



**P**ROFESSIONAL **S**CHOOLS  
OF BEAUTY, FASHION & ARTS, INC.

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18573 Sherman Way Boulevard, Reseda, CA 91335  
(instruction provided at this address)  
Phone: (818) 578-5262 FAX: (818) 578-5263  
[www.psbfausa.com](http://www.psbfausa.com)

## SCHOOL CATALOG

January 1, 2020 to December 31, 2020

Dear Students,

Welcome to the Professional Schools of Beauty, Fashion and Arts (PSBFA), we are pleased and thank you for choosing us in obtaining your training in Cosmetology, Barbering, Manicurist, Esthetician, or Barber/Cosmetology Crossover Courses that you are pursuing for your career. This catalog is intended to provide you with information about us and the courses we offer. Also, there is more information posted on our website at [www.psbfa.com](http://www.psbfa.com).

The beauty industry expects high standards of proficiency and excellence in graduates. Your success will be based on your effort, willingness to learn and achieving your goals.

Sincerely,

Florence N. Andongella- DIRECTOR

**MISSION AND OBJECTIVES STATEMENT:**

It is the primary objective and goal of Professional Schools of Beauty, Fashion and Arts to provide the educational and vocational training with its students in accordance with California criteria in the fields of Cosmetology, Barbering, Esthetician, and Manicuring.

The education given will prepare students with the skills and theory to work in the fields that are studied as well as pass the examinations that are needed to obtain California licenses required before entering the workforce.

The Professional Schools of Beauty Fashion and Arts is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. 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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau at:

Bureau for Private Postsecondary Education

Physical Address:

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

Mailing Address:

P.O. Box 980818

West Sacramento California, 95798-0818

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Fax: (916) 263-1897

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

**STATEMENT OF COMPLIANCE AND LIABILITY:**

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication.

**SCHOOL FACILITIES/CLASSES & LOCATION:**

Instructions will be provided at: Professional School of Beauty, Fashion, & Arts campus building located at 18573 Sherman Way, Reseda, CA 91335 in the classroom located at the right end side of the facility. All theory classes, lectures, presentations, and video support instructions will be provided in the same classroom.

At Professional Schools of Beauty, Fashion, and Arts, there is an atmosphere of a modern salon, barber shop, nails shop and spa with the sole purpose of health and beauty education. The school contains the professional equipment used in salons, barbershops and spas in California.

Professional Schools of Beauty, Fashion, and Arts facility is 4000 square feet, utilized for the teaching and training of beauty and health programs. The facilities include a freshman classroom for lectures, demonstrations and practice. The facility has a large floor space, an extensive amenities for students enrolled in each program offered.

The school is well lit, with a/c and heat, two handicapped restrooms, and furnished in an attractive manner. There is a reference library for students as well as a break area, and an administrative and advising office is on site.

**STATEMENT OF NON-DISCRIMINATION:**

The Professional Schools of Beauty, Fashion, and Arts does not discriminate on the basis of race, color, religion, sex, handicap, age, sexual preference, ethnic origin, or area of residence or origin in its admissions, instructions, or policies.

**FOR HANDICAPPED STUDENTS:**

Access for handicapped (wheel chair) students to the institution's facilities is available on campus. This institution does offer special programs for the handicapped depending on the severity of the disability.

**ENGLISH AS A SECOND LANGUAGE:**

This institution does not offer English as a second language ("ESL") course. All courses are given in English only. All prospective students that are accepted for enrollment must be proficient in the English language.

## **ADMISSION REQUIREMENTS:**

Visit the campus and submit our Enrollment Application. Enrollees are admitted as regular students under the following criteria:

Applicant must be 17 years old and have a copy of their High School Diploma, GED, California State Proficiency Test or its equivalent. \* Successful passing of an entrance exam is necessary.

\* A Students lacking the High School Diploma or its equivalent, must be at least 17 years old, must have completed the 10th grade education level or its equivalent (required by the Bureau of Barbering & Cosmetology) and must pass an Ability-to-Benefit exam prior to admission. Students admitted under these criteria, will be required to pass one of the Ability-to-Benefit tests approved by the U.S. Department of Education administered by an independent proctor.

This institution has not entered into an articulation or transfer agreement with any other college, school or university.

Our school offers an ATB Test from West Valley Occupational Center at 6200 Winnetka Avenue, Woodland Hills, CA 91367 – (818) 346-3540. Website: [www.wvoc.net](http://www.wvoc.net) – Schedule: Tuesday: 1:00 pm and 6:00 p.m. offering the Ability to Benefit test with a passing rate of 20 out of 25 (Level 10.0) or higher. All ATB students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after a waiting period of 3 months. Students admitted under the ATB are encouraged to obtain a GED certificate or its equivalent. There is information available at the school on how to obtain a GED.

## **CREDIT EVALUATION:**

Credit will be granted for prior training or experience upon review and verification by Professional Schools of Beauty, Fashion and Arts officials on the validity under the Barber/Cosmetology Act and the Board of Cosmetology and Barbering Rules and Regulations. Occasionally, a student's acceptance by Professional Schools of Beauty, Fashion and Arts will depend on the discretion of the Board of Cosmetology and Barbering.

