurist or Cosmetologist by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in this field.
List the skills or competencies to be acquired by the student.	<p>At the completion of this program the student will be able to</p> <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> <li>▪ 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</li> </ul>

Module	Module Description	Theory Hours	Practical Hours
Module 1 Manicures and Pedicures	The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	60 hrs	60 hrs 180 hrs nails
Laws and Regulations	The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	
Module 2 Health and Safety Considerations	The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25 hrs	
Module 3 Disinfection and Sanitation	The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician.	20 hrs	10 hrs

	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.		
Module 3 Bacteriology, Anatomy and Physiology	The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and condition	10 hrs	
Module 4 Additional Training, Professionalism	In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	25 hrs	
	<b>TOTAL</b>	<b>150 hrs</b>	<b>250 hrs</b>

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