

Advance Beauty Techs Academy

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where all instruction occurs

Student Catalog

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Welcome

ADVANCE BEAUTY TECHS ACADEMY would like to give you the warmest welcome. This is an exciting time for you and our Academy. As a student you are embarking on one of the most exciting and fulfilling careers in the beauty industry. Our Academy is brand new with the state-of-the-art equipment and professional products you will be learning to use. We hope to give you the best insight that the beauty industry can offer. With our dedicated, well-educated, professional staff we hope to provide you with the best level of education. We also provide a professional atmosphere and promote teamwork throughout your training. It takes dedication and hard work; the end results will be well worth the effort! Once again, Welcome!

Sincerely,

Yolanda T. Duran

President/School Director

Mission Statement

At ADVANCE BEAUTY TECHS ACADEMY our mission is to offer students industry training, knowledge and technical skills necessary to pass the California State Barbering, Cosmetology, Manicurist and Esthetician examinations, while also preparing students for entry-level employment in their fields. The Academy is committed to provide quality, cosmetology and barbering industry career courses that meet the needs of the employer's expectations in today's beauty industry. We strive in equipping and preparing students with effective communication skills and career assistance for the Cosmetology and Barbering Arts and Sciences.

Catalog Information

ADVANCE BEAUTY TECHS ACADEMY is a private postsecondary institution. ADVANCE BEAUTY TECHS ACADEMY catalog is provided to students via the web site or electronically and a print version is available at the school, upon request. **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. ADVANCE BEAUTY TECHS ACADEMY's catalog shall be updated annually, per the California postsecondary Act of 2009 (94909).

Any questions that you have regarding this catalog that have not been satisfactorily answered by this institution may be directed to the Bureau for Private Postsecondary Education at:

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

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

Website address: www.bppe.ca.gov

Telephone & Fax #s: (888)370-7589 or by fax (916)263-1897
(916)574-8900 or by fax (916)263-1897.

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

Instructional Language

Instruction is offered in English only.

Visa Services

This institution admits students from other countries but doesn't provide visa related services.

Description of Facilities

Our facility at 2191 Sampson Ave., Ste. #105, Corona, CA, *where all instruction occurs*. Corona is situated in one of the most densely populated, ethnically diverse areas of Riverside County. ADVANCE BEAUTY TECHS ACADEMY is carefully designed to simulate a salon environment for the sole purpose of beauty education. It is equipped with modern visual and teaching aids and possesses the type of modern professional salon equipment used in the best salons in America.

ADVANCE BEAUTY TECHS ACADEMY consists of approximately 6,700 square feet devoted to teaching the science and arts of cosmetology. The facility includes a classroom area for lectures and practical training, and an audio/visual center, which can handle videotape/DVD and classroom demonstrations. ADVANCE BEAUTY TECHS ACADEMY is equipped 30 individual barbering student workstations, 36 cosmetology hair workstations, 12 manicure/pedicure stations and 12 facial beds. The school is air conditioned, well light and attractively furnished to simulate a salon environment. The school has 2 administrative offices staffed and available to assist students during normal business hours.

The Cosmetology program can accommodate up to 105 students total; the Barbering program can accommodate up to 25 students, the Cosmetology program can accommodate up to 25 students, the school's Manicurist program can accommodate up to 25 students, the school's Esthetician program can accommodate up to 25 students and the Teacher Trainee Program can accommodate up to 5 students.

School Hours, Calendar and Holidays

ADVANCE BEAUTY TECHS ACADEMY is open from 8:30 am – 10 pm Tuesday – Friday, the school is open from 8:30- 5:00 pm and Monday evenings the school is open from 5:00pm – 10:00 pm, the administration offices for financial aid and enrollment are open Monday through Friday between 8:30 am - 6:00 pm or (951) 817-2560 to set up an appointment.

Cosmetology, Barbering, Barber Crossover and Manicurist classes begin every other Tuesday. Esthetician classes start the 1st Tuesday of every month. Contact administrative staff for Teacher Trainee Program student start dates. Students will be allowed to change their schedule only once with a Administration fee of \$125.00.

The school observes the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Break December 24- January 2, 2022. A special school closure may be declared for staff training, emergencies, COVID -19 closures or other reasons.

Programs

ADVANCE BEAUTY TECHS ACADEMY currently offers training leading to licensure in Cosmetology (1600 Clock Hours), Barbering (1500 Clock Hours), Esthetician (600 Clock Hours) and Manicurist (400 hours), Barber Crossover (200 hours) and Teacher Trainee program (600 hours).

Admission Policy

ADVANCE BEAUTY TECHS ACADEMY is accepting students for admission once the following criteria have been met:

- Must be 18 years of age or older.
- Provide a copy of his/her High School Diploma, or GED or their transcript showing high school completion or documentation proving completion of homeschooling at the secondary level as defined by state law or have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

- **Ability to Benefit Exam:** ADVANCE BEAUTY TECHS ACADEMY is not currently accepting Ability to Benefit exams for enrollment at this time.
- Applicant must provide a valid and current, government-issued picture ID, such as a California Driver's license, other state issued ID, or Passport.
- Provide their Social Security number or TIN.
- **Transfer students only:** Transfer students shall provide transcripts from prior instructional institution before enrollment. Failure to provide the required documentation of previous training, in any circumstance, prior to enrollment will result in not being able to apply those hours that could be accepted toward your enrollment at ADVANCE BEAUTY TECHS ACADEMY.
- **Barber Crossover Course students only:** Students must present proof of a current California Cosmetology license prior to enrollment.
- **Teacher Training Program student only:** Students must present proof of a current California license in the field in which they wish to teach, prior to enrollment.
- **Veteran Students only:** The school will review prior credit from *all post-secondary training* as appropriate for students eligible for VA education benefits even if hours are not transferred prior to enrollment, *if applicable*.
- This institution does not award credit for experiential learning.
- This institution has **not** entered into an articulation or transfer agreement with any other institution.
- ADVANCE BEAUTY TECHS ACADEMY does not recruit students already attending or admitted to another school offering a similar program of study.