## **POLICIES AND PROCEDURES FOR AWARD CREDIT:**

Student's transferring from another school with prior hours in the state of California must present **ALL** withdrawal paperwork from **EVERY** prior school before enrollment in this school if they wish to receive credit for those hours. If students are coming from another state, only the Board of Barbering and Cosmetology may grant credit of hours and operations received by students from another state other than California. This school will accept credit hours from another state with documentation from the California State Board. Professional School of Beauty Fashion and Arts does not recruit students already attending or admitted to another school offering a similar program of study. Professional School of Beauty Fashion and Arts does not accept any experienced hours (hours received through experiences working in the field). Only the State Board of Barbering and Cosmetology may grant those credits.

Professional School of Beauty Fashion and Arts does not impose any minimum limit amount number of hours for admission to transfer students stranded with few hours left to graduate.

Charges for tuition (Fees and Equipment) for transfer students. Tuition will be based on the current hourly rate multiplied times the number of hours required to complete the course. Students will only be charged for the number of hours needed to complete the program.

- The enrollment fee will be \$150.00
- Students will be presented with equipment list and are expected to purchase only items they did not already have.

The school academic officer, prior to enrollment must determine that all remaining's required technical hours of instruction and operations will be able to be completed by the student in the time frame estimated.

If you have immigrated to the United States and cannot provide an actual copy of the High School Diploma or its equivalent and must pass ability to benefit exam prior to admission. Students admitted under this criteria, will be required to pass one of Ability-to-Benefit tests approved by the US. Department of Education administered by an independent proctor. Visa services not offered.

### **DISCLOSURE OF STUDENT FILES/EDUCATIONAL RECORDS:**

Adult students, or a parent/guardian of minor students, may have access to their own files by contacting the school administration for an appointment. The school may require an advance notice of up to 48 hours for the appointment. A staff member must be present at the appointment and these records may not be removed from the school. The school will maintain files for five (5) years and the student transcripts will be maintained permanently in the institution in the form of CD.

No information regarding a student will be released without the prior written consent of the adult student, or parent/guardian if the student is a minor, unless required to do so by law or by a government agency or school accrediting agency.

### **CLASS SCHEDULES:**

Regularly scheduled day, evening and weekend class starts are offered depending on the specific program, see an Admission Advisor for specific start dates.

It is possible that the school may, at its discretion in the best interest of the students and school, close the campus for repairs, teacher training days or emergency construction. These days will be allowed to be made up by the student. We do not offer distance education.

### **TEXTBOOKS, EQUIPMENT & SUPPLIES:**

Textbooks and Equipment kits must be acquired at the beginning of the freshman class. The kits must contain the equipment necessary to complete the course.

Students are expected to maintain their kits by replacing lost or broken articles. This school is not responsible for any items lost or stolen.

## **LIBRARY SERVICES:**

Libraries and Resources are located on the Main Campus located at the front counter. The books necessary to support the education of the students are provided to each of the enrolled students in the tuition costs. The Library books are supplemental for students to gain more knowledge. All the books used in students' kits are located in the library. The books located at the library are accessible for all students to use, including those who do not receive classroom instruction, but must be signed off, remain inside the campus building and must be returned. The library also includes the computer station for student use to access more class material, Web resources, regulations, etc.

## **HOLIDAYS:**

Professional Schools of Beauty, Fashion and Arts will be closed for the 4<sup>th</sup> of July, Labor Day, and Thanksgiving. We will also be closed for winter break which will include December 22 to Jan 4<sup>th</sup>. "Holy Days" of all religions are respected and student's observance is allowed, with a 48hr. advanced written notice of absence.

## **STUDENT COMPLIANT/GRIEVANCE PROCEDURE:**

Students who are experiencing problems with the school or its employees or who have any complaints are encouraged to bring them to their instructor. Requests for further action should be written on a grievance form and submitted to the Director. The Director will evaluate the grievance form and set up an appointment with the person within 5 days from receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours by the Director. Any grievances that cannot be resolved by Professional Schools of Beauty, Fashion and Arts may be directed to:

DCA BOARD OF BARBERING & COSMETOLOGY  
P.O. BOX 944226  
SACRAMENTO, CA 94244 PHONE:  
(916) 574-7570

Bureau for Private Postsecondary Education  
Mailing Address:  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
Physical Address:  
2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833  
Phone: (916) 431-6959  
Toll Free: (888) 370-7589  
Fax: (916) 263-1897  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

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

**Tuition Total Charges:**

**ADMINISTRATIVE/REGISTRATION FEE (non refundable)**

**\$150.00**

**STUDENT TUITION RECOVERY FUND: (non refundable)**

Currently STRF is listed as \$0.00 per \$1,000 of institutional charges

**COSMETOLOGY:** 1600 hours

\$5.00 per hour x 1600 = \$8,000

Does not Include (estimates):

BOOKS \$150.00 Kit \$400.00

\*(These are estimates based on Amazon.com, E-Bay, and Milady.com prizes of 01/2017 and may change, not including taxes).

Total charges for current period of attendance \$8,000

Estimated total charges for the entire educational program \$8,700

**BARBERING:** 1500 hours

\$5.00 per hours x 1500 = \$7,500

Does not Include (estimates):

BOOKS \$155.00 Kit \$400.00

\*(These are estimates based on Amazon.com, E-Bay, and Milady.com prizes of 01/2017 and may change, not including taxes).

