

Katie Skills Center

www.kscusa.us

BPPE School Code: 44374931

Board of Barbering and Cosmetology School Code: 14001

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

Catalog of Courses

January 1, 2020 to December 31, 2020

415 E. 12th Street
Oakland, CA 94606
Office: (510) 444-6488

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2 Catalogue Update

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

3 School Location

Katie Skills Center, 415 E. 12th ST., Oakland, CA 94606, Office: (510) 444-6488, www.kscusa.us

4 (a) Approvals

Katie Skills Center is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 and 5, CCR. Board of Barbering and Cosmetology approval code: 147001.

4 (b) Mission

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

5 Questions

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, Phone: (916) 574-8900, Fax: (888) 370-7589.”

“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.”

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

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

6 Review Documents

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

7 Complaints

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

8 Address of Instructional Location

Katie Skills Center, 415 E. 12th ST., Oakland, CA 94606
 Classes will be held at: 415 E. 12th ST., Oakland, CA 94606
 Katie Skills Center does not offer distance learning.

9 Programs

Program Name – Cosmetology

Program Length in Hours 1,600

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

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

Equipment Used by Instructors and Students

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

THERMAL HAIR STRAIGHTENERS

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

TEXT AND REFERENCE BOOKS

- Textbook approved by the board
- Performance Criteria

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

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

Does Training Lead to Licensing or Certification Yes

List of Requirements for Eligibility for Licensure:

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

Which Agency certifies or licenses graduates?

California Board of Barbering and Cosmetology

Is an Externship or Internship Required?

No

Requirements for Completion

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

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

Program Name – Esthetician

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

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

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

Requirements for Completion

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

Program Name – Electrology

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

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

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

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

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

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

Requirements for Completion

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

Name of Program:**Manicurist****Program Length in Hours** 600

Description of Program This course is the study of the basic principles of Nail Technology that will prepare students to meet all the requirements necessary to pass state licensure examination and obtain gainful employment in the field of Nail Technician. Upon successful completion of this course, students are able to demonstrate professional conduct, recognize nail disorders and diseases, and identify and perform procedures for sanitation and nail care services.

Name of Course(s) Within this Program of Study Orientation
 Manicuring
 Pedicures
 Electric filing
 Nail tips
 Wraps
 Light gels and acrylic nail

Equipment Used by Instructors and Students

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

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

- Clean and sanitize tools and work environment.
- Schedule client appointments and accept payments.
- Remove previously applied nail polish, using liquid remover and swabs.
- Clean customers' nails in soapy water, using swabs, files, and orange sticks.
- Shape and smooth ends of nails, using scissors, files, and emery boards.
- Apply undercoat and clear or colored polish onto nails with brush.
- Advise clients on nail care and use of products and colors.
- Assess the condition of clients' hands, remove dead skin from the

hands and massage them.

- Soften nail cuticles with water and oil, push back cuticles, using cuticle knife, and trim cuticles, using scissors or nippers.
- Brush powder and solvent onto nails and paper forms to maintain nail appearance and to extend nails, then remove forms and shape and smooth nail edges using rotary abrasive wheel

Does Training Lead to Licensing or Certification

Yes

List of Requirements for Eligibility for Licensure:

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

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

California Board of Barbering and Cosmetology

No

Requirements for Completion

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

Program Name – Barber

Name of Program	Barber
Program Length in Hours	1500
Description of Program	The Barber Program consists of lessons addressing the treatment of hair and scalp. Topics include shampooing, hair cutting, hair styling, shaving, hair coloring, permanent waving and chemical relaxers, facial massage and treatments, sanitation procedures, and salon management. Students successfully completing this program will be eligible to sit for the exam for state licensure in California which is administered the California Board of Barbering and Cosmetology.
Equipment Used by Instructors and Students	<p>As required by the Cosmetology Board:</p> <p>1 Time clock</p> <p>3 Shampoo bowls – (when the average daily attendance exceeds 15 students, additional bowls shall be added at the ratio of one for each 5 students in average daily attendance in excess of 15)</p> <p>15 Barber chairs – Chairs shall be spaced at least 4½ feet from center to center (when the average daily attendance exceeds 15 students, additional barber chairs shall be added at the ratio of one for each student in average daily attendance in excess of 15)</p> <p>Workstations – One workstation for each barber chair. Workstations having a wood surface shall be covered with a hard-based paint or some other nonabsorbent washable material.</p> <p>Wet sterilizer – One for each barber chair for individual use of each student.</p> <p>2 Closed receptacles – For each barber chair, one for disposal of used papers and the other for used linens.</p> <p>Classrooms – Equipped with either armchairs suitable for students taking notes, or regular school desks.</p> <p>Thermal Hair Straighteners</p> <p>1 Electric curling iron</p>
List the skills or competencies to be acquired by the student.	<p>Men’s Hair Cutting</p> <ul style="list-style-type: none"> Taper Side and Back Fade High and Tight Flat Top Buzz Military Razor Cutting Business Professional <p>Men’s Grooming</p> <ul style="list-style-type: none"> Beard and Mustache Trim Other Facial Hair Trim Facial Shaving Scalp Treatments Scalp & Facial Massage Shampooing and Hair Care <p>Women’s Basic Haircutting</p> <ul style="list-style-type: none"> Basic Styles <p>Other Skills Taught</p>

	Networking Skills Client Interaction Product Support Interviewing/Job Placement Skills Theory applied to Professional Barbering
Does Training Lead to Licensing or Certification	Yes
List of Requirements for Eligibility for Licensure:	Completion of a Board approved course of instruction and achievement of a passing grade on a Cosmetology Board administered exam.
Which Agency certifies or licenses graduates?	California Board of Barbering and Cosmetology
Is an Externship or Internship Required?	No
Name of Course(s) Within this Program of Study	The curriculum for students enrolled in a barbering program shall consist of fifteen hundred (1500) hours of technical instruction and practical training as follows: Hairstyling Permanent Waving and Chemical Straightening Hair Coloring and Bleaching Hair Cutting Shaving Instruction in Health and Safety Laws and Regulations Health and Safety Considerations Disinfection and Sanitation Anatomy and Physiology Other Board Recommended Studies (communications)

Requirements for Completion

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

Program Name – Barber Crossover

Program Length in Hours: 400 hours

Description of Program:

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

Equipment Used by Instructors and Students

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

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

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

Does Training Lead to Licensing or Certification: Yes

List of Requirements for Eligibility for Licensure:

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

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

Is an Externship or Internship Required? No

Name of Course(s) Within this Program of Study

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

Hairstyling

Permanent Waving and Chemical Straightening

Hair Coloring and Bleaching

Hair Cutting

Shaving

Instruction in Health and Safety

Laws and Regulations

Health and Safety Considerations

Disinfection and Sanitation

Other Board Recommended Studies (communications)

Requirements for Completion

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

Program Name – Cosmetology Crossover

Program Length in Hours: 400 hours

Description of Program:

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

Equipment Used by Instructors and Students

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

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

As the same as Barber Program (page 2)

Does Training Lead to Licensing or Certification: Yes

List of Requirements for Eligibility for Licensure:

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

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

Is an Externship or Internship Required? No

Name of Course(s) Within this Program of Study

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

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

Requirements for Completion

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

Program Name – Massage Therapy 600

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

Which Agency certifies or licenses graduates?	Oakland Police Dept or CAMTC	
Is an Externship or Internship Required?	No	
Name of Course(s) Within this Program of Study	CAMTC Required Anatomy Physiology Contraindications Heath & Hygiene Business & Ethics	<ul style="list-style-type: none"> • Clinical Environment • Foundational Clinical Skills • Application of Clinical Skills • Medical Terminology • Rehabilitative Massage • Deep Tissue Massage • Sports Massage • Pregnancy Massage
	Other Modules	
	<ul style="list-style-type: none"> • Professionalism • Employment Essentials • Nutrition • Massage and the Legal Environment 	

Requirements for Completion

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

Program Name – Massage Therapy 1000

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

- Assess clients' soft tissue condition, joint quality and function, muscle strength, and range of motion.
- Develop and propose client treatment plans that specify which types of massage are to be used.
- Refer clients to other types of therapists when necessary.
- Use complementary aids, such as infrared lamps, wet compresses, ice, and whirlpool baths to promote clients' recovery, relaxation, and well-being.