Transfer Policy (Hours and Services from Another Institution)

The transferability of credits or services you earn and are deemed transferable from another institution is determined at the sole discretion of ADVANCE BEAUTY TECHS ACADEMY administration. You may be required to repeat some or all of your coursework or services. All transfer hours must be determined prior to enrollment and included in your enrollment agreement. The school will review prior credit from *all post-secondary training* as appropriate for students eligible for VA education benefits, *if applicable*.

Re-entry (Re-Enrollment Policy)

A student who withdraws from ADVANCE BEAUTY TECHS ACADEMY may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment and will re-enter at the same Satisfactory Academic Progress status as when they left, *if re-entry occurs within 180 days of last day of attendance*. A student who was terminated for behavior reasons *may not* be eligible for re-entry. Students who re - enter more than 180 days after last day of attendance will have their transcripts evaluated for the number of credits and services, they will receive credit for and such review and transferring of hours will be at the sole discretion of the school's Director. A new registration fee of \$150 must be paid to re- enroll.

Nondiscrimination Policy

ADVANCE BEAUTY TECHS ACADEMY is committed to providing equal opportunities to all applicants in all programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation or enrollment of students or employees on the basis of race, color, religion, religious beliefs, national (ethnic) 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.

Tuition & Fees

Program Name	Tuition	Registration Fee*	STRF*	Kits**	Books**	Uniforms**	Estimated Total Charges for Entire Program
Cosmetology	\$20,000	\$150	\$11.00	\$1,198.00	\$358	\$74	\$21,791.00
Barbering	\$18,750	\$150	\$10.00	\$1,083.00	\$323	\$74	\$20,390.00
Esthetician	\$ 8,100	\$150	\$5.50	\$2,010.50	\$425	\$74	\$10,765.00
Manicurist	\$ 3,600	\$150	\$3.00	\$1,618.00	\$348	\$74	\$5,793.00
Barber Crossover	\$2,700	\$150	\$2.00	\$25.00	\$323	\$54	\$3,254.00
Teacher Trainee Program	\$8,100	\$150	\$5.00	\$1,235.00	\$478	\$74	\$10,046.00

*Non-Refundable

**Non-refundable 7 days after signing enrollment

Non-institutional state exam fee is the responsibility of the student; the current fee is \$125 for the Barbering and Cosmetology programs, \$115 for Estheticians and \$110 for Manicurists.

ADVANCE BEAUTY TECHS ACADEMY reserves the right to change the Tuition Fees and make subject change without prior notice. Equipment will ONLY be released upon Financial Aid clearance.

Extra Instructional (Overtime) Charges

Students are expected to complete their training (hours & operations) within the maximum time allowed in their ADVANCE BEAUTY TECHS ACADEMY Enrollment Agreement. The Enrollment Agreement allows for all school Holidays based on the student contract. If a student exceeds the time frame outlined in their Enrollment Agreement, an extra instructional charge will be added for the remaining hours needed to complete their course. The current rate per hour is \$12.50 for Cosmetology and Barber programs, \$13.50 for Esthetician, Barber Crossover, Teacher Trainee programs, Manicuring is \$9.00. All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates prior to graduation.

Tuition for Transfer Students

The tuition portion of a transfer students fees, *excluding any books, uniforms, or kits* required will be computed on a pro rata basis of the number of the hours they are contracting.

Methods of Payment

Acceptable methods of payments are Cash, Cashier's Check, Money Order, Title IV funds, Title IV loan funds or personal check, credit card. Payment terms will be determined at the time of student sign the enrollment agreement. All charges must be paid in full before graduation. All institutional charges must be paid in full before credits/hours may be released. Unpaid credits will be retained by the institution until payment in full is complete. Full payment of all institutional charges is a graduation requirement.

Loan Repayment

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

Program Schedules

Cosmetology	1600 hours, is offered in 3 schedules: 32 hours a week for 50 weeks, or 24 hours a week for 67 weeks total. The program is also offered in the evenings 25 hours a week for 64 weeks total.
Barbering	1500 hours, is offered in 3 schedules: 32 hours a week for 47 weeks total. Or 24 hours a week for 62.50 weeks. Evenings the program is offered 25 hours a week for 60 weeks total.
Manicurist	400 hours, is offered in 1 schedules: Evenings the program is offered 16 hours a week for 25 weeks total.
Esthetician	600 hours, is offered in 3 schedules which are: 32 hours a week for 18.75 weeks total or 24 hours a week for 25 weeks total. Evenings the program is offered 25 hours a week for 24 weeks total.
Barber CrossOver	200 hours, is offered in two schedules: 24 a week for 8.3 weeks total. Evenings for 25 hours a week for 8 weeks total.
Teacher Trainee Program	600 hours, is offered days for 40 hours a week, for 15 weeks total.

Dress Code

ADVANCE BEAUTY TECHS ACADEMY students should dress professionally with careful attention to personal hygiene at all times while at school. Careful attention to grooming, bathing, and even style is a critical element of working in the beauty industry. Cosmetology, Barbering and Teacher Training students wear all black. Manicurist wear all blue and Esthetician students wear all white. Shoes must be closed toes without heels in the color of the student's program, no sandals. All students are provided T-shirts and smocks in the color of their program's attire, which they are required to keep cleaned and pressed. Students should wear cleaned and pressed pants. Failure to follow the dress code *may* subject students to the school's conduct policy.

Tardiness

A student who is tardy (arrives after 8:38 a.m. or 5:08 pm), cannot clock in until after the theory class is over and may not attend the class. Students who are habitually tardy (5 times per month) will be advised, and if tardiness continues a student may subject to the conduct policy, until tardiness ceases.

Course Outlines/ Program Descriptions

Cosmetology	
Name of Program	
Program Description	Cosmetology is 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. Students gain experience with diverse hair textures of all ethnic groups, such as hairdressing, hair cutting, coloring, manicuring and skin care services. The program also includes the study of relative subjects such as, bacteriology, anatomy, chemistry, health, etc.
Program Mission & Objectives	At ADVANCE BEAUTY TECHS ACADEMY our mission is to offer students industry training, knowledge and technical skills necessary to pass the California State Barbering and Cosmetology examination and prepare them for entry-level employment. The Academy is committed to provide quality cosmetology and barbering industry career courses that meet the needs of the employer's expectations in today's beauty industry. We strive in equipping and preparing students with effective communication skills and career assistance for the Cosmetology and Barbering Arts and Sciences.