Total charges for current period of attendance \$7,500

Estimated total charges for the entire educational program \$8,205

**ESTHETICIAN:** 600 hours

\$5.00 per hours x 600 = \$3,000

Does not Include (estimates):

BOOKS \$153.00 Kit: \$400.00

\*(These are estimates based on Amazon.com, E-Bay, and Milady.com prizes of 01/2017 and may change, not including taxes).

Total charges for current period of attendance \$3,000

Estimated total charges for the entire educational program \$3,703

**MANICURIST:** 400 hours

\$5.00 per hour x 400 = \$2,000

Does not include (estimates):

BOOKS \$153.00 Kit \$400.00

\*(These are estimates based on Amazon.com, E-Bay, and Milady.com prizes of 01/2017 and may change, not including taxes).

Total charges for current period of attendance \$2,000

Estimated total charges for the entire educational program \$2,703

**COSMETOLOGY CROSSOVER:** 400 hours

\$5.00 per hour x 400= \$2,000

Does not include (estimates):

BOOKS \$153.00 Kit \$200.00

\*(These are estimates based on Amazon.com, E-Bay, and Milady.com prizes of 01/2017 and may change, not including taxes).

Total charges for current period of attendance \$2,000

Estimated total charges for the entire educational program \$2,403

**BARBER CROSSOVER:** 400 hours

\$5.00 per hour x 200 = \$1,000

Does not include (estimates):

BOOKS \$153.00 Kit \$200.00

\*(These are estimates based on Amazon.com, E-Bay, and Milady.com prizes of 01/2017 and may change, not including taxes).

Total charges for current period of attendance \$2,000

Estimated total charges for the entire educational program \$2,403

**STUDENT TUITION RECOVERY FUND DISCLOSURES:**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by



the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Questions regarding the STRF may be directed to: Bureau for Private Post-Secondary Education, 2535 Capitol Oaks Drive, Suite #400, Sacramento, CA 95833; (916) 431-6959 or toll-free (888) 370-7589; [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **FINANCIAL AID:**

This school is not accredited or a participating institution for Federal and California Financial Aid Programs. All tuition, equipment and fees are not covered by these programs. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

### **METHOD OF PAYMENT:**

Students are expected to contribute from their own family resources toward the student's educational expenses. Payment plans (weekly, monthly, and quarterly) are available at PSBFA and loans can be acquired from private lenders. All tuition and fees are payable in advance. For example: A Cosmetology student who is asking for a weekly payment for 30 hours would have a payment of 30 hrs. X 85 = \$150.00 to be added.

**PROGRAMS OFFERED COSMETOLOGY:**

The curriculum for students enrolled in the cosmetology course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices and constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by lecture, classroom participation, demonstrations, or examinations. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. The hours and operations for the cosmetology curriculum are on the next page:

	<b>Subjects</b>	<b>Technical (Hrs.)</b>
1	Orientation – The Bureau of Barbering and Cosmetology Act and Rules and Regulations	20
2	Sanitation/Disinfection	20
3	Health and Safety	10
4	Anatomy/Physiology	15
5	Bacteriology: Common Diseases, HIV-AIDS, Hepatitis B	15
6	Cosmetology Chemistry	10
7	Electricity	10
8	Hairstyling: Analysis Shampooing	10
9	Finger Waving, Pin Curl, Comb-Outs	15
10	Straightening, Waving	20
11	Curling with Hot Combs and Irons, Blow Drying	20
12	Permanent Waving and Chemical Straightening	40
13	Hair Coloring & Bleaching	60
14	Haircutting	20
12	Permanent Waving and Chemical Straightening	40
13	Hair Coloring & Bleaching	60
14	Haircutting	20
15	Esthetics: Facials – Manual Cleansing, Packs, and Masks	7.5
16	Facials – chemical Peels, Packs, Masks and Scrubs	10
17	Facials – Electrical: electrical Modalities, Derma	7.5

During the interview process, the financial officer will develop a personalized payment program for each individual.

18	Eyebrow Beautification and Make-up	25
19	Manicuring/Pedicuring: Water, Oil Manicures	5
20	Hand/Foot/Arm/Ankle Massage	5
21	Artificial Nails and Wraps: Liquid Powder	15
22	Brush-ons, Artificial Nail Tips, Wraps and Repairs	10
23	Salon Management, Business Ethics and Communication Skills	25
	<b>Total Technical Instruction</b>	<b>39</b>

	<b>Subjects</b>	<b>Practical Operations</b>
1	Sanitation/Disinfection	20
2	Hairstyling Analysis Shampooing	35
3	Wet Hair Styling and Blow Drying	85
4	Thermal Hair Styling (Hot Combs and Irons) and Up Dos	85
5	Pin Curls, Braids, Barrel Curls	25
6	Permanent Waving and Chemical Straightening	105
7	Haircutting	80
8	Bleaching	15
9	Hair Coloring – Highlight/Weave	35
10	Scalp and Hair Treatments	10
11	Esthetics: Facials – Manual, Electrical, Chemical	40
12	Eyebrow Beautification and Make-up	30
13	Water and Oil Manicuring and Pedicuring	25
14	Acrylic Nails – Liquid and Powder	80
15	Artificial Nail Tips	20
16	Nail Wrap and Repairs	20
17	<b>Total Practical Operations</b>	<b>710</b>

**Totals Technical + Practical = 1600 hours**

Additional Training will be given for Salon Management, salesmanship, decorum, record keeping, client service record cards, resume preparation, employment development, reception, and other subjects relating to the Cosmetology Field.