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

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

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

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

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

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

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

Oakland Police Dept or CAMTC

No

CAMTC REQUIRED

Anatomy

- Medical Terminology
- Deep Tissue Massage

Physiology
 Contraindications
 Health & Hygiene
 Business & Ethics

Primary Content

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

- Sports Massage
- Pregnancy Massage
- Massage Therapies and Healthcare

Business Development

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

Requirements for Completion

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

10 Professions – Requirements for Eligibility for Licensure

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

11 Faculty

<p>Henry Giao, MBA, DBA, PhD Esthetician, Manicurist, Cosmetology, Barber, and Massage Instructor</p> <p>Anh Huynh Manicure instructor</p> <p>Thao Giao Manicurist, Cosmetology, Massage, and Esthetician instructor</p>	<p>Licensed Esthetician, Manicurist, Cosmetologist, Barber Certified Massage Therapist, and TX Licensed Instructor >20 years experience working in Beauty field in California >20 years experience teaching in Education field in California</p> <p>Licensed CA Manicurist 7 years experience in nail in Vietnam and CA</p> <p>Certified Massage Therapist, Licensed CA Cosmetologist and Manicurist >10 years experience in beauty field in California, >10 Years as massage therapist in Vietnam and the USA >10 years experience as instructor and manager in California</p>
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12 Admissions Policies (general)

The general criteria for admission are:

1. Student must have graduated from high school, or earned a GED and be at least 18 years of age.
2. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
3. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
4. This institution has not entered into an articulation or transfer agreement with any other college or university.

13 Student's Right to Cancel

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

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

How to Cancel

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

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

Refund Policy

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

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

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

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

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

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

14 Academic Probation and Dismissal Policies

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

15 Attendance Policy – All Programs

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

16 Leaves of Absence

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

17 Charges: Tuition & Fees (Full time)

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

Program Name	Tuition	Registration Fee	Uniform	Estimated Cost of Materials	Total Program Charges	Estimated Total Charged
Barber Crossover	2,175	75	25	225	2,500	3,500
Barber	4,675	75	25	725	5,500	6,500
Cosmetology Crossover	2,175	75	25	225	2,500	3,500
Cosmetology	4,675	75	25	725	5,500	6,500
Electrology	2,175	75	25	225	2,500	3,500
Esthetician	2,850	75	25	550	3,500	4,500
Manicurist	1,250	75	25	450	1,800	3,500
Massage Therapy 600	2,175	75	25	225	2,500	3,500
Massage Therapy 1000	2,975	75	25	450	3,500	4,500

18 Policies and Procedures Regarding Financial Aid (Title IV)

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

19 Loan Repayment

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

20 Financial Stability – Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

21 Placement Services

This institution does not provide placement assistance.

22 STRF Disclosure

STRF Fee is zero.

§ 76215. Student Tuition Recovery Fund Disclosures.

“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 non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

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

“The transferability of credits you earn at Katie Skills Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Katie Skills Center certificate program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Katie Skills Center to determine if your certificate will transfer.”

25-1 Beginning and End Dates

January 1, 2020 – December 31, 2020

25-2 Mission, All Programs, & Training Outcomes

Katie Skills Center’s mission is to provide student’s access to Cosmetology and other programs with training that is both comprehensive and professional. Working with our students, we emphasize how to be successful by providing professional services with integrity and with the highest level of skill possible. Katie Skills Center (KSC) provides affordable high quality education. We offer vocational programs to beginners as well as professionals. Through traditional classroom instruction, we teach the skills and values needed prosper as cosmetologists, barbers and massage therapists.

25-3 Visa Related Services

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

25-4 Language Proficiency

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

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

25-5 Language of Instruction

Instructions will be given in English and Vietnamese.

25-6 Financial Aid

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

25-7 Experiential Credit

This institution does not award credit for prior experiential learning.

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

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

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

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

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

I Incomplete If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

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

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

Description of Facilities

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

Cosmetology Program

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

Esthetician Program

- Container and Supplies for Preparation of Wet and Dry Sanitary Maintenance Area
- Hand soap
- Container for Disinfection of Implements
- Disinfectant solution
- Terry towels
- Paper towels
- Appropriate draping for all services
- Pencil type makeup sharpener
- Cleansing cream
- Massage cream
- 1 oz portion cups
- Cosmetic applicators
- Cotton balls
- Cotton tipped swabs
- Cleansing tissue
- Powder and liquid foundation
- Eye shadow and eye liner
- Tube mascara and applicator
- Eyebrow Pencils
- Blush
- Lip color

- Astringent or witch hazel
- Abrasive cleansing scrub
- Waste receptacle (plastic bags)
- Tweezers

Manicurist Program

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

Barber Program

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

Massage Therapist Programs

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

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

Online Cosmetology Resources Available to Our Students

Web Sites

- [Salon Channel](#)

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

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

- [Beauty Site](#)

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

lots of tips and articles.

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

- **Beauty Tech**

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

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

- **BeautyLink**

News, experts' tips, answers to beauty questions.

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

- **Beautynet**

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

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

- **Behind the Chair**

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

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

- **Lipstick Page**

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

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

- **Milady**

A leading publisher of beauty education materials.

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

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

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

Job opportunities and descriptions, *Occupational Outlook Handbook*

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

- **National Cosmetology Association**

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

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

25-12 Student Services

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

25-13 Student Housing

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

25-14 Student Grievance Procedures

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1: an effort to define the problem, 2: an effort to

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

25-15 Student Records and Transcripts

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

Privacy Act

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

Student Conduct

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

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

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such

determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Nondiscrimination Policy

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

Academic Freedom

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

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

Sexual Harassment

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

English as a Second Language Instruction

This institution does not provide ESL instruction.

Hygiene, Dress Code, and Draping Policies

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

CAMTC

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

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

(a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner", or any other term, such as "licensed," "certified," "CMT", or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.

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

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

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

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

Obtaining School Catalog

A prospective student or the general public may obtain a copy of the school catalog through the institution website: www.kscusa.us

End of Document

Truong Tham My Katie

www.kscusa.us

Bo giao duc giay phep so: 44374931

Bo Tham giay phep: 14001

Trung tam day nghe Katie khong duoc cong nhan boi (accredited) bat cu co quan nao boi Van phong giao duc Hoa Ky

Chuong Trinh Hoc

01/01/2020 to 31/12/2020

415 E. 12th Street
Oakland, CA 94606
Office: (510) 444-6488

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22 Boi Thuong hoc phi	22
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Co quan xep hang ve lao dong Hoa Ky	30
Nhan quyen muc luc chuong trinh cua truong	30

2 Chương trình học cấp nhất:

Dựa theo luật lệ của tiểu bang Cali 71810, quyền chương trình học của trường phải cấp nhất mỗi năm

3 Địa điểm trường học

Trung Tâm Huan Nghe Katie (TTHNK) , 415 E. 12th ST., Oakland, CA 94606, Văn Phòng: (510) 444-6488, www.kscusa.us

4(a) Được công nhận

Trung Tâm Huan Nghe Katie là trường tư và được công nhận bởi Bộ Giáo Dục tiểu bang Cali (BGDTBC) Công nhận nghĩa là đã hoàn thành những đòi hỏi của BGDTBC dựa theo luật của tiểu bang Cali năm 2009 and 5. Và được công nhận bởi Hội Đồng Tham My Cali, giấy phép số: 147001.

4(b) Nhiệm vụ

TTHNK phục vụ nghe nhiep cần thiết cho nhiều chủng tộc bởi sự giúp đỡ và cung cấp tới học sinh

5 Tham khảo

“Tất cả những câu hỏi một học sinh về quyền chương trình học nếu không thỏa đáng bởi nhà trường thì có thể liên lạc trước tiếp với BGDTBC tại 1747 North Market, suite 225, Sacramento, CA 95834, www.bppe.ca.gov, Điện thoại: (916)574-8900, Điện thư: (888)370-7589”

“Một học viên hãy bắt kỳ ai có thể gọi thỉnh nguyện thư than phiền nhà trường với BGDTBC qua điện thoại số: (888) 370-758 hay điện vào mẫu đơn than phiền lay ở trên trang web site: www.bppe.ca.gov.”

“Tham dự và /hoặc tốt nghiệp từ trường được công nhận bởi Hội Đồng Massage (HDMC), không bao đảm học viên được cấp giấy phép hành nghề từ HDMC. Đơn xin cấp giấy phép phải đạt được những yêu cầu đòi hỏi tối thiểu đã có trong luật hành nghề của Cali và đạo luật học đường số 4600 et.seq”

“Một học sinh hãy một ai có những câu hỏi trả lời không được thỏa đáng bởi nhà trường hay muốn than phiền về nhà trường có thể điền đơn hoặc liên lạc với Hội Đồng Massage tại One Capitol Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337”

6 Xem lại hồ sơ

Học sinh xem lại quyền Chương Trình Học trước khi ký vào hợp đồng ghi danh đồng thời cũng xem lại to Thông Ke Hoàn Thành của Chương Trình mà nhà trường đã cung cấp trước khi ký vào hợp đồng.

7 Than phiền

Một học sinh, hoặc ai đó có thể than phiền nhà trường với BGDTBC qua số điện thoại (888) 370-7589 hoặc điện vào mẫu đơn có sẵn trên trang web www.pbbe.ca.gov.

8 Địa chỉ của trường

Trường Tham My Kaite, 415 E. 12th ST., Oakland. CA 94606
Lớp học tại: 415 E. 12th ST., Oakland. CA 94606
Trường Tham My Katie không có lớp học từ xa – Trực tuyến

9 Toan bo chuong trinh

Chu Y: Mac dau hoc sinh hoc bang tieng Viet nhung phai hoc nhung ten cua san pham hoac dung cu. Vi khi di thi tat ca cac san pham phai bang tieng Anh. Do do ten san pham va dung cu khong dich hoac dich nhung nhieu.