Graduation Requirements	To graduate from ADVANCE BEAUTY TECHS ACADEMY'S and receive a Cosmetology Diploma from the school, students must have completed all the requisite clock hours, have paid all tuition and fees in full, have performed the required number of written exams and practical operations required by the State of California for licensure. There is a final mock practical and final written test, for which a score of 75% or higher is required to graduate.
Total Clock Hours	The Cosmetology program consist of sixteen hundred hours (1,600) clock hours
Exams	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75%, to maintain satisfactory attendance progress. There is a final mock practical and written test a score of 75% or higher is required to graduate.
Mode of Instruction	Traditional Classroom
Textbooks	Milady Standard Cosmetology, 13th Edition, 2016 ISBN-13: #978-1285769417, Cosmetology 13 th Ed MindTap ISBN # 9781305632028
Internship/Externship	None
Faculty & Qualifications	Instructors must be currently licensed as a Cosmetologist by the California Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
State Requirements/Laws and Regulations	The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.
Skills and competencies to be acquired by the student.	At the completion of the program the student will be able to: <ol style="list-style-type: none"> 1. Properly use and handle all cosmetology related tools such as; scissors, razors, curling irons, blow dryers, dermal lights, combs and brushes, etc. 2. Apply corrective and preventative skin care treatments and apply make-up. 3. Effectively use styling techniques which include, roller setting, thermal styling, pressing, finger waving, pin curls, etc. 4. Perform chemical services such as, permanent waving, hair coloring, bleaching, chemical relaxing, etc. 5. Perform haircutting services using scissors, razors, and thinning tools. 6. Perform Manicuring, Pedicuring and artificial nail services. 7. Apply scalp and hair treatments including the use of therapeutic message.
Instructional Methods	Demonstration, lecture & classroom participation

Module	Cosmetology Modules Descriptions	Theory Hours	Practical Hours
Module 1 Hairstyling	In this module the student will learn the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blow dry styling.	65	240
Module 2 Permanent Waving and Chemical Straightening	In this module the student will learn the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105

Module 3 Hair Coloring and Bleaching	In this module the student will learn the following techniques and procedures (also including, the use of permanent, semi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers	60	50
Module 4 Hair Cutting	In this module the student will learn the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
Module 5 Laws and Regulations	In this course the student will learn about the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	0
Module 6 Health and Safety Considerations	In this module the student will learn the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter.	45	0
Module 7 Disinfection and Sanitation	In this module the student will learn the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.	20	N/A
Module 8 Anatomy and Physiology	In this module the student will learn about Human Anatomy, Human Physiology.	15	N/A
Module 9 Manual, Electrical and Chemical Facials	In this module the student will learn the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	25	40
Module 10 Eyebrow Beautification and Make up	In this section of the course the student will learn about the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. In this section of the module the student will learn about the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.	25	30

Module 11 Manicuring and Pedicuring	In this module the student will learn about Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10	25
Module 12 Artificial Nails and Wraps	In this module the student will learn about Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.	25	120
Module 13 Additional Training, Professionalism	In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	100	440
TOTAL		470	1130

Name of Program	Barbering
Program Description	Barbering is a 1500-hour course which includes the study and practice of all aspects of the beautification and care of the hair and skin. The course provides for both classroom instruction and supervised practice of job-related skills such as hairdressing, hair cutting, shaving, coloring and skin care services. The program also includes the study of relative subjects such as bacteriology, anatomy, chemistry, health, etc.
Program Mission & Objectives	At ADVANCE BEAUTY TECHS ACADEMY our mission is to offer students industry training, knowledge and technical skills necessary to pass the California State Barbering and Cosmetology examination and prepare them for entry-level employment. The Academy is committed to provide quality cosmetology and barbering industry career courses that meet the needs of the employer's expectations in today's beauty industry. We strive in equipping and preparing students with effective communication skills and career assistance for the Cosmetology and Barbering Arts and Sciences
Graduation Requirements	To graduate from ADVANCE BEAUTY TECHS ACADEMY'S and receive a Barbering diploma from the school, students must have completed all the requisite clock hours, have paid all tuition and fees in full, have performed the required number of written exams and practical operations required by the State of California for licensure. There is a final mock practical and final written test, for which a score of 75% or higher is required to graduate.
Total Clock Hours	This program is 1500 clock hours in length.
Exams	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75%, to maintain satisfactory attendance progress. There is a final mock practical and written test a score of 75% or higher is required to graduate.
Mode of Instruction	Traditional Classroom and School Salon Floor
Textbooks	Milady's Standard Barbering, 6th Edition, #ISBN-13: 978-1305100558. Barber 6 th Ed MindTap # 9781305664005
Internship/Externship	None

Faculty & Qualifications	Instructors must be currently licensed as a Barber by the California Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.		
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.		
State Requirements/Laws and Regulations	The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.		
Skills and competencies to be acquired by the student	<p>At the completion of this program the student will be able to</p> <ul style="list-style-type: none"> ▪ Clean and sanitize tools and work environment. ▪ Schedule client appointments and accept payments. ▪ Properly use and handle all barbering related tools such as: clippers, trimmers, scissors, razors, curling irons, blow driers, combs and brushes, etc. ▪ Effectively use styling techniques which include, thermal styling, pressing, finger waving, pin curls, etc. ▪ Perform chemical services such as permanent waving, hair coloring, bleaching, chemical relaxing, etc. ▪ Perform haircutting services using clippers, trimmers, scissors, razors, and thinning tools. ▪ Apply scalp and hair treatments including the use of therapeutic massage. ▪ Prepare the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave anti-septic, massaging the client's face, rolling cream. 		
Instructional Methods	Demonstration, lecture & classroom participation		
	Barbering Module Descriptions	Theory Hours	Practical Hours
Module 1 Hairstyling	In this course the student will learn the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blow dry styling.	65	240
Module 2 Permanent Waving and Chemical Straightening	In this course the student will learn the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
Module 3 Hair Coloring and Bleaching	In this course the student will learn the following techniques and procedures (also including, the use of permanent, semi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers	60	80
Module 4 Hair Cutting	In this course the student will learn the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	60	140
Module 5 Laws and Regulations	In this course the student will learn about the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	80	N/A
Module 6 Health and Safety Considerations	In this course the student will learn about Health and Safety/Hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing	100	N/A

	chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.		
Module 7 Disinfection and Sanitation	In this course the student will learn the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	N/A
Module 8 Anatomy and Physiology	In this course the student will learn about Human Anatomy, Human Physiology.	15	N/A
Module 9 Shaving Preparation and Performance	In this course the student will learn the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	80	120
Module 10 Additional Training, Professionalism	In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	75	220
	TOTAL	595	905