**COSMETOLOGY OBJECTIVES:**

1. Acquire the knowledge of California laws and regulations of cosmetologically establishment's practices.
2. Gain the knowledge of sanitation and safety related to the practices of hair, skin and nails.
3. Attain the knowledge of Cosmetology anatomy, physiology, electricity, chemistry and theory.
4. Gain practical experience in Cosmetology skills.
5. Learn business and salon management techniques common to Cosmetology.

**REQUIREMENTS FOR THE SATISFACTORY COMPLETION OF THE COURSE:**

The student shall have completed Technical and Practical Operations required by the Board of Barbering and Cosmetology with an average grade of "C" (70%) or better.

**FACULTY NEEDED FOR PROGRAM:**

The faculty needed for Cosmetology when the number of students in the class, for instance morning class, is 25 students or less will be one Cosmetology Teacher. When the class enrollment exceeds 25, then the total number of teachers will increase by one until 50 students.

The qualifications of Cosmetology instructor include California Cosmetology License. Teaching Credential, Teacher training and 3 years of teaching experience or Cosmetology work experience that is deemed acceptable by the institution. The teacher will have three months from date of hire to complete teaching credential if one is not already obtained.

**TEXTBOOKS USED:**

1. Milady’s Standard Cosmetology 2015.
2. Exam Review.
3. Board of Cosmetology & Barbering Act and Regulations (2009)

**GRADUATION REQUIREMENTS:**

When a student has completed the 1600 hours and technical and practical operation required in cosmetology with an average GPA of “C” (70%) or better, he or she is awarded a diploma certifying his or her graduation from Professional Schools of Beauty, Fashion and Arts. Students are assisted in completing the necessary documents to file for the appropriate State Barbering and Cosmetology Examination.

**LICENSING REQUIREMENTS:**

Applicants must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described and passed the licensing exam with an overall average of 75%.

**BARBERING:**

The curriculum for students enrolled in the Barbering course shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices and constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by lecture, classroom participation, demonstrations, or examinations. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. The hours for the barbering curriculum are below.

	<b>Subjects</b>	<b>Technical (Hrs.)</b>
1	Orientation – The Bureau of Barbering and Cosmetology Act and Rules and Regulations	20
2	Sanitation/Disinfection	20

3	Health and Safety/Hazardous Substances/HIV-AIDS	30
4	Anatomy/Physiology	15
5	Barbering Chemistry	10
6	Haircutting	20
7	Color and Bleach	60
8	Hair Pieces	5
9	Permanent Waving & Chemical Straightening	40
10	Ailments – Cosmetics	30
11	Facial – Shaves – Scalpial	50
12	Styling	60
13	Facial – Rest	20
14	Electricity – Light Therapy	5
15	Miscellaneous Subject Matter	180
16	Business Industry Relations & Communication Skills	20
	<b>Total Technical Instruction</b>	<b>585</b>

	<b>Subjects</b>	<b>Practical Operations</b>
1	Hair Styling	170
2	Hair Cutting	80
3	Shaving	25
4	Permanent Waving	55
5	Hair Processing/Relaxing	50
6	Hair Coloring and Tinting	50
7	Shampooing	30
8	Rest Facials	5
9	Rolling Crème	5
10	Hair Waving Curling	20
11	Scalp Manipulations	5
12	Curling Iron	20
	<b>Total Practical Operations</b>	<b>515</b>

**Totals Technical + Practical = 1,500 hours**

**BARBERING OBJECTIVES:**

1. Acquire the knowledge of California laws and regulations of barbering establishments' practices.
2. Gain the knowledge of sanitation and safety related to the practices of hair and skin.
3. Attain the knowledge of Barbering including anatomy, physiology, electricity, chemistry and theory.
4. Gain practical experience in Barbering skills.
5. Learn business and shop management techniques common to Barbering.

**REQUIREMENTS FOR THE SATISFACTORY COMPLETION OF THE COURSE:**

The student shall have completed Technical and Practical Operations required by the Board of Barbering and Cosmetology with an average grade of “C” (70%) or better.

**FACULTY NEEDED FOR PROGRAM**

The faculty needed for Barbering when the number of students in the class, for instance morning class, is 25 students or less will be one Barber Teacher. When the class enrollment exceeds 25, then the total number of teachers will increase by one until 50 students.

The qualifications of Barber Instructor includes California Barber License, Teaching Credential, Teacher training and three years of teaching experience or Barbering work experience that is deemed acceptable by the institution. The teacher will have three months from date of hire to complete teaching credential if one is not already obtained.