Ten chuong trinh – Toc

Thoi gian tinh theo gio	1,600	
Mo ta chuong trinh	Chuong trinh co 1600 gio vua hoc ly thuyet lan thuc hanh trong pham vi tham my: toc, duong da, mong tay. Chuong trinh nay co ly thuyet trong lop va thuc hanh duoc giam sat va huong dan ve ky thuat lam toc, tao kieu toc, nhom, cat, duong da v among tay services. Chuong trinh bao gom ca nhung mon lien quan nhu vi trung hoc, cau truc co the, hoa hoc, suck hoe, tiet trung, v.v...	
Ten cua lop trong chuong trinh	1 Toc 2 Duong Da 3 Mong tay 4 Trang diem	
Dung cu dung cho Giao vien va hoc sinh	<ul style="list-style-type: none">▪ May bang dien va den bao gom xanh, do ,va trang▪ Dau toc, day du toc▪ May bam the▪ Bon goi dau▪ May say▪ Giuong hoac ghe cham soc da▪ Ban lam mong tay▪ mu dien	DUOI TOC BANG DIEN <ul style="list-style-type: none">▪ luoc dien▪ luoc▪ luoc uon toc bang dien▪ luoc uon khong dung dien▪ tu dien de khan SACH GIAO KHOA VA SACH THAM KHAO <ul style="list-style-type: none">▪ Sach giao khoa duoc cong nhan boi HDTMC▪ Sach thuc hanh
Ky nang va kha nang hoc sinh tiep thu duoc .	<ul style="list-style-type: none">▪ Tao kieu dau uot▪ Tao kieu bang nhiet▪ Uon toc▪ Duoi toc▪ Cat toc▪ Nhom▪ Tay▪ Chua tri da dau va toc	<ul style="list-style-type: none">▪ Facial bang tay▪ Dien▪ Trang diem▪ Cham soc tay ba chan▪ Acrylic nails▪ Nail tips▪ Mong boc va sua mong
Chuong trinh hoc co bang hanh nghe hay Chung chi Khong?	Co	
Liet ke nhung doi hoi de co duoc bang hanh nghe:	Hoan thanh chuong trinh hoc voi so diem tren trung binh trung duoc cong nhan boi HDTMC va thi dau bang do HDTMC giam sat	
Co quan nao cap giay phep hay giay phep sau khi tot nghiep?	HDTMC	

Có chương trình thực tập Không
ngoại trú hay nội trú không?

Đòi hỏi để tốt nghiệp

Học sinh phải hoàn tất những đòi hỏi tối thiểu về lý thuyết lẫn thực hành mà HDTMC đã định, với kết quả thi tổng kết thực hành và lý thuyết phải đạt được là 75 % hoặc hơn. Công vào đó học sinh phải phải hoàn thành những lớp đã định trong chương trình. Để hoàn tất chương trình học sinh phải tham dự lớp tối thiểu là 85% của tổng số giờ học, đồng thời phải đạt được điểm đầu được chăm bồi giáo viên qua tất cả các môn học trong các lĩnh vực tốc, dưỡng da, chăm sóc móng tay.

1. Hoàn tất bài tập lý thuyết lẫn thực hành trong sách bài tập
2. Coi những video đã định
3. Chuẩn bị hình ảnh hoàn thành thực tập môn học. Ít nhất 15 hình
4. Chuẩn bị sắp xếp vở với tiêu đề và phương pháp thực hành
5. Hoàn thành tờ resume có bìa. Với tất cả trên, hoàn thành 1600 giờ, đòi hỏi của tiêu bang , và những môn học trên, học sinh nhận giấy chứng chỉ cấp từ Trường Tham My Kaite.

Ten chương trình – Duong da

Ten chương trình	Duong da
Thời gian học tính theo giờ	600
Mô tả chương trình	Chương trình chăm sóc da mặt 600 giờ với khoa học và kỹ thuật của chăm sóc da. Khoa học mang tính cách số cấp trong lĩnh vực sản xuất da mặt với tiêu chuẩn của HDTMTBC. Chương trình sẽ sửa soạn cho mỗi học viên về thực tập lan thực hành cho thi lấy bằng Chăm sóc da của tiểu bang Cali. Công với sự kết hợp chặt chẽ kiến thức từ lớp học giúp cho học viên bước vào làm việc trong tiệm, hoặc trong viện thẩm mỹ.
Tên của lớp trong chương trình	Chăm sóc da Lay long tam thoi Trang diem
Dụng cụ dùng cho Giáo viên và học sinh	<ul style="list-style-type: none">▪ Xà phòng rửa tay▪ Hộp đựng dụng cụ sau khi tiệt trùng▪ Hoa chat tiệt trùng▪ Khan lau vải▪ Giay lau tay▪ Khan trải▪ Viet de trang diem vien moi va mi mat, do got▪ Kem de rua▪ Kem massage▪ Bot dung de lay da chet▪ Bao rac nhua▪ Cay nho long▪ Lo dung de tiệt trùng▪ Nuoc dung de dong lo chan long▪ May ham wax▪ Vai wax▪ Ly nho 1 oz▪ Co dung de trang diem▪ Bong gon tron▪ Mieng lau bang bong gon▪ Giay lau tissue▪ Phan nen nuoc va bot▪ Bot danh mi mat va cay danh vien moi▪ Cay chai long mi▪ Viet chi ke mat▪ Co long dung danh phan bot▪ Cay ke moi▪ Nuoc hoa tan voi Wax
Kỹ năng và khả năng học sinh tiếp thu được .	Chương trình học bao gồm: <ul style="list-style-type: none">▪ Có khả năng để nhận định được khách hàng tình trạng skin▪ Có thể thảo luận với khách hàng về chữa trị▪ Thực hiện tẩy da và làm cho da sáng hơn▪ Thoa hoa chat de lot da muc dich de giam bot nep nhan va doi moi▪ Thực hiện lấy mụn đầu đen.▪ Lay di nhung vung long qua Phuong phap lay long tam thoi▪ Nho chan may▪ Huong dan khách hàng về chăm sóc da và trang diem▪ Tiet trung dung cu and don dep noi lam viec▪ Massage mat▪ Lua chon va dung my pham cu the kem, kem thoa da, and thuoc bo
Chương trình học cơ bản hành nghe hay Chung chi Không?	CO

Liet ke nhung doi hoi de co duoc bang hanh nghe: Hoan thanh chuong trinh hoc voi so diem tren trung binh trung duoc cong nhan boi HDTMC va thi dau bang do HDTMC giam sat

Co quan nao cap giay phep hay giay phep sau khi tot nghiep? California Board of Barbering and Cosmetology
Co chuong trinh thuc tap ngoai tru hay noi tru khong? No

Requirements for Completion

Hoc sinh phai hoan tat nhung doi hoi toi thieu ve ly thuyet lan thuc hanh ma HDTMC da dinh, voi ket qua thi tong ket thuc hanh va ly thuyet phai dat duoc la 75 % hoac hon. Cong vao do hoc sinh phai hoan thanh nhung lop da dinh trong chuong trinh. De hoan tat chuong trinh hoc sinh phai tham du lop toi thieu la 85% cua tong so gio hoc, dong thoi phai dat duoc diem dau duoc cham boi giao vien qua tat ca cac mon hoc trong cac lanh vu cham soc da mat.

Ten chương trình – Vat ly tri lieu

Ten chương trình	Vat ly tri lieu
Chương trình học tính theo giờ	600
Mô tả chương trình	Chương trình Vat ly tri lieu 600 giờ với khoa học và kỹ thuật của điện học.. Khoa học mang tính cách số cấp trong lĩnh vực vật lý tri lieu đã đạt với tiêu chuẩn của HDTMTBC. Chương trình sẽ sửa soạn cho mỗi học viên về thực tập lần thực hành cho thi lấy bằng Vat ly tri lieu của tiểu bang Cali. Công với sự kết hợp chặt chẽ kiến thức từ lớp học giúp cho học viên bước vào làm việc trong tiệm, hoặc trong viện Vat ly tri lieu.