Name of Program	Esthetician
Program Description	The Esthetician Course offers a complete 600-hour course in the science and art of esthetics. The program is designed to prepare and educate each student in the fundamentals of the basic esthetic education set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Esthetician License. In addition, the course will incorporate the knowledge needed for entry level employment in salons, spas, or clinical esthetics.
Program Mission & Objectives	At ADVANCE BEAUTY TECHS ACADEMY our mission is to offer students industry training, knowledge and technical skills necessary to pass the California State Barbering and Cosmetology examination and prepare them for entry-level employment. The Academy is committed to provide quality cosmetology and barbering industry career courses that meet the needs of the employer's expectations in today's beauty industry. We strive in equipping and preparing students with effective communication skills and career assistance for the Cosmetology and Barbering Arts and Sciences.
Graduation Requirements	To graduate from ADVANCE BEAUTY TECHS ACADEMY'S and receive a Esthetician diploma from the school, students must have completed all the requisite clock hours, have paid all tuition and fees in full, have performed the required number of written exams and practical operations required by the State of California for licensure. There is a final mock practical and final written test, for which a score of 75% or higher is required to graduate.

Total Clock Hours	This program is 600 hours in length.		
Exams	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75%, to maintain satisfactory attendance progress. There is a final mock practical and written test a score of 75% or higher is required to graduate.		
Mode of Instruction	Traditional Classroom and School Salon Floor		
Textbooks	Milady's Standard Esthetics Fundamentals, 11th Edition, 2013 ISBN-13: #978-1111306892. Esthetics 12 th Ed MindTap ISBN # 9781337095150		
Internship/Externship	None		
Faculty & Qualifications	Instructors must be currently licensed as a Esthetician by the California Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.		
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.		
State Requirements/Laws and Regulations	The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.		
Skills and competencies to be acquired by the student	<p>At the completion of this course the student will be able to</p> <ul style="list-style-type: none"> • 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. 		
Instructional Methods	Demonstration, lecture & classroom participation		
Modules	Esthetician Modules Descriptions	Theory Hours	Practical Hours
Module 1 Law and Regulations	In this module the student will learn the about The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	N/A
Module 2 Health and Safety Consideration	In this module the student will receive training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	40 hrs	N/A

Module 3 Disinfection and Sanitation	In this module the student will learn the procedures to protect the health and safety of the consumer as well as the technician including proper disinfection procedures.	10 hrs	N/A
Module 4 Anatomy and Physiology	In this module the student will learn Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15 hrs	N/A
Module 5 Chemical, Manual and Electrical Facials	In this module the student will learn about and have practical training in manual facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification.	70 hrs	255 hrs
Module 6 Client Preparation, Professionalism	In this module the student will learn the basics of client preparation including Greeting, Consultation, Forms, Questions to ask to Discover Client Needs, Analyzing Client's Skin and Assessment, Agreement of Treatment, Delivering of the Service, Completion, Client Retention, Resolving Conflict, Handling Difficult Clients, Diplomacy Additional training or practical application hours will be provided to the student to assure competence. The student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	15 hrs	N/A
Module 7 Makeup	In this module the student will learn about and have practical training in Products, Tools, Supplies, Daytime Make-Up, Special Occasion Make-Up, Camouflage, Custom Blending, Facial Contouring, Black and White Photo Make-Up, Glamour Eyes, Fantasy Make-Up, Corrective, Bridal, Custom Lip Sticks, Custom Foundations, Body Art, Photo Shoot, Artificial Eyelashes, Lash and Brow Tinting, Body Bronzing, Consultation and Safety and Sanitation.	20 hrs	90 hrs
Module 8 Eyebrow Beautification	In this module the student will learn and have practical training in eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25 hrs	50 hrs
TOTAL		205	395

Name of Program	Manicurist
Program Description	The Manicurist Course offers a complete 400-hour course in the science and art of manicuring. The program is designed to prepare and educate each student in the fundamentals of the basic manicuring education set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Manicurist License. In addition, the course will incorporate the knowledge needed for entry level employment in salons or spas.
Program Mission & Objectives	At ADVANCE BEAUTY TECHS ACADEMY our mission is to offer students industry training, knowledge and technical skills necessary to pass the California State Barbering and Cosmetology examination and prepare them for entry-level employment. The Academy is committed to provide quality cosmetology and barbering industry career courses that meet the needs of the employer's expectations in today's beauty industry. We strive in equipping and preparing students with effective communication skills and career assistance for the Cosmetology and Barbering Arts and Sciences.
Graduation Requirements	To graduate from ADVANCE BEAUTY TECHS ACADEMY'S and receive a Manicurist diploma from the school, students must have completed all the requisite clock hours, have paid all tuition and fees in full, have performed the required number of written exams and practical operations required by the State of California for licensure. There is a final mock practical and final written test, for which a score of 75% or higher is required to graduate.
Total Clock Hours	This program is 400 hours in length.
Exams	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75%, to maintain satisfactory attendance progress.
Mode of Instruction	Traditional Classroom and School Salon Floor
Textbooks	Milady's Standard Nail Technology, 7th Edition, 2015 ISBN-13: #978-1285080475. Nail Technology 7 th Ed MindTap ISBN#9781337287746
Internship/Externship	None
Faculty & Qualifications	Instructors must be currently licensed as a Manicurist by the California Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
State Requirements/Laws and Regulations	The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.
Instructional Methods	Demonstration, lecture & classroom participation