**TEXTBOOKS USED:**

1. Milady’s Standard Textbook of Professional Barbering, 2015
2. Exam Review
3. Board of Cosmetology & Barbering Act and Regulations (2009)

**GRADUATION REQUIREMENTS:**

When a student has completed the 1,500 hours and Technical and Practical Operations required in Barbering with an average GPA of “C” (70%) or better, he or she is awarded a diploma certifying his or her graduation from Professional Schools of Beauty, Fashion and Arts. Students are assisted in completing the necessary documents to file for the appropriate State Barbering and Cosmetology Examination.

**MANICURIST:**

The curriculum for students enrolled in the manicuring course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices and constituting the art of manicuring pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by lecture, classroom participation, demonstrations, or examinations. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. The hours for the manicure curriculum are below.

	<b>Subjects</b>	<b>Technical Hours</b>
1	Orientation – The Bureau of Barbering and Cosmetology Act and rules and Regulations	10
2	Sanitation/Disinfection	20
3	Health and Safety and Hazardous Substances	15
4	Bacteriology/anatomy/Physiology	10

5	Cosmetology Chemistry	10
6	Water and Oil Manicure/Hand and Arm Massage	15
7	Pedicure/Foot and Ankle Massage	15
8	Application of Acrylic Nails	15
9	Application of Nail Tip	10
10	Application of Nail Wraps and Repair	5
11	Salon management, Business Ethics and Communication Skills	10
	<b>Total Technical Instruction</b>	<b>135</b>

	<b>Subjects</b>	<b>Practical Operations</b>
1	Sanitation/Disinfection	10
2	Water and Oil Manicure	40
3	Pedicure	20
4	Application of Acrylic Nails (80 Nails)	80
5	Application of Nail Tips (40 Nails)	60
6	Application of Nail Wraps and Repair (60 Nails)	40
7	Additional Operations as Needed	50
	<b>Total Practical Operations</b>	<b>290</b>

**Totals Technical + Practical = 400 hours**

**MANICURIST OBJECTIVES:**

1. Acquire the knowledge of California laws and regulations of manicurist establishment's practices.
2. Gain the knowledge of sanitation and safety related to the practices of nails and skin.
3. Attain the knowledge of manicure anatomy, physiology, electricity, chemistry and theory.
4. Gain practical experience in manicuring skills.
5. Learn business, salon and spa management techniques common to manicuring.

**REQUIREMENTS FOR THE SATISFACTORY COMPLETION OF THE COURSE:**

The student shall have completed Technical and Practical Operations required by the Board of Barbering and Cosmetology with an average grade of "C" (70%) or better.

**FACULTY NEEDED FOR PROGRAM:**

The faculty needed for Manicurist when the number of students in the class, for instance morning class, is 25 students or less will be one Manicurist Teacher. When the class enrollment exceeds 25, then the total number of teachers will increase by one until 50 students.

The qualifications of Manicurist Instructor includes California Manicuring or Cosmetology License, Teaching Credential, Teacher training and 3 years of teaching experience or Manicurist work experience that is deemed acceptable by the institution. The teacher will have three months from date of hire to complete teaching credential if one is not already obtained.

**TEXTBOOKS USED:**

1. Milady’s Standard Nail Technician (2015)
2. Exam Review
3. Board of Cosmetology & Barbering Act and Regulations (2009)

**GRADUATION REQUIREMENTS:**

When a student has completed the 400 hours and Technical and Practical Operations required in Manicurist with an average GPA of “C” (70%) or better, he or she is awarded a diploma certifying his or her graduation from Professional Schools of Beauty, Fashion and Arts. Students are assisted in completing the necessary documents to file for the appropriate State Barbering and Cosmetology Examination.

**LICENSING REQUIREMENTS:**

Applicants must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Manicurist course as described and passed the licensing exam with an overall average of 75%.

**ESTHETICIAN:**

The curriculum for students enrolled in the Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices and constituting the art of esthetics pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstrations or examinations. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. The hours for the esthetician curriculum are below:

	<b>Subjects</b>	<b>Technical Hours</b>
1	Orientation – The Bureau of Barbering and Cosmetology Act and Rules and Regulations	10
2	Sanitation/Disinfection	10
3	Health and Safety and Hazardous Substances	10
4	Bacteriology Common Diseases, HIV-AIDS, Hepatitis B	10
5	Anatomy/Physiology	15
6	Cosmetology, Chemistry	10
7	Electricity	10
8	Preparation	15
9	Manual Facials – Cleansing, Packs, and Masks	20
10	Electrical Facials – Electrical Modalities, Dermal Lights, & Electrical Apparatus, and Contracting Muscles	30
11	Chemical Facials – Chemical: Peels, Packs, Masks and Scrubs	20
12	Eyebrow Arching and Hair Removal – Wax, Tweezers, Electrical or Manual and Depilatories for Superfluous Hair	25



13	Make-up – Skin analysis, Complete and Corrective Make-up, False Lashes	20
14	Spa Management, Business Ethics & Communication Skills	25
	<b>Total Technical Instruction</b>	<b>225</b>

	<b>Subjects</b>	<b>Practical Operations</b>
1	Sanitation/Disinfection	10
2	Manual Facials	50
3	Electrical Facials	50
4	Chemical Facials	50
5	Eyebrow Arching and Hair Removal – Wax, Tweezers, Electrical or Manual and Depilatories for Superfluous Hair	50
6	Make-up	40
7	Additional Operations as Needed	130
	<b>Total Practical Operations</b>	<b>380</b>

**Totals Technical & Practical = 600 hours**

**ESTHETICIAN OBJECTIVES:**

1. Acquire the knowledge of California laws and regulations of esthetician establishments’ practices.
2. Gain the knowledge of sanitation and safety related to the practices of skin, hair removal and facials.
3. Attain the knowledge Esthetician anatomy, physiology, electricity, chemistry and theory.
4. Gain practical experience in Esthetician skills.
5. Learn business, salon and spa management techniques common to Esthetician.