Những lớp học cơ bản trong chương trình	Cơ thể học, sinh lý học Luật tiểu bang Đã văn hùng phan phụ thuốc Học chi tiết của da và tóc Vi trùng học, diệt trùng, tiệt trùng Sức khỏe và an toàn Điện Vat ly tri lieu Nhiệt giai Hỗn hợp Tu thế Hành nghe
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Dụng cụ dùng cho giáo viên và học sinh	<ul style="list-style-type: none">▪ Hộp chũa và dụng cụ cho đũa soạn nấu tiệt trùng kho và uot▪ Xaphong rửa tay▪ Hộp để tiệt trùng đũa củ▪ Hoa chất diệt trùng▪ Khan lau▪ Giay lau▪ Khan phủ▪ Máy đóng điện cao tần, song ngắn, lay toc▪ Kem lau mặt▪ kim▪ ghe ngoi hoặc bàn▪ bao vệ mặt▪ bao bì nylon▪ cay nhỏ tóc	<ul style="list-style-type: none">▪ kem dưỡng da sau khi chũa trị▪ keo nhỏ▪ bông gòn▪ miếng gạc băng bông gòn▪ giay tissue▪ gói nhỏ dùng để chũa trị▪ phan trên mí mắt, cay ke mặt▪ Thung rác có nắp▪ Lay long băng điện học▪ Lay long băng nhiệt học
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Kỹ năng và khả năng học sinh tiếp thu được .	Chương trình học bao gồm: <ul style="list-style-type: none">▪ Có khả năng nhận định lòng khách hàng muốn lấy.▪ Có thể thảo luận để chũa trị văn sản phẩm khách hàng cần▪ Thực hiện lay long▪ Hiểu về điện▪ Hoa chất cho Vat ly tri lieu▪ Regrowth and statistics.
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- Ảnh hưởng của sự ngược đãi
- Hiểu về cơ thể học và tâm lý học
- Tiết kiệm và đơn giản nơi làm việc
- Giáo dục và quản lý

**Chương trình học cơ bản
hành nghề hay Chung chi
Không?** Yes

**Liệt kê những đòi hỏi để có
được bằng hành nghề:** Hoàn thành chương trình học với số điểm trên trung bình trường được công
nhận bởi HDTMC và thi đầu bằng do HDTMC giám sát

**Có quan nào cấp giấy phép hay
giấy phép sau khi tốt nghiệp?** HDTMC

**Có chương trình thực tập ngoài
trụ hay nội trú không?** No

Requirements for Completion

Học sinh phải hoàn tất những đòi hỏi tối thiểu về lý thuyết lan thực hành mà HDTMC đã định, với kết
qua thi tổng kết thực hành và lý thuyết phải đạt được là 75 % hoặc hơn. Công vào đó học sinh phải phải
hoàn thành những lớp đã định trong chương trình. Để hoàn tất chương trình học sinh phải tham dự lớp tối
thiểu là 85% của tổng số giờ học, đồng thời phải đạt được điểm đầu được chấp bởi giáo viên qua tất cả các
môn học trong các lãnh vực Vật lý trị liệu.

Tên chương trình: Mong tay

Chương trình tính giờ	600
Mô tả chương trình	Chương trình này học nguyên lý căn bản của ngành Chăm sóc móng tay tu căn bản này giúp cho học viên có đủ kiến thức cần thiết để thi đạt được kết quả để lấy bằng hành nghề. Để có được kết quả học sinh phải thể hiện được phong cách nghe nghiệp, nhận biết tình trạng, bình nail, nhận biết phương pháp làm tốt và vệ sinh.
Tên những lớp học trong chương trình	Lớp giới thiệu về ngành Mong tay Mong chân Dũa bằng máy Mong tay giả Mong boc Mong gels, Acrylic nails
Dụng cụ dùng cho giáo viên và học sinh	<ul style="list-style-type: none">▪ Xà phòng rửa tay▪ Hộp đựng dụng cụ sau khi tiệt trùng▪ Hoa chat tiệt trùng▪ Khan lau vai▪ Giay lau tay▪ Khan trải▪ Kem để rửa▪ Kem massage▪ Bong gòn▪ Hand Soap▪ Dũa giay móng tay▪ Nước sơn – nhiều màu▪ Kiểm soát móng, Kiểm soát da▪ Cây dũa da bằng sắt▪ Cây que gỗ hoặc nhựa▪ Ly đựng để luông▪ Dụng cụ First-Aid▪ Dụng cụ để làm Gels, acrylic nails, nail wraps▪ Tô ngâm tay▪ Bồn ngâm chân▪ Chất làm mềm da▪ Dầu móng tay
Kỹ năng và khả năng học sinh tiếp thu được .	<ul style="list-style-type: none">▪ Vệ sinh, dụng cụ vô trùng hóa nội làm việc▪ Lay hẹn khách và nhận payments▪ Chùi nước sơn, lay gel, móng boc, móng bot ra khỏi móng thực▪ Làm sạch móng tay khách hàng.▪ Làm dũa móng khác nhau.▪ Biết sơn▪ Chỉ dẫn khách hàng cách chăm sóc và lựa chọn sản phẩm▪ Cắt da chết▪ Cách làm manicure, oil manicure▪ Cách làm gel, warp, acrylic nails
Chương trình học có bằng hành nghề hay Chung chi Khong?	Yes
Liệt kê những đối hỏi để có được bằng hành nghề:	Hoàn thành chương trình học với số điểm trên trung bình trường được công nhận bởi HDTMC và thi đầu bằng do HDTMC giám sát

**Có quan nào cấp giấy phép
hay giấy phép sau khi tốt
nghiệp?** HDTMC

**Có chương trình thực tập
ngoại trú hay nội trú không?** Không

Requirements for Completion

Học sinh phải hoàn tất những đòi hỏi tối thiểu về lý thuyết lan thực hành mà HDTMC đã định, với kết quả thi tổng kết thực hành và lý thuyết phải đạt được là 75 % hoặc hơn. Công vào đó học sinh phải phải hoàn thành những lớp đã định trong chương trình. Để hoàn tất chương trình học sinh phải tham dự lớp tối thiểu là 85% của tổng số giờ học, đồng thời phải đạt được điểm đầu được chăm bồi giao viên qua tất cả các môn học trong các lãnh vực Chăm sóc móng tay.

Chương trình học: Tóc nam

Tên môn học Tóc nam

Chương trình học tính theo giờ 1500

Mô tả chương trình Chương trình học bao gồm những lớp sau: cách chăm sóc da đầu, gội đầu, cắt tóc, kiểu tóc, tạo kiểu, uốn tóc, duỗi tóc, massage mặt, Phương pháp tiếp xúc, quản lý. Kết quả của việc học qua chương trình sẽ giúp học sinh vượt qua kỳ thi và có bằng hành nghề do HDTMC

Dụng cụ dụng cụ chung cho giáo viên và học sinh

- 1 máy bấm tóc
- 3 bồn gội đầu
- 15 ghế cắt tóc
- Nội thất phòng
- Tiết trung bảng chemical
- 2 nội thất đồ và rác
- Phòng học
- Đồ duỗi tóc bảng điện
- 1 máy cuốn bảng điện

Kỹ năng và khả năng học sinh tiếp thu được .

- Cắt tóc nam
 - Taper
 - Side and Back Fade
 - High and Tight
 - Flat Top
 - Buzz
 - Military
 - Razor Cutting
 - Business Professional
- Men's Grooming
 - Beard and Mustache Trim
 - Other Facial Hair Trim
 - Facial Shaving
 - Scalp Treatments
 - Scalp & Facial Massage
 - Shampooing and Hair Care
- Women's Basic Haircutting
 - Basic Styles
- Kỹ năng khác:
 - Làm việc khoa học
 - Xả giao với khách
 - Hiệu quả sản phẩm
 - Tiếp xúc
 - Đem lý thuyết vào thực hành

Chương trình học cơ bản hành nghề hay Chung chi Không?	Co
Liet ke nhung doi hoi de co duoc bang hanh nghe:	Hoan thanh chuong trinh hoc voi so diem tren trung binh trung duoc cong nhan boi HDTMC va thi dau bang do HDTMC giam sat
Co quan nao cap giay phep hay giay phep sau khi tot nghiep?	HDTMC
Co chuong trinh thuc tap ngoai tru hay noi tru khong?	No
Nhung lop hoc trong chuong trinh	<ul style="list-style-type: none"> ▪ Tao kieu dau uot ▪ Tao kieu bang nhiet ▪ Uon toc ▪ Duoi toc ▪ Cat toc ▪ Nhom ▪ Tay ▪ Co kha nang de nhan dinh duoc khach hang tinh trang da va toc ▪ Co the thao luan voi khach hang ve chua tri ▪ cao ▪ Suc khoe va an toan ▪ Luat ▪ Phuong phap tiet trung ▪ Cau truc co the hoc va tam ly hoc ▪ Giao tiep

Doi hoi cho tot nghiep

Hoc sinh phai hoan tat nhung doi hoi toi thieu ve ly thuyet lan thuc hanh ma HDTMC da dinh, voi ket qua thi tong ket thuc hanh va ly thuyet phai dat duoc la 75 % hoac hon. Cong vao do hoc sinh phai hoan thanh nhung lop da dinh trong chuong trinh. De hoan tat chuong trinh hoc sinh phai tham du lop toi thieu la 85% cua tong so gio ho, dong thoi phai dat duoc diem dau va duoc cham boi giao vien qua tat ca cac mon hoc trong cac lanh vuc Toc nam.