Skills and competencies to be acquired by the student	<p>At the completion of this program the student will be able to</p> <ul style="list-style-type: none"> ▪ Clean and sanitize tools and work environment. ▪ Schedule client appointments and accept payments. ▪ Remove previously applied nail polish, using liquid remover and swabs. ▪ Clean customer's 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 client's 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
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Module	Esthetician Module Description	Theory Hours	Practical Hours
Module 1 Manicures and Pedicures	The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	60 hrs	60 hrs 180 hrs
Laws and Regulations	The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	N/A
Module 2 Health and Safety Considerations	The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25 hrs	N/A
Module 3 Disinfection and Sanitation	The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	20 hrs	10 hrs
Module 3 Bacteriology, Anatomy and Physiology	The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and condition	10 hrs	N/A

Module 4 Additional Training, Professionalism	In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	25 hrs	N/A
TOTAL		150 hrs	250 hrs

Teacher Trainee Program	
Name of Program	
Program Description	Students enrolled in a Teacher Trainee Program will receive technical instruction and practical operations covering all practices of teaching the practices of the Cosmetology field. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performances by the trainee in a classroom environment.
Program Mission & Objectives	At ADVANCE BEAUTY TECHS ACADEMY our mission is to offer students industry training, knowledge and technical skills necessary to pass the California State Barbering and Cosmetology examination and prepare them for entry-level employment. The Academy is committed to provide quality cosmetology and barbering industry career courses that meet the needs of the employer's expectations in today's beauty industry. We strive in equipping and preparing students with effective communication skills and career assistance for the Cosmetology and Barbering Arts and Sciences.
Graduation Requirements	To graduate from ADVANCE BEAUTY TECHS ACADEMY'S and receive a Teacher Trainee Program Diploma from the school, students must have completed all the requisite clock hours, have paid all tuition and fees in full, have performed the required number of written exams and practical operations required by the State of California for licensure. There is a final mock practical and final written test, for which a score of 75% or higher is required to graduate.
Total Clock Hours	This program is 600 hours in length.
Exams	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75%, to maintain satisfactory attendance progress.
Mode of Instruction	Traditional Classroom and School Salon Floor
Textbooks	Milady's Standard Teacher Cosmetology Theory Book
Internship/Externship	None
Faculty & Qualifications	Instructors must be currently licensed as a Cosmetologist by the California Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training.
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
State Requirements/Laws and Regulations	The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Skills and competencies to be acquired by the student	<p>At the completion of this program the student will be able to:</p> <ul style="list-style-type: none"> ▪ Demonstrate the necessary skills to teach students in the Cosmetology, Esthetician or Manicurist fields. The necessary methods to acquire the required knowledge to pass the Bureau of Barbering and Cosmetology Exam of their field if instruction.
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Name of Program	Barber Crossover
Program Description	<p>The Barber Crossover Course's curriculum is designed for students who currently hold a California Cosmetology license and look to add a Barbering license to their credentials. The Barbering Crossover Course consists of 200 clock hours of practical operations and technical instruction that will cover the art and science of Barbering from techniques in hair, skin care, and shaving, to business skills and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.</p>
Program Mission & Objectives	<p>At ADVANCE BEAUTY TECHS ACADEMY our mission is to offer students industry training, knowledge and technical skills necessary to pass the California State Barbering and Cosmetology examination and prepare them for entry-level employment. The Academy is committed to provide quality cosmetology and barbering industry career courses that meet the needs of the employer's expectations in today's beauty industry. We strive in equipping and preparing students with effective communication skills and career assistance for the Cosmetology and Barbering Arts and Sciences.</p>
Graduation Requirements	<p>To graduate from ADVANCE BEAUTY TECHS ACADEMY'S and receive a Barber Crossover Diploma from the school, students must have completed all the requisite clock hours, have paid all tuition and fees in full, have performed the required number of written exams and practical operations required by the State of California for licensure. There is a final mock practical and final written test, for which a score of 75% or higher is required to graduate.</p>
Total Clock Hours	<p>This program is 200 hours in length.</p>
Exams	<p>Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75%, to maintain satisfactory attendance progress.</p>
Mode of Instruction	<p>Traditional Classroom and School Salon Floor</p>
Textbooks	<p>Milady's Standard Barbering, 6th Edition, #ISBN-13: 978-1305100558. Barber 6th Ed MindTap, ISBN #9781305664005.</p>
Internship/Externship	<p>None</p>
Faculty & Qualifications	<p>Instructors must be currently licensed as a Barber by the California Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.</p>
Employment Assistance/Professional Development	<p>Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.</p>
State Requirements/Laws and Regulations	<p>The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>

Skills and competencies to be acquired by the student	<p>At the completion of the program the student will have acquired the following skills (but are not limited to):</p> <ul style="list-style-type: none"> ○ Apply scalp and hair treatments including the use of therapeutic massage. ○ Prepare the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave anti-septic, massaging the client's face, rolling cream. <p>Properly use and handle all barbering related tools such as; clippers, trimmers, scissors, razors, curling irons, blow driers, combs and brushers, etc.</p>
Instructional Methods	Demonstration, lecture & classroom participation

Satisfactory Academic Progress (SAP) Policy

Advance Beauty Techs Academy's Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled in the Academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Advance Beauty Techs Academy's Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

Evaluation Periods

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. The evaluation points are as follows:

Program	Course Length	Evaluation Points
Cosmetology	1600	450,900 & 1250 Actual Hours
Barbering	1500	450,900 & 1200 Actual Hours
Barber Crossover	200	100 Actual Hours
Esthetician	600	300 Actual Hours
Manicurist	400	400 Actual Hours
Teacher Trainee Program	600	300 Actual Hours

Academic Year

An academic year is defined as 900 clock hours and at least 26 weeks for all programs.

Progress Status

Students who meet the minimum requirements of attendance and academic progress are considered to be making Satisfactory Academic Progress until the next scheduled evaluation.

Maximum Time Frame

Students are required to complete the program and/or course within 150% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled contracted hours. Any student who has exhausted the maximum time frame will be dropped from the program and may elect to re-enroll on a cash pay basis in a manner consistent with the school's admissions policy.