**REQUIREMENTS FOR THE SATISFACTORY COMPLETION OF THE COURSE:**

The student shall have completed Technical and Practical Operations required by the Board of Barbering and Cosmetology with an average grade of “C” (70%) or better.

**FACULTY NEEDED FOR PROGRAM:**

The faculty needed for Esthetician when the number of students in the class, for instance morning class, is 25 students or less will be one Esthetician Teacher. When the class enrollment exceeds 25, then the total number of teachers will increase by one until 50 students.

The qualifications of Esthetician Instructor includes California Esthetician or Cosmetology License, Teaching Credential, Teacher training and 3 years of teaching experience or Manicurist work experience that is deemed acceptable by the institution. The teacher will have three months from date of hire to complete teaching credential if one is not already obtained.

### **TEXTBOOKS USED:**

1. Milady's Standard Esthetics Fundamentals (2015)
2. Exam Review
3. Board of Cosmetology & Barbering Act and Regulations (2009)

### **GRADUATION REQUIREMENTS:**

When a student has completed the 600 hours and Technical and Practical Operations required in Esthetician with an average GPA of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation from Professional Schools of Beauty, Fashion and Arts. Students are assisted in completing the necessary documents to file for the appropriate State Barbering and Cosmetology Examination.

### **LICENSING REQUIREMENTS:**

Applicants must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Manicurist course as described and passed the licensing exam with an overall average of 75%.

### **BARBERING CROSSOVER:**

The curriculum for students enrolled in the Barbering Crossover course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices and constituting the art of Barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by lecture, classroom participation, demonstrations, or examinations. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. The hours for the Barbering Crossover curriculum are below.

	<b>Subjects</b>	<b>Technical Hrs.</b>
1	Orientation – The Bureau of Barbering and Cosmetology Act and Rules and Regulations	5
2	Sanitation/Disinfection	5
3	Barbering Fundamentals	10
4	Haircutting	20
5	Hair Pieces	10
6	Facial – Rest	10
7	Facial – Shaves – Scalpial	50
8	Business Industry Relations & Communication Skills	10
	<b>Total Technical Instruction</b>	<b>120</b>

	<b>Subjects</b>	<b>Practical Operations</b>
1	Hair Cutting	?
2	Shaving	?
3	Rest Facials	5
4	Rolling Crème	5
5	Scalp manipulations	5
6	Curling Iron	?
7	Additional Operations as Needed	?
	<b>Total Practical Operations</b>	<b>155</b>

**Totals Technical + Practical = 400 hours**

**BARBERING CROSSOVER OBJECTIVES:**

1. Acquire the knowledge of California laws and regulations of Barbering establishment's practices.
2. Gain the knowledge of sanitation and safety related to the practices of hair and skin.
3. Attain the knowledge of Barbering including anatomy, physiology, electricity, chemistry and theory.
4. Gain practical experience in Barbering skills.
5. Learn business, salon and spa management techniques common to Barbering.

**REQUIREMENTS FOR THE SATISFACTORY COMPLETION OF THE COURSE:**

The student shall have completed Technical and Practical Operations required by the Board of Barbering and Cosmetology with an average grade of "C" (70%) or better.

**FACULTY NEEDED FOR PROGRAM:**

The faculty needed for Barbering Crossover when the number of students in the class, for instance, morning class is 25 students or less will be one Barber Teacher. When the class enrollment exceeds 25, then the total number of teachers will increase by one until 50 students.

The qualifications of Barber Instructor include California Barber License, Teaching Credential, Teacher training and 3 years of teaching experience or Barbering work experience that is deemed acceptable by the institution. The teacher will have three months from date of hire to complete teaching credential if one is not already obtained.

**TEXTBOOKS USED:**

1. Milady's Standard Textbook of Professional Barbering, (2015)
2. Exam Review
3. Board of Cosmetology & Barbering Act and Regulations (2009)

## **GRADUATION REQUIREMENTS:**

When a student has completed the 400 hours and Technical and Practical Operations required in Barbering Crossover with an average GPA of “C” (70%) or better, he or she is awarded a diploma certifying his or her graduation from Professional Schools of Beauty, Fashion and Arts. Students are assisted in completing the necessary documents to file for the appropriate State Barbering and Cosmetology Examination.

## **LICENSING REQUIREMENTS:**

Applicants must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A Barbering license will be granted by the State of California, only after the student has successfully completed and graduated from the Barbering course as described and passed the licensing exam with an overall average of 75%.