Ten chuong trinh – Chuyen tiep Toc nam

Chuong trinh hoc tinh gio 400 hours

Mo ta chuong trinh

Chuong trinh toc nam chuyen tiep danh cho hoc sinh da co bang toc hay la da hoc xong chuong trinh trong Cali. Hoc sinh muon co kien thuc chuyen mon nghe nghiep trong pham vi toc nu va lay bang hanh nghe Cat toc nam.

Dung cu dung chung giua giao vien va hoc sinh

(xem trang 10)

Ky nang va kha nang co duoc sau khi tot nghiep

(xem trang 10 va 11)

Chuong trinh co bang hanh nghe hay la giay chung nhan: Co

Liet ke nhung doi hoi de co duoc bang hanh nghe:

Hoan thanh chuong trinh va vuot qua lan thi do HDTMC phu trach

Co quan nao cap giay phep hay giay phep sau khi tot nghiep? HDTMC

Co chuong trinh thuc tap ngoai tru hay noi tru khong? No

Lop hoc bao gom trong chuong trinh

- Tao kieu dau uot
- Tao kieu bang nhiet
- Uon toc
- Duoi toc
- Cat toc
- Nhom
- Tay
- Co kha nang de nhan dinh duoc khach hang tinh trang skin va toc
- Co the thao luan voi khach hang ve chua tri
- cao
- Suc khoe va an toan
- Luat
- Phuong phap tiet trung
- Cau truc co the hoc va tam ly hoc
- Giao tiep

Requirements for Completion

Hoc sinh phai hoan tat nhung doi hoi toi thieu ve ly thuyet lan thuc hanh ma HDTMC da dinh, voi ket qua thi tong ket thuc hanh va ly thuyet phai dat duoc la 75 % hoac hon. Cong vao do hoc sinh phai phai hoan thanh nhung lop da dinh trong chuong trinh. De hoan tat chuong trinh hoc sinh phai tham du lop toi thieu la 85% cua tong so gio ho, dong thoi phai dat duoc diem dau duoc cham boi giao vien qua tat ca cac mon hoc trong cac lanh vuc Toc nam.

Ten chương trình – Chuyên tiếp Tóc

Chương trình học tính giờ 400 hours

Mô tả chương trình

Chương trình tóc chuyên tiếp dành cho học sinh đã có bằng barber hay là đã học xong chương trình trong Cali. Học sinh muốn có kiến thức chuyên môn nghề nghiệp trong phạm vi tóc nữ và lấy bằng hành nghề Cắt tóc nữ.

Dung cụ chung giữa giáo viên và học sinh
(xem trang 2)

Kỹ năng và khả năng có được sau khi tốt nghiệp
(xem trang 2)

Chương trình có bằng hành nghề hay là giấy chứng nhận: Có

Liệt kê những đòi hỏi để có được bằng hành nghề:
Hoàn thành chương trình và vượt qua lần thi do HDTMC phụ trách

Có quan nào cấp giấy phép hay giấy phép sau khi tốt nghiệp? HDTMC

Có chương trình thực tập ngoài trường hay nội trường không? No

Lớp học bao gồm trong chương trình

- Tạo kiểu bang nhiet, Tạo kiểu dau uot
- Uon toc
- Duoi toc
- Cat toc
- Nhom
- Tay
- Có khả năng để nhận định được khách hàng tình trạng skin và tóc
- Có thể thảo luận với khách hàng về chữa trị
- cao
- Sức khỏe và an toàn
- Luật
- Phương pháp tiết kiệm
- Cấu trúc cơ thể học và tâm lý học
- Giao tiếp Facials Manual
- Electric
- Make-up
- Manicuring and Pedicuring
- Liquid and Powder Brush-on
- Artificial Nail Tips
- Nail Wraps and Repairs

Requirements for Completion

Học sinh phải hoàn tất những đòi hỏi tối thiểu về lý thuyết lần thực hành mà HDTMC đã định, với kết quả thi tổng kết thực hành và lý thuyết phải đạt được là 75 % hoặc hơn, tham dự lớp tối thiểu là 85% của tổng số giờ học, đồng thời phải đạt được điểm đầu được chấp thuận bởi giáo viên qua tất cả các môn học trong các lĩnh vực Tóc nữ.

Ten chuong trinh – Massage 600

Ten chuong trinh Massage 600

Chuong triun hoc tinh
theo gio 600

Mo ta chuong trinh Muc dich cua chuong trinh la de cung cap cho hoc sinh hoan thanh chuong trinh trong pham vi Massage. Chuong trinh di sau vao chi tiet de cho hoc sinh co mot kien thuc ve Massage de co the mo trung tam dam bop hoac tro thanh motnhan vien massage cho v/p bac si, trung tam chinh hinh, van phong cham cuu hay la trung tam suc khoe.

Dung cu dung cho giao vien va hoc sinh

Cau truc co them, dau, khan trai va quan,, ghe massage, dung cu massage, ban massage co the di chuyen duoc, ban de chua tri, den am, boc lanh, boc nong, massge.

Ky nang va kha nang co duoc sau khi tot nghiep

- Ban bac voi khach hang ve suc khoe va nhung tro ngai, dau trong van dong de co the massage co hieu qua hon
- Cach di chuyen ngon tay, an huyet voi nhung cho khac nhau trong co the
- Massage va xoa bop co va vung da mem cua co the de chua tri cho co the, tai nan, sung do
- Ho so khach hang
- Cung cap cho khach hang huong chua tri va su can thiet cua nhung cach massage nhu postural improvement and stretching, strengthening, relaxation, and rehabilitative exercises.
- An vao vung da mem, khop, co, chuc nang.
- Dua ra nhung phuong phap massage thich hop cho moi khach hang
- De nghi cach massage neu can thiet.
- Dong thoi dung nhung vat dung hoac tu tuong khac nhu: Den, da, bon nuoc, cam giac thoa mai.
- Chua tri clients mang tinh cach professional noi lam van phong cung nhu phuc vu tai nha khach hang

Hoc hoan thanh massage co the co bang hanh nghe tu HDMC.

Truong co chuong trinh 600 va 1000 gio voi muc dich co them kien thuc rong trong linh vuc massage hon la 250 gio hay 500 gio

Vao ngay 1 thang 1 nam 2015, chi nhan don cho chung nhan la Certified Massage Therapist (CMT). CMT nhan don voi hoc sinh co 500 gio duoc dao tao tu truong duoc cong nhan boi HDMC dong thoi dat duoc nhung doi hoi can thiet duoc qui dinh boi luat phap.

**Có quan nào cấp giấy
phép hay giấy phép sau
khi tốt nghiệp?**

Oakland Police Dept or CAMTC

**Có chương trình thực tập
ngoại trú hay nội trú
không?**

No

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

CAMTC Required
Anatomy
Physiology
Contraindications
Health & Hygiene
Business & Ethics

Other Modules

- Professionalism
- Employment Essentials
- Nutrition
- Massage and the Legal Environment

- Clinical Environment
- Foundational Clinical Skills
- Application of Clinical Skills
- Medical Terminology
- Rehabilitative Massage
- Deep Tissue Massage
- Sports Massage
- Pregnancy Massage

Requirements for Completion

Để hoàn thành chương trình, học sinh phải tham dự ít nhất 85% giờ của chương trình và đạt được kết quả tổng kết thi phải đạt đến 75 hoặc cao hơn. Đồng thời phải vượt qua phần thực hành dùng tiêu chuẩn của therapeutic massage bởi sự giám sát của giáo viên.

Ten chương trình – Massage 1000

Ten chương trình Massage 1000

**Chương trình học tính
theo giờ** 1000

Mô tả chương trình

Mục đích của chương trình là để cung cấp cho học sinh hoàn thành chương trình trong phạm vi Massage. Chương trình đi sâu vào chi tiết để cho học sinh có một kiến thức về Massage để có thể mô phỏng trung tâm chăm sóc hoặc trở thành một nhân viên massage cho v/p bác sĩ, trung tâm chính hình, văn phòng chăm sóc hay là trung tâm sức khỏe.

**Dụng cụ dùng cho giáo
viên và học sinh**

Cấu trúc có thêm, đầu, khăn trải và quần, ghế massage, dụng cụ massage, bàn massage có thể di chuyển được, bàn để chườm đá, đèn sưởi, bồn tắm, bồn ngâm, massage.

**Kỹ năng và khả năng có
được sau khi tốt nghiệp**

- Bàn bạc với khách hàng về sức khỏe và những trở ngại, đau trong vấn đề có thể massage có hiệu quả hơn
- Cách di chuyển ngón tay, an huyệt với những chỗ khác nhau trong cơ thể
- Massage và xoa bóp cơ và vùng da mềm của cơ thể để chữa trị cho cơ

the, tai nan, sung do

- Ho so khach hang
- Cung cap cho khach hang huong chua tri va su can thiet cua nhung cach massage nhu postural improvement and stretching, strengthening, relaxation, and rehabilitative exercises.
- An vao vung da mem, khop, co, chuc nang.
- Dua ra nhung phuong phap massage thich hop cho moi khach hang
- De nghi cach massage neu can thiet.
- Dong thoi dung nhung vat dung hoac tu tuong khac nhu: Den, da, bon nuoc, cam giac thoa mai.
- Chua tri clients mang tinh cach professional noi lam van phong cung nhu phuc vu tai nha khach hang Speaking — Talking to others to convey information effectively.
- Lang nghe – chu y lang nghe khach hang, bo thoi gian suy nghi de hieu y , hoi neu con phan van, va khong dop loi khach’
- Suy nghi – Nhan thuc diem yeu va manh dua ra phuong thuc thich hop va co phuong thuc 2 neu I khong dat duoc..