Program	Maximum Weeks 150%	Maximum Hours
Cosmetology 1600 Hours 32 hours a week 50 Weeks	75 Weeks	2,400
Cosmetology 1600 Hours 24 hours a week 67 weeks	100.00 Weeks	2,400
Cosmetology 1600 Hours 25 hours a week 64 Weeks	96 Weeks	2,400
Barbering 1500 Hours 32 hours a week 47 Weeks	70.50 Weeks	2,250
Barbering 1500 Hours 24 Hours week/ 60 Weeks	93.75 Weeks	2,250
Barbering 1500 Hours 25 hours a week 60 weeks	90 Weeks	2,250
Manicurist 400 Hours 16 Hours Weeks	37.50 Weeks	600

Barber Crossover 200 Hours 24 hours a week 8.3 Weeks	12.50 Weeks	450
Barber Crossover 200 Hours 25 hours a week 8 Weeks	12 Weeks	450
Esthetician 600 Hours 24 Hours/ Week 25 Weeks	37.50 Weeks	900
Esthetician 600 Hours 32 Hours/ Week 18.75 Weeks	28.50 Weeks	900
Esthetician 600 Hours 25 Hours/ Week 25 Weeks Total	36 Weeks	900
Teacher Training Program 600 Hours 40 Hours / Week 15 Weeks	22.50 Weeks	900

Attendance Progress

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 67%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Academic Progress

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory attendance progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incomplete's and Repetitions. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, or Veteran's Funding, *if applicable*.

Grading Scale:

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

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory academic progress while during the probationary period, **if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation.** Students on probation will be placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. **The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation.** If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days of receiving the satisfactory academic progress report by submitting the appeal to the title IV officer on the school's appeal form. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days of submittal. The appeal decision will be left to the sole discretion of the School's Director. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Re-Establishment of Progress

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation.

Evaluation Results (SAP Reports)

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper), within that same time period. Student's Satisfactory Academic Progress evaluations are maintained in the student's file.

Interruptions, Leave of Absences, Course Completions and Withdraws

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Transfer Students

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted.

Veterans Funding and SAP

Students receiving Veterans funding *may* not be eligible for funding if they are not making SAP and are on Satisfactory Academic Progress warning, *if applicable*.

Title IV and Satisfactory Academic Progress

A student who does not achieve Satisfactory Academic Progress's minimum standards and is not on warning *will* no longer eligible for title IV funds.

Leave of Absence Policy (LOA)

Occasionally students may experience extended personal, medical or other problems that make it difficult to attend class. ADVANCE BEAUTY TECHS ACADEMY will review request for a Leave of Absence (LOA) for *all* students. A LOA is granted or denied at the sole discretion of the School Director or staff designated in the Director's absence. A Leave of Absence (LOA) request will be granted for no less than 14 calendar days and cannot exceed 180 calendar days in any given 12-month period. Leave of absences will solely be granted for reasons such as medical event, jury summons, death notices and other situations approved by ADVANCE BEAUTY TECHS ACADEMY'S Director.

The request for a leave of absence must be accompanied by a written statement as to the reason for the request and plan for making up missed time and include supporting documentation (examples: medical notes, jury summons, death notices). All requests must be made in advance unless unforeseen circumstances prevent the student from doing so. ADVANCE BEAUTY TECHS ACADEMY may grant a LOA to a student who did not provide a request prior to the LOA due to unforeseen circumstance if the institution documents the reason for its decision and collects the request from the student at a later date. In

this event, the beginning date of the approved LOA would be the first date the student was unable to attend school because of the accident, illness or other approved event.

A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence. There will be NO additional charges while student is on an approved LOA. A written Leave of Absence request must include all of the following items:

- Student must follow the Institution's policy in requesting the LOA
- Student must request the LOA in advance unless unforeseen circumstances prevent the student from doing so.
 - This request must be in writing
 - The request must include the student's reason for the LOA
 - The request must include the student's signature.
- LOA will not exceed 180 calendar days in any given 12-month period.
- Student's contract period will be extended by the same number of calendar days taken in the LOA and these changes to the enrollment agreement will be initialed by all parties and/or on an addendum to the enrollment agreement, must be signed by all parties, or initialed by all parties if made to the original enrollment agreement.
- The student will be withdrawn if he/she takes an unapproved LOA or if student does not return by the expiration of an approved LOA.
- The student's withdrawn date for the purpose of calculating a refund will be the student's last date of attendance or the date that the student notifies the school that they will not be returning, whichever is earlier.
- Students returning from a leave of absence will return to the academic progress accomplished before the start of the leave.

Make-U Work & Make Up Hours

Students can make-up missed class hours at the end of their scheduled class day with Director Approval. In addition, students may make-up hours by participating in school-sponsored events or other extra-curricular activities at which an Advance Beauty Techs Academy instructor is present.

All assignments and homework are due on scheduled test days. Students who were absent for theory, whether excused or unexcused may make up all assignments, homework, and missed test within the same week the test was given. Failure to make up a missed test and assignments within the same week will result in a "O" (zero) grade when calculating the academic progress evaluation period grade point average.

Conduct Policy

Students are required to conduct themselves in a mature and professional manner, giving the proper respect and courtesy to their classmates, clients and the staff of the school. ADVANCE BEAUTY TECHS ACADEMY strives to have a **progressive Conduct Policy**, beginning with a verbal warning, followed by a written warning, then suspension after which a student may be terminated for not correcting violations. **Below may be deemed violations of the conduct policy:**

- Failure to follow the directions of school staff
- Not participating in class or applying effort of the school's salon floor
- Reading material at school not related to your training
- Teasing, name calling or use of put – downs to other student and/or staff.
- Leaving campus early without notifying staff in advance
- Students receiving a clinic service at ADVANCE BEAUTY TECHS ACADEMY must be

- supervised by an educator. Students that wish to use their own products must be approved by their instructor, prior to use., only school-provided products may be used without this advance approval. Failure to do such is subject to conduct policy.
- Tools, products, and equipment owned by the school must be returned to your instructor by the end of the day.
 - Smoking is prohibited on the property of ADVANCE BEAUTY TECHS ACADEMY.
 - Students may not have personal visitors during school hours.
 - Students may not receive incoming calls or make outgoing calls through the school's business office.
 - Cell phone/text messaging usage is prohibited during class time. It is only permitted during break time.
 - The school is not responsible for lost or stolen items.
 - Appears under the influence or has the odor of drugs (legal or illegal)
 - Not following school's Dress Code

Termination Conduct Dismissal Policies

The following acts *may* result in immediate termination from ADVANCE BEAUTY TECHS ACADEMY.