## **COSMETOLOGY CROSSOVER:**

The curriculum for students enrolled in the Cosmetology Crossover course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices and constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by lecture, classroom participation, demonstrations, or examinations. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

	<b>Subjects</b>	<b>Technical Hours</b>
1	Orientation – The Bureau of Barbering and Cosmetology Act and Rules and Regulations	20
2	Sanitation/Disinfection	20
3	Health and Safety	10
4	Anatomy/Physiology	15
5	Bacteriology Common Diseases, HIV-AIDS, Hepatitis B	15
6	Cosmetology, Chemistry	10
7	Electricity	10
8	Hairstyling Analysis, Shampooing	10
9	Finger Waving, Pin Curl, Comb-Outs	15
10	Straightening, Waving	20
11	Curling with Hot Combs and Irons, Blow Drying	20
12	Permanent Waving and Chemical Straightening	40
13	Hair Coloring & Bleaching	60
14	Haircutting	20
15	Esthetics: Facials – Manual: Cleansing, Packs, and Masks	7.5
16	Facials – Chemical: Peels, Packs, Masks and Scrubs	10
17	Facials – Electrical: Electrical Modalities, Derma	7.5
18	Eyebrow Beautification and Make-Up	25
19	Manicuring/Pedicuring: Water, Oil Manicures	5

20	Hand/Foot/Arm/Ankle Massage	5
21	Artificial Nails and Wraps: Liquid Powder	15
22	Brush-Ons, Artificial Nail Tips, Wraps and Repairs	10
23	Salon Management, Business Ethics and Communication Skills	25
<b>Total Technical Instruction</b>		<b>390</b>

	<b>Subjects</b>	<b>Practical Operations</b>
1	Sanitation/Disinfection	20
2	Hairstyling: Analysis Shampooing	35
3	Wet Hair Styling and Blow Drying	85
4	Thermal Hair Styling (Hot Combs and Irons) and Up Dos	85
5	Pin Curls, Braids, Barrel Curls	25
6	Permanent Waving and Chemical Straightening	105
7	Haircutting	80
8	Bleaching	48
9	Hair Coloring – Highlight/Weave	35
10	Scalp and Hair Treatments	10
11	Esthetics: Facials – Manual, Electrical, Chemical	40
12	Eyebrow Beautification and Make-Up	30
13	Water and Oil Manicuring and Pedicuring	25
14	Acrylic Nails – Liquid and Powder	80
15	Artificial Nail tips	20
16	Nail Wrap and Repairs	20
<b>Total Practical Operations</b>		<b>710</b>

**Totals Technical + Practical = 400 hours**

Additional Training will be given for Salon Management, salesmanship, decorum, record keeping, client service record cards, resume preparation, employment development, reception, and other subjects relating to the Cosmetology Field.

**COSMETOLOGY CROSSOVER OBJECTIVES:**

1. Acquire the knowledge of California laws and regulations of Cosmetology establishment's practices.
2. Gain the knowledge of sanitation and safety related to the practices of hair, skin, and nails.
3. Attain the knowledge of Cosmetology anatomy, physiology, electricity, chemistry and theory.
4. Gain practical experience in Cosmetology skills.
5. Learn business, salon and spa management techniques common to Cosmetology.

## **REQUIREMENTS FOR THE SATISFACTORY COMPLETION OF THE COURSE:**

The student shall have completed Technical and Practical Operations required by the Board of Barbering and Cosmetology with an average grade of “C” (70%) or better.

## **FACULTY NEEDED FOR PROGRAM:**

The faculty needed for Cosmetology Crossover when the number of students in the class, for instance, morning class is 25 students or less will be one Cosmetology Teacher. When the class enrollment exceeds 25, then the total number of teachers will increase by one until 50 students.

The qualifications of Cosmetology Instructor include California Cosmetology License, Teaching Credential, Teacher training and 3 years of teaching experience or Cosmetology work experience that is deemed acceptable by the institution. The teacher will have three months from date of hire to complete teaching credential if one is not already obtained.

## **TEXTBOOKS USED:**

1. Milady’s Standard Cosmetology, (2015)
2. Exam Review
3. Board of Cosmetology & Barbering Act and Regulations (2009)

## **GRADUATION REQUIREMENTS**

When a student has completed the 400 hours and Technical and Practical Operations required in Cosmetology with an average GPA of “C” (70%) or better, he or she is awarded a diploma certifying his or her graduation from Professional Schools of Beauty, Fashion and Arts. Students are assisted in completing the necessary documents to file for the appropriate State Barbering and Cosmetology Examination.

## **LICENSING REQUIREMENTS:**

Applicants must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A Cosmetology Crossover license will be granted by the State of California, only after the student has successfully completed and graduated from the Cosmetology Crossover course as described and passed the licensing exam with an overall average of 75%.

## **STUDENT CLOCK HOUR POLICY:**

The California State Board of Cosmetology and Barbering will only recognize timeclock punched hours of attendance. As a result of the requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class days and lunch periods. A student will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4<sup>th</sup>) hour. This seven-minute period applies to starting of the class day.