Co quan nao cap giay phep hay giay phep sau khi tot nghiep?

Hoc hoan thanh massage co the co bang hanh nghe tu HDMC.

Truong co chuong trinh 600 va 1000 gio voi muc dich co them kien thuc rong trong linh vuc massage hon la 250 gio hay 500 gio

Vao ngay 1 thang 1 nam 2015, chi nhan don cho chung nhan la Certified Massage Therapist (CMT). CMT nhan don voi hoc sinh co 500 gio duoc dao tao tu truong duoc cong nhan boi HDMC dong thoi dat duoc nhung doi hoi can thiet duoc qui dinh boi luat phap.

Co quan nao cap giay phep hay giay phep sau khi tot nghiep?

Oakland Police Dept or CAMTC

Co chuong trinh thuc tap ngoai tru hay noi tru khong?

No

Name of Course(s) Within this Program of Study

CAMTC REQUIRED

Anatomy
Physiology
Contraindications
Heath & Hygiene
Business & Ethics

Primary Content

- Professionalism

- Medical Terminology
- Deep Tissue Massage
- Sports Massage
- Pregnancy Massage
- Massage Therapies and Healthcare

Business Development

- Business Management

- Nutrition
- Massage and the Legal Environment
- Clinical Environment
- Foundational Clinical Skills
- Development of Clinical Skills
- Refinement of Clinical Skills
- Massage Techniques for Special Populations
- Rehabilitative Massage I
- Rehabilitative Massage II
- Relaxation Massage
- Professional Development
- Theories of Holistic Wellness
- Client Relations and Communications
- Business Skills
- Allied Modalities
- Assessment Skills
- Special Populations
- Oriental Theory

Requirements for Completion

Để hoàn thành chương trình, học sinh phải tham dự ít nhất 85% giờ của chương trình và đạt được kết quả tổng kết thi phải đạt đến 75 hoặc cao hơn. Đồng thời phải vượt qua phần thực hành dùng tiêu chuẩn của therapeutic massage bởi sự giám sát của giáo viên.

10 Nghe nghiệp – Doi hoi cho giay phep hanh nghe

Moi chuong trinh hoc yeu cau hoan thanh nhung lop ma bo giao duc cho phep day va hoan thanh voi so diem dau (75%) do HDTMC giam thi.

11 Giao vien

Anh Huynh Manicure instructor	Licensed CA Manicurist 7 years experience in nail in Vietnam and the USA
Hoa Tran Lab instructor	Licensed CA Cosmetology 7 years experience in nail in Vietnam and the USA A Hair Stylsit since 2018
Henry Giao, MBA, DBA, PhD Esthetician, Manicurist, Cosmetology, Barber, and Massage Instructor	Licensed Esthetician, Manicurist, Cosmetologist, Barber, Certified Massage Therapist, and TX Licensed Instructor >20 years experience working in Beauty field in California >20 years experience teaching in Education field in California
Thao Giao Manicurist, Cosmetology, Massage, and Esthetician instructor	Certified Massage Therapist, Licensed CA Cosmetologist and Manicurist >10 years experience in beauty field in California, >10Years as massage therapist in Vietnam and the USA >10 years experience in instructor and manager in California

12 Điều kiện nhập học (chung)

Tiêu chuẩn chung để nhận vào trường:

1. Tốt nghiệp phổ thông 12 hoặc có GED and trên 18 tuổi.
2. Học viên trả tiền lệ phí nộp đơn và những lệ phí hiện hành trước khi ghi danh và nhận vào trường.
3. Trường không nhận CLEP hay những kết quả thi khác. Đồng thời trường cũng không nhận kinh nghiệm nghe nghiệp của cá nhân.
4. Trường không nhận chuyển học bổng của học sinh với trường đại học nào khác.

13 Học sinh có quyền hủy học bổng

Học sinh có quyền nghỉ hủy học bổng ghi danh và nhận lại một số tiền “hoàn trả qua ngay đầu tiên tham dự lớp hay 7 ngày sau khi ghi danh, tính một trong hai” Su hủy học bổng có hiệu quả ngay viết thư khi gọi. Trường sẽ hoàn trả lại dựa vào tính toán của Cali Code of Regulations. Nếu lớp đã bắt đầu dạy bài học đầu tiên và tài liệu học trước khi hủy bỏ có hiệu quả từ lúc nhận thư, trường sẽ hoàn trả lại trong vòng 45 ngày sau khi học sinh trả lại tài liệu đã nhận.

Nếu học sinh nhận tiền tài trợ trả cho trường từ chính phủ thì số tiền do trường sẽ trả lại chính phủ và sẽ không trả cho học sinh.

Hủy học bổng như thế nào

Toi ký hủy học bổng bằng tay của học sinh hoặc hủy học bổng vì không tuân thủ nội quy nhà trường hoặc không tham gia lớp học,... Học sinh có quyền hủy học bổng và số tiền sẽ tính vào ngay đầu tiên lớp học bắt đầu or 7 ngày sau khi ký học bổng, một trong hai. Học sinh nhận 100% tổng số tiền nộp, trừ đi số tiền lệ phí ghi danh không quá 250 đồng.

Trường sẽ hoàn trả cho học sinh nếu học sinh hủy bỏ học bổng hay nghỉ học trong thời gian kỳ học. Tiền hoàn trả cho học sinh đã tham dự 60% or ít hơn của học kỳ như vậy sẽ tính theo tỷ lệ pro rata mà hoàn trả.

Cách hoàn trả

Công thức:

Hoàn trả = (tổng số tiền chương trình/tổng số giờ học) x số giờ còn lại của chương trình.

Không hoàn trả nếu đã đạt được 60% giờ học.

Mục đích của việc quyết định hoàn trả, học sinh để ý khi rút lui khỏi chương học dường như đưa vào cách hoàn trả đã đề cập trong quyền chương trình học của nhà trường.

Nếu nhà trường nhận tiền từ học sinh từ nơi đại diện hay còn gọi là người thu 3 cho, thư viện, hoặc là lệ phí thi nhà trường không phải trả tiền lại người thu 3, mà trả thẳng cho học sinh trong vòng 45 ngày.

Nhà trường sẽ hoàn trả sau khi tính toán tiền hoàn trả và dựa theo balance của học sinh trong vòng 45 ngày sau ngày học sinh hủy bỏ

Tất cả những câu hỏi một học sinh về học bổng ghi danh nếu không thỏa đáng bởi nhà trường thì có thể liên lạc trước tiếp với BGDTCB tại P.O. Box 980818, West Sacramento, CA 95798-0818.
www.bppe.ca.gov (916) 431-6959 (fax) (916) 263-1897.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O.

Box 980818, West Sacramento, CA 95798-0818. www.bppe.ca.gov (916) 431-6959 (fax) (916) 263-1897.

“Mot hoc sinh hay mot ai muon than phien ve nha truong co the dien don hoac lien lac BGDC dien thoai so 888-370-7589 hoac dien vao mau don co san tren trang web cua bo: www.bppe.ca.gov.”

14 Academic Probation and Dismissal Policies

Truong ban hoc tap se canh cao hoac cho thoi hoc voi nhung hoc sinh khong dat duoc so diem yeu cau. Diem tong ket cua hoc sinh se duoc giam sat va se bao cao o cuoi ky hoc. So diem tong ket cua hoc sinh khong dat duoc ket qua – duoi yeu cau cho tot nghiep, hoc sinh se bi dua vao danh sach canh cao. Voi ket qua nay thuong giai quyet bang cach goi thu va giai thich ly do cua tinh trang hoc kem. Hoc sinh se co 2 hoc ky de nang so diem len tren trung binh hoac vuot len tren diem toi thieu ma truong quy dinh. Sau do, Hoc sinh van khong the cai thien duoc – voi ket qua diem yeu – hoc sinh se phai thoi hoc cua chuong trinh. Truong ban hoc tap se cho kem, qua su doi hoi cua hoc sinh. Tat ca chi phi cho kem them se duoc tra boi hoc sinh.

15 Quy dinh ve tham du lop – Tat ca cac chuong trinh

Truong doi hoi hoc sinh phai tham du lop it nhat la 80% cua thoi gian chuong trinh bao gom ca lop thuc hanh va nhung bai tap khac cua chuong trinh.