- Missing school for 14 sequential calendar days
- Intoxication
- Cheating, copying, or the offering or receiving of unauthorized assistance in examinations, tests, quizzes, or projects.
- Cheating on clock hours
- Stealing
- Use, possession, sale, or distribution of drugs/alcohol.
- Interference with any instructor or administrator in connection with carrying out their duties.
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited.
- Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact.

Grievance Policy and Complaints

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

ADVANCE BEAUTY TECHS ACADEMY
2191 Sampson Ave
Suite #105
Corona, CA 92879

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. Students can expect to receive a written response within 10 business days.

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.

Student Services and Counseling

This institution does provide student counseling designed to help students achieve their fullest personal development and make the best use of all of ADVANCE BEAUTY TECHS ACADEMY educational resources. We offer guidance and advice beginning with your first admissions interview. The Faculty and Administrative staff will continue to be available for guidance throughout your enrollment at ADVANCE BEAUTY TECHS ACADEMY. Various situations outside of school, such as transportation, your job, or childcare, may arise that could jeopardize your ability to complete your studies. Faculty and staff want to know about these situations so they can help you stay on track toward your goals.

Career Development and Job Placement Resources

ADVANCE BEAUTY TECHS ACADEMY assists students in their career development, such as in-school workshops on resume writing, interviewing skills and customer service skills as well as building a client base, retention and a job posting board. **Please note that in order to comply with various Federal, State, and Local oversight agencies, ADVANCE BEAUTY TECHS ACADEMY is required to call employers that employ our graduates in order to verify placement.**

Housing

Advance Beauty Techs Academy does not offer a housing facility and has no dormitories. Average cost of housing is from \$1100-\$1450 for a 1-bedroom apartment within a 5-mile radius.

School Library

ADVANCE BEAUTY TECHS ACADEMY has a school library Books and Video's, DVD's which may be checked out by presenting your timecard and the library card from the book signed out with your signature at receptionist desk. All materials are to be kept on school premises. Any other arrangement needed will only be approved by the school director. Use of school computers for internet study assignments and on-line testing review for all programs will be done with a teacher's approval only.

U.S. Department of Labor's Standard Occupational Classification Codes (CIP Codes)

Cosmetology	Barbering	Esthetician	Manicurist	Teacher Trainee
Hair Stylist: 12.0407	Haircutting: 12.0407	Facial Specialist: 12.0409	Manicurist: 12.0410	Cosmetology Teacher 12.0413
Hair Colorist: 12.0407	Trimming: 12.0408	Make-up Artist: 12.0406	Pedicurist: 12.0410	
Manicurist: 12.0410	Trimming: Beards 12.0407	Hair Removal: 12.0404		
Wig and Hair: 12.04	Shaving: 12.0408			

Requirements for Eligibility for Licensure

The California Board of Barbering and Cosmetology requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered written and practical exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$125 non-refundable

initial license fee to accompany the completed application. Students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam. The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Be at least 17 years of age.
- Completed the 10th grade in a public school or its equivalency.
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.
- **Cosmetology Program:** Completed 1600 hours in a Board approved school.
- **Barbering Program:** Completed 1500 hours in a Board approved school.
- **Esthetician Program:** Completed 600 hours in a Board approved school.
- **Manicurist Program:** Completed 400 hours in a Board approved school.
- **Teacher Trainee Program:** 600 hours in a Board approved school.

Student Tuition Recovery Fund (STRF)

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, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 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.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

Institutional Refund Policy and Procedures

Applies to all terminations for any reason, by either party, including a student's decision, course or program cancellation, or school closure.

1. Advance Beauty Techs Academy's 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), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later (cancellation period).
2. After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60% or less of the period of attendance. Once more than 60% of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student.
3. This policy applies to all students.
4. This policy is based on scheduled hours.
5. The registration fee is a non-refundable. Equipment, books, supplies, tools, uniforms, kits are non-refundable.
6. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee, equipment, books, supplies, tools, uniform and kits as described in the refund policy above.
7. If you withdraw from school after the cancellation period, the refund policy described above will apply.
8. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See

Refund section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the Director to pay that balance.

Percent of Scheduled Time	Tuition Earned by School
0-60%	Pro-rata calculation based upon scheduled hours
60.01% and over	100%

*Eligible enrolled veterans receive a 100% pro -rata refund, including a \$10.00 registration fee, if applicable.

Return to Title IV Funds Policy

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the school administration department. The notification may be in writing or orally. The date the notification is received is the date of determination. The administration department must begin the withdrawal process.

For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. Their date of determination is 14 days after they cease attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, FSEOG, TEACH, and Iraq Afghanistan Service Grants (IASG) during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what your school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell

funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant
5. Iraq Afghanistan Service Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

Accreditation

ADVANCE BEAUTY TECHS ACADEMY is accredited, by a National Accrediting Commission of Career Arts and Sciences (NACCAS's) and its accreditation is currently on probation. The National Accrediting Commission of Career Arts and Sciences (NACCAS's) located at 3015 Colvin Street, Alexandria, VA 22314 and can be reached at (703)600-7600.

Bankruptcy History

ADVANCE BEAUTY TECHS ACADEMY does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

Access to Student Records and Privacy Policy

Students are guaranteed the right to access and review their educational file. Students must submit a written request to review their file to the school's Director. The student will be granted supervised access to their records within 10 business days of the request. Students have the right to request that a school correct records, which they believe to be inaccurate or misleading. Any third-party request for information will require written authorization from the student.