Once theory classes have been started no one will be allowed to enter the theory classroom. At the completion of the week, a new time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the student and the instructor daily. A thirty (30) minute lunch break shall be taken when a student attends a six (6) hour class day or more. If a student is attending less than six (6) hour class day and wishes to take a lunch break of (30) minutes, then a half hour must be deducted from their daily total and they must clock in/out on their time card for the lunch break. Instructors, officers, or other classmates may not sign a student in or out, it is the sole responsibility of each student to personally sign themselves in/out. The weekly time card reflects the student's daily record of hours and operations. It is important that all of the hours and operations are recorded properly and accurately. The attendance personnel must be able to read the time card so that the hours and operations are transferred correctly to the roster. If an error is made on the time card, correcting the mistake will require that a line be drawn through the error, the student and staff member must date and initial the correction(s). The time cards are the property of the Professional Schools of Beauty, Fashion and Arts and must always remain in the school. After clocking in, students are required to maintain an applied effort; leaving the building, reading material not related to the training or an activity not related to the training is not tolerated. If this occurs, a warning or an order to punch out for the day will follow. Continued activities of this nature could result in termination.

### **TIME CARD CREDIT:**

The following is a guideline for the instructor to issue credits:

Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category. The portion of the time card reflecting hours are in the Theory. Hours earned and in classes the instructor has demonstrated. The portion of the time card concerning operations is to be applied efforts of the students as they manually perform practical subject. Some practical operations may take longer to perform according to the student. It is important to note the Board of Cosmetology and Barbering considers the following time frame for each operation:

Scalp treatment – ½ to 1 hour; Permanent Wave – 2 to 2 ½ hours; Shampoo/set – 1 ½ hour; Facial – 1 ½ to 2 hours; Manicure and Rest Facial – ½ hour; & Hair Cut – ½ to 1 hour. When using this scale, The Board of Cosmetology and Barbering would understandably not consider a student capable of performing more than three permanent waves per day.

### **GRADING:**

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grading scale. Evaluation forms for Cosmetology and Barbering are issued to the students at 25%, 50%, 75%, and 90% of the course hours scheduled to complete. All other courses consisting of 600 hours or less, students are issued evaluation forms at 45% and 90% of the course hours scheduled to complete. This evaluation form reflects the overall Attendance and Academic progress of the student.

Students must maintain a “C” (70%) average to maintain satisfactory academic status. The system detailed following is used by the institution:

100% - 90%	A – Excellent
A = 4 points toward GPA	
89% - 80%	B – Above Average
B = 3 points toward GPA	
79% - 70%	C – Average
C = 2 points toward GPA	
69% - 60%	D – Below Average
D = 1 point toward GPA	
59% - 0%	F – Fail
F = 0 points toward GPA	

### **SATISFACTORY ACADEMIC PROGRESS STANDARDS (SAP):**

This institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:

1. Maintain a cumulative academic average of “C” (70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative attendance level of at least two-thirds ( $2/3$ ), (67%) of the scheduled hours indicated on their enrollment contract at the end of each evaluation period in addition to attendance are also required to adhere to certain other general institutional policies relating to attendance and tardiness.
3. Complete the course within a maximum time frame of one and one-half ( $1 \frac{1}{2}$ ) times the length of the course as stated in the enrollment agreement.
4. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course, to be considered as meeting satisfactory progress at the end of an evaluation period will be considered to be making satisfactory progress until the next evaluation.

### **EVALUATION PERIODS:**

Students’ compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

1. The point at which 25% of the course is scheduled to be completed;
2. The point at which 50% of the course is scheduled to be completed;
3. The point at which 75% of the course is scheduled to be completed;
4. The point at which 90% of the course is scheduled to be completed;
5. The point of actual completion.



Example: For the Cosmetology Course of 1600 hours, a student will be evaluated at the increments in which the student is scheduled to reach 400, 800, 1200 and 1440 clock hours, and at the actual completion.

In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the end of each evaluation period. In addition to attendance are also time the student is scheduled to reach each additional 400 clock hours for Cosmetology and Barbering or 100 clock hours for Manicure and Esthetician or actual completion of the remaining hours, whichever comes first.

### **ACADEMIC PROBATION:**

Students who fail to meet the SAP standards during an evaluation period will be placed on academic or attendance probation for one additional evaluation period. Students will still be considered as making SAP standards progress during the probationary period. Probationary students who fail to meet the SAP standards by the conclusion of the probationary period will be deemed not to be making satisfactory academic and/or Attendance Progress, may be terminated at the discretion of the institution. In the event a student is terminated due to not making SAP standards, all policies regarding the institution's refund policy will apply. Probationary students who meet SAP standards by the conclusion of the probationary period will be removed from academic probation.

### **APPEAL PROCEDURES:**

Students who wish to appeal the decision that they are not meeting Satisfactory Academic Progress standards must submit a written request to the school's administrator. The letter should be received within five (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10 days). The decision of the committee shall be final. Students that prevail upon the appeal process, re-entering the program after an interruption of training, or having re-established SAP standards, and determined as meeting SAP standards will be re-entered in the course. Students accepted for re-entering the program that were previously not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation.

Any grievances that cannot be resolved by Professional Schools of Beauty, Fashion and Arts may be directed to:

DCA BOARD OF BARBERING & COSMETOLOGY  
P.O. BOX 944226  
SACRAMENTO, CA 94244  
PHONE: (916) 574-7570

OR

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Mailing Address:

P.O. Box 980818

West Sacramento, CA 95798-0818

Physical Address:

2535 Capitol Oaks Drive, Suite