16 Nghi hoc trong mot thoi gian

Hoc sinh phai nop to don ve Nghi hoc trong mot thoi gian va truong ban hoc tap co the cho phep hoc sinh nghi hoc trong mot gian thich hop. Neu hoc sinh van tiep tục nghi sau ngay cho phep, hoc sinh co the se bi cho thoi hoc va se hoan tra lai neu con.

17 Le phi: Tien hoc va nhung le phi khac

Gia ca co the thay doi – khong thobg bao

Program Name	Tuition	Registration Fee	Uniform	Estimated Cost of Materials	Total Program Charges	Estimated Total Charged
Barber Crossover	2,175	75	25	225	2,500	3,500
Barber	4,675	75	25	725	5,500	6,500
Cosmetology Crossover	2,175	75	25	225	2,500	3,500
Cosmetology	4,675	75	25	725	5,500	6,500
Electrology	2,175	75	25	225	2,500	3,500
Esthetician	2,850	75	25	550	3,500	4,500
Manicurist	1,250	75	25	450	1,800	3,500
Massage Therapy 600	2,175	75	25	225	2,500	3,500
Massage Therapy 1000	2,975	75	25	450	3,500	4,500

18 Policies and Procedures Regarding Financial Aid (Title IV)

Truong khong co tro giup cua chi phu

19 Tra lai tien vay

Neu hoc sinh co chuong trinh vay tien de tra cho tien hoc. Hoc sinh phai chiu trach nhiem hoan tra day du cong voi tien lai. Neu hoc sinh nhan tien tra hoc phi tu chi phu, hoc sinh co quyen tra lai neu khong tra tu chuong trinh financial aid.

20 Kha nang tai chinh – Pha san

Truong chua bao gio khai pha san, va cung khong hoat dong tren tien no va cung khai pha san trong thoi gian 5 nam qua – chuong 11 cua bo luat US ve pha san.

21 Placement Services

Truong khong co chuong trinh tro giup tim viec.

22 STRF Disclosure

STRF Fee is zero.

§ 76215. Quy Hoan tra cho hoc sinh (QHTCHS)

“Tieu bang cu Cali da co Chuong Trinh Quy Boi Hoan nham de tra lai cho ho sinh mot khi kinh te suy thoai, chuong trinh se boi thuong cho hoc sinh o California trong khoang thoi gian ghi danh hoac ghi danh chuong trinh nguoi dia phuong, neu hoc sinh ghi danh trong truong, tra lai hoc phi, and kho khan kinh te va de co duoc chuong trinh nay hoc sinh phai tra le phi STRF. Neu hoc sinh trong chuong trinh cho nhung ai o trong Cali or ghi danh trong chuong trinh hoc sinh dia phuong va tra lai tat ca hoac mot phan nao do.”

Hoc sinh khong du dieu kien cho chuong trinh tu STRF and neu hoc sinh khong doi hoi phai tra STRF. Neu anh/chi khong phai la nguoi trong tieu bang, and khong phai ghi danh in a residency program.

“Hoc vien giu lai copy cua Hop Dong Ghi Danh, giay to tu noi tro giup (financial aid), bien nhan, hay nhung giay to lien quan toi tra tien. Nhng cau hoi lien quan STRF co the lien lac truoc tien voi BGDC. tai 1747 North Market, suite 225, Sacramento, CA 95834, www.bppe.ca.gov, Dien thoai: (916)574-8900, Dien thu: (888)370-7589”

De co du dieu kien cho QHTCHS), hoc sinh phai la nguoi cua Cali or hoc sinh ghi danh vao residence chuong trinh, hoan tra hoc phi, tra, ...ket qua cua nhung ly do sau.:

1. Truong, hay mot chuong trinh hoc duoc duoc su dong y cua Bo ma dong cua hoac khong tiep tục hoạt động, truong khong tim ra cach de hoc sinh tiep tục hay khong hoan thanh chuong trinh tim ke hoach day boi Bo Giao Duc
2. Hoc sinh ghi danh tai truong hay noi day cua truong trong thoi gian 120 ngay truoc khi dong cua, hoac dong cua truoc 120 ngay truoc khi chuong dung lai.
3. Hoc sinh ghi danh tai truong hay noi day cua truong trong thoi gian 120 ngay truoc khi dong cua nhung Bo giao duc quyet dinh rang truong da het han ve chat luong va gia tri of chuong trinh hon 120 ngay truoc khi dong cua.
4. Truong nhan quyet dinh phai hoan tra tien hoc phi tu Bo giao duc nhung khong co ket qua.
5. Truong da khong tra hay den bu cho chung trinh vay muon to chuong trinh chinh phu boi doi hoi cua luat phap, hay khong tra hoac den bu ma truong da nhan nhung vuot qua le phi hoc va nhung chi phi khac.
6. Toa an quyet dinh truong phai hoan tra lai cho hoc sinh nhung hoc vien khong nhan duoc tu truong.
7. Hoc sinh cam thay su huy bo dung ve tien vay hay nhieu tien vay, hoc sinh phai co bang chung ve su huy bo.

De duoc chat luong cho STRF hoan tra, hoc vien se nhan duoc trong thoi gian 4 nam ke tu ngay ho so duoc xet den.

Hoc sinh vay muon phuc hoi tu noi cho vay or noi doi no sau mot thoi gian khong doi lai duoc, luc nao cung duoc de dien vao mau don cho den bu tu STRF ve no – nhu vay no se du tieu chuan de den bu. Neu da hon 4 nam thi se duoc keo dai thoi gian hon boi luat khac.

Tat ca su hoan tra cho moi hoc sinh. Ca nhan do phai co so an sinh xa hoi hoac so khai thue.”

23 CHUYEN TRUONG VA LOP DA HOAN THANH TAI TRUONG:

“Su chuyen truong tu so diem cua Trung Tam Tham My Katie toi mot truong khac co the duoc. Neu tot nghiep tai truong khong duoc chap nhan, hoc sinh co the doi hoi phai lay them hoac hoc lai, hay hoc sinh co the phai hoc lai tai truong se chuyen den. Ly do nay hoc sinh phai tham khao truoac, lien lac voi nha truong noi se chuyen den de phu hop voi muc dich ve viec hoc sau cua hoc sinh.”

25-1 Ngay bat dau va cham dut

01/01/2020 toi 31/12/2020

25-2 Muc dich, Tat ca chuong trinh, & Ket qua thu duoc

Trung tam tham my Katie la dan dat hoc sinh vao nghanh tham my, toc va nhung nghanh nghe khac voi kien thuc toan dien va co ky nang cao trong nghe. Lam viec voi hoc sinh, chung toi chi ro nhung can ban lam the nao de thanh cong boi cong viec chuyen nghiep voi tinh chinh truc va trinh do nghe nghiep cao nhat co the. Trung Tam Tham My Kaite cung ung voi gia ca nhe nhang nhung pham chat cao. Chung toi co cac chuong trinh nghe nghiep cho nguai moi bat dau va chuyen nghiep. Qua phuong phap day truyen thong, chung toi day tay nghe va gia tri can thiet cho hoc vien trong linh vuc toc va massage.

25-3 Chuong trinh du hoc

Truong khong nhan du hoc sinh tu nuoc khac do vay khong co visa cho hoc sinh

25-4 Thanh thao ngon ngu

Nhung doi hoi sau cho nhung hoc sinh tieng anh la ngon ngu chinh: Hoc sinh tot nghiep pho thong hay ven bang tuong duo nhung tieng anh nhung chua hoan thanh English and cho nhung hoc sinh tieng anh khong phai la ngon ngu chinh, we will doi hoi ket qua thi voi so diem 500 on paper-test, 163 thi on the computer and 61 thi internet don gian(iBT) on TOEFL. TOEFL khong ap dung cho hoc sinh da tot nghiep pho thong or van bang tuong duong chua xong tieng anh. Tuong tu TOEFL khong doi hoi cho hoc sinh da hoan thanh lop tieng anh tai college.

25-5 Ngon ngu giang day

Ngon ngu giang day se la tieng Anh va Vietnamese

25-6 Chinh phu tra tien hoc phi

Truong khong co chuong trinh trong giup cua tieu bang or lien bang.

25-7 Dung kinh nghiệm thay the viec hoc

Truong khong lay kinh nghiệm trước kia của cá nhân thay cho việc học.

25-8 Diem va Vi thu

Diem cho theo cách truyền thống A, A-, B...F. Diem tối thiểu là D-. Tổng số diem tối thiểu được chấp thuận là C, or 2.0

Cách tính cho tổng số diem, như sau:

A	4 Cham	A-	3.67 Cham
B+	3.33 Cham	B	3 Cham
B-	2.67 Cham	C+	2.33 Cham
C	2 cham	C-	1.67 Cham
D+	1.33 Cham	D	1 Cham
D-	0.67 Cham	F	0.00 Cham

Neu hoc sinh không hoàn thành lớp học và diem cuối kỳ của lớp, giáo viên có thể cho một trong hai vi thu sau đây:

I Incomplete (chưa hoàn thành)

Neu diem nhận diem I, học sinh có 2 tháng để hoàn thành và không tính thêm lệ phí. Khi xong, diem sẽ cho vào học kỳ.