ADVANCE BEAUTY TECHS ACADEMY provides access to student records without written consent to its accrediting agency, the United States Department of Education, the Bureau for Private Postsecondary Education (BPPE), National Accrediting Commission of Career Arts and Sciences (NACCAS) the Department of Veterans Education Department or any other regulatory agency. The institution maintains a record of all release forms and requests for information. ADVANCE BEAUTY TECHS ACADEMY protects the privacy of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA).

Records Retention and Academic Transcripts

Records must remain onsite for 6 years and transcripts are kept permanently in compliance with California CEC 94900 and National Accrediting Commission of Career Arts and Sciences (NACCAS). Students who need a Proof of Training or a transcript of their training may contact the school office and request the Records Request Form. **Transcripts are not provided to students who have ledger balances.** 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. Transcripts may only be released to the student upon receipt of a written request bearing the student's signature. No transcript will be issued until all tuition and other fees due the institution paid in full.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at ADVANCE BEAUTY TECHS ACADEMY is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate and credits for services and hours you earn in the Cosmetology, Manicurist, Barbering, Teacher Trainee Program or Esthetician program(s) is also at the complete discretion of the institution to which you may seek to transfer. If the diploma, clock hours and services that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 ADVANCE BEAUTY TECHS ACADEMY to determine if your certificate, credits, hours and services will transfer.

Pre-Application for State Board Exam Policy

It is a privilege to Pre-Apply for exam licensing. Students must-a cumulative academic and attendance cumulative SAP on their most recent report to qualify (Exceeding SAP). Pre-application saves several weeks/months waiting for a test date after graduation. If a student has a prior felony or misdemeanor conviction, you will not be able to pre apply and will have to wait to apply after completion of your program.

State Board has very strict deadlines. Student must see Administration within 5 calendar days of completing the following hours:

Cosmetology	1200 hours
Barbering	1125 hours
Esthetician	450 hours
Manicurist	240 hours
Barbering Crossover	N/A
Teacher Trainee Program	450 hours

An administrative fee of \$9 will be charged for all pre-applications submitted to state board. A form signed by instructor will be required by Administration in order to obtain an appointment to pre-apply. Student's test date will be sent to the school and student will be notified with the original document of your date. Save this as you will need your application for future reference. A copy will be kept in your file.

Graduation Requirements

To graduate from ADVANCE BEAUTY TECHS ACADEMY and receive a Diploma from the school, students must have completed all the requisite clock hours, have paid all tuition and fees in full, have

performed the required number of written exams and practical operations required by the State of California for licensure. There is a final mock practical and final written test, on which a score of 75% or higher is required to graduate.

Students will be assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

Faculty & Staff

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

Faculty and Staff abt.edu

President / School Director
VA Certifying Official
Yolanda T. Duran
Owner

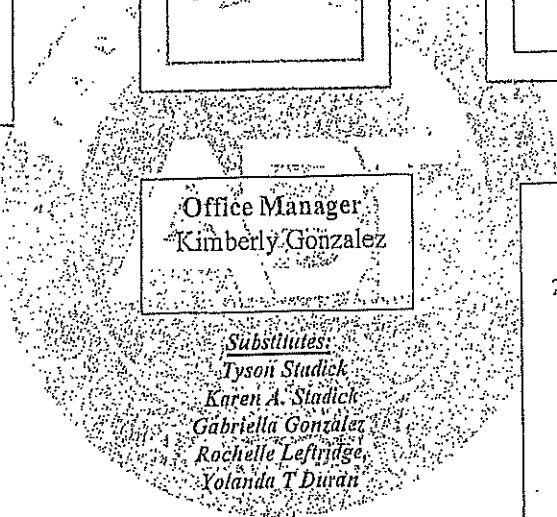
Financial Aid
Office
Victoria Espinoza
Karen Michaud

Admissions
Officer
Natalie Guiza

Supervising Instructor
Karen A. Stadick
26 years experience
as a licensed Cosmetologist

Placement Officer
Victoria Espinoza

Office Manager
Kimberly Gonzalez



Substitutes:
Tyson Stadick
Karen A. Stadick
Gabriella Gonzalez
Rochelle Leftridge
Yolanda T. Duran

Instructors

Rochelle Leftridge
22 years experienced as a licensed
Barber

Kay-rie Gonzales
4 years experienced as a licensed
Esthetician

Tyson Stadick
7 years experienced as a licensed
Barber
26 years experience as a licensed
Cosmetologist

Melissa Stefan
7 years experienced as a licensed
Esthetician

Gina Miller
27 years experienced as a licensed
Cosmetologist

Theresa Barrasa
32 years experienced as a licensed
Barber & Cosmetologist

Sophia Avalos
4 years experienced licensed
Manicurist

Advance Beauty Techs Academy
2191 Sampson Ave.
Suite. #105
Corona CA, 92879
where all instruction occurs

Pre-Enrollment Acknowledgements

By signing this document student acknowledges that they have received the following in electronic or print format *prior* to enrollment:

In School Catalog

- State Licensing Requirements
- SAP Policy
- Course Program Outline

On Web Page and Electronically reviewed prior to enrollment

- Program Outcomes and Performance data for State of California and on web page <https://abt.edu>.
- Program Outcomes and Performance data for NACCAS and on school's web page <https://abt.edu>.
- Campus Security Act Disclosure (Clery Act)
- Drug and Alcohol Abuse Policy

Pre-Employment Disclosure In order to work in the Cosmetology and Barbering fields prospective students understand:

- You must be licensed in order to practice or give services to the general public in your field of interest.
- As a professional in the Barbering and Cosmetology industries must stay in compliance with regulatory agencies to understand what their responsibilities are to practice your craft.
- The Barbering and Cosmetology industries that sometimes require lots of bending, standing and sometimes being exposed to chemicals. Make sure to follow manufacturer's direction for use of chemicals and discarding of products. Wear masks, gloves, etc., for your protection as a provider and protect your client from injuries as well.
- Industry Prerequisites: I understand industry prerequisites for employment (included in catalog) in the profession including, but not limited to physically demanding postures, professional public demeanor and licensure.
- To become employed and stay employed you'll need to meet the requirements set forth by your employer.

Other

- I received a copy of the California State Board of Barbering & Cosmetology Act & Regulations Booklet, in print or electronically

Student Name (Print):

Date:

Student Name (Sign):