W Withdraw (tu bo))

Học sinh có thể tu bo lớp trước khi khoa học kết thúc. Cuối kỳ, Giáo viên có thể withdraw học sinh ra khỏi lớp và cho W. Học sinh sẽ phải trả lệ phí cho trường khi lấy lại lớp.

25-9 Mô tả Trường học và loại dụng cụ dụng cho giảng dạy

Mô tả trường:

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

Cosmetology Program

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

Esthetician Program

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

- Waste receptacle (plastic bags)
- Tweezers

Manicurist Program

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

Barber Program

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

Massage Therapist Programs

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

Truy cap thu vien and nhung tai lieu khong doi hoi boi chuong trinh de ho tro can thiet cho van de giang day cho hoc sinh,(CCR71270) and nhu vay khong can thu vien trong trung. Sach giao khoa and lop hoc cung cap cho viec hoc and giang day duoc HDTMC va HDMC chi dinh.

He thong online tim kiem thong tin ve mon hoc cho hoc sinh

Web Sites

- **Salon Channel**

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

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

- **Beauty Site**

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

lots of tips and articles.

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

- **Beauty Tech**

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

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

- **BeautyLink**

News, experts' tips, answers to beauty questions.

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

- **Beautynet**

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

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

- **Behind the Chair**

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

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

- **Lipstick Page**

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

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

- **Milady**

A leading publisher of beauty education materials.

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

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

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

Job opportunities and descriptions, *Occupational Outlook Handbook*

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

- **National Cosmetology Association**

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

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

25-12 Phuc vu hoc sinh

Truong khong cung cap orientations (huong di cua nghe), don tai phi truong, or nha o – noi tru hay la nhung su phuc vu khac. Hon nua, Truong chu trong vao viec giang day. Hoc sinh phai biet duoc tinh trang cua truong va biet duoc ban than co nhung tro ngai phai gap trong luc theo hoc de hoan thanh chung trinh. Truong se cung cap giup do hoc sinh trong cong dong dia phuong nhung truong khong co dich vu giup do rieng moi ca nhan.

25-13 Nha o – noi tru

Truong khong co ky tuc xa hay nha o cho hoc sinh. Truong khong cung cap dich vu giup do hay chieu trach nhien giup do hoc sinh tim kiem nha cua. Nha cua trong vung khong kho thue, gia khoang \$1,200 moi thang.

25-14 Phuong thuc than phien (complaint)

De cho co su cong bang tren phuong dien chuyen nghiep, hoc sinh than phien qua viec hoi de ban luan mot van de nao do truoc tiep voi giao vien hay ban tru su va se truc tiep tham gia mot cach than mat de

giai quyết van de mot cach cong bang nhat co the. Hoc sinh co the than phien truc tiep voi CAO qua thu or tai van phong. Neu van de khong giai quyết mot cach thoa dang, thi hoc sinh co quyen than phien voi BGDC.

25-15 Ho so hoc sinh va hoc ba

Ho so hoc sinh giu 5 nam. Hoc ba giu lau dai. Hoc sinh co thekiem tra va coi ho hoc cu minh. De lam viec do, hoc sinh phai goi la thu doi hoi ro rang nhung thong tin muon biet. Hoc sinh coi lai ho so co dung khong, hay sai lac, hoc sinh co the doi hoi sua lai cho dung. Neu co su khac biet ve tu duy giua nha truong va hoc sinh; hoc sinh co the doi hoi co mot cuoc gap (meeting) de giai quyết van de. Moi ho so hoc sinh co thong tin va hoc ba. To hoc ba dau tien khong tinh le phi va nhung tiep theo, hai cai \$25.00. Hoc ba se duoc dua khi co thu viet tay cua hoc sinh va chu ky. Hoc ba duoc cung cap khi tat ca ca chi phi va hoc phi da tra.

Privacy Act

Truong ap dung luat Family Education Rights and Privacy Act. Truong giu va bao ve thong tin ca nhan ve tai chanh, hoc tap, hoac ho so cua hoc sinh tu truong khac. Chung toi se khong bao gio dua nhung thong tin, ho so cua hoc sinh cho mot ai tru khi co su dong y cua hoc sinh qua thu, or tru khi doi hoi phai luat le.

Hanh kiem

Doi hoi hoc sinh phai cu xu va ton trong voi tat ca moi hoc sinh and nhan vien and giao vien. Hoc sinh se phai bi duoi cho nhung hanh vi khong thich dang hay thieu dao duc hay khong that tha trong viec hoc. Hoc sinh phai mac dong phuc. Ngoai ra, voi nhung sau day, hoc sinh cung co the cho thoi hoc:

- Den truong trong luc say ruou or thuoc nghien,
- Dem theo thuoc or ruou theo khi den truong
- Dem theo sung theo khi den truong.
- Tao nen khong an toan toi nguoi khac
- Thieu le phep hay khong ton trong nhung hoc sinh khac, nhan vien, or giao vien
- An cap or lam hu hai den tai san cua nguoi khac

Voi hoc sinh nao dinh liu toi nhung hanh vi noi tren deu bi cho ra khoi truong ngay. Va CEO cua turong se phan xet va quyết dinh trong vong 10 ngay sau khi hop voi giao vien phu trach chuong trinh.

Chinh sach khong ky thi

Truong co chinh sach binh dang cho tat ca voi tat ca cac hoc sinh nop don vao truong va don xin viec lam. Truong khong ky thi xay ra trong moi chuong trinh hay nhung hoat dong khac, con voi tat ca nhung hoat dong lien quan den mau da, ton giao, dan toc, sex, nguoi mang thai, tuoi, tan tat. Tat ca nhung thong tin deu trinh len CAO se co bien phap trach nhiem cho chinh sach phai tuan theo.

Quyen tu do giang day

Trung Tam Tham My Katie hua se bao dam quyen tu do giang day cho tat ca da lop. Tu tin trong van de giang day chat luong va chuyen mon trong nghanh nghe. Truong khuyen khich nhung thanh vien trong nganh tham gia voi tinh cach nhan dinh ca nhan ve noi dung mon day, cach giang day trong pham vi noi dung cua lop mo ta hien tai an hanh va dua ra cach giang day de nha truong ban thao va quyet dinh.

Trung Tam Tham My Katie, co vu giao vien va hoc sinh tham gia thao luan. Hoc sinh va giao vien tu do giong nhau ban cai huong di trong su tu chu cho den khi tin tuong rang van de duoc dat ra duoc hieu mot cach thau dao va ky luat

Xam pham co the

Truong doi hoi noi lam viec khong co su ky thi, xam pham tinh duc. De duoc ghien tuc chap hanh, chung toi tin tuong can thiet de ra nhung van de can thiet khong chap nhan sexual harassment cu the qua loi noi, dien ta bang tay chan (body language) hay la hinh anh or hinh tuong. Hoc sinh trach nhiem cho hanhkiem cua chinh minh lien tuc voi tuong tuong trong sach de noi hoc tap duoc ket qua chuan.

Tieng anh la ngon ngu thu hai

Truong khong co giang day ESL (tieng anh la ngon ngu thu hai).

Dong phuc, ve sinh, che khach hang (draping for client)

Tat ca cac hoc sinh doi hoi phai den lop chinh te va hanhkiem cao the hien tinh cach chuyen nghiep. Hoc sinh luon luon sach se. Moi hoc sinh phai doc va phai tiep thu nhung dieu da duoc de ra trong noi quy.

Che phu khach hang noi vung nhe cam, qua khoi nguc voi phu nu

HDMC

Luat cua HDMC lien quana den khong cong bang lien quan den trong nghe:

(1) Luat hanh nghe va nghe chuyen nghiep so 4611. Khong cong bang cho nhung ai lam nhung viec sau:

(a) Loi dung qua danh nghia: “Giay phep chung nhan massage or bang hanh nghe, giay chung nhan,... tru khi nguoi do hien tai co bang hanh nghe va duoc cap boi HDMC.

(B) Khong ngay that trong van de quang cao qua nhieu hinh thuc khac nhau nhu bang hieu, danh thiep, internet,...

Vao thang 01/01/2015 dang ky cho giay chung nhan nha tri lieu massage duoc nhan. Hoc sinh phai hoan thanh 500 gio cua truong duoc cong nhan boi HGMC va dau (passed) do HDMC cong nhan va dong thoi phai hoi du cac dieu kien ma theo luat phap quy dinh.

Can du theo Luat hoc tap so (CEC 94910, bang o duoi se cho thay nghanh trong pham vi hoc sinh duoc dao tao tai truong va cong viec co ngoai xa hoi.

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

Co duoc quyen chuong trinh hoc:

Mot thi sinh hay mot ai muon co quyen catalog co the vao trang web trung: www.kscusa.us.

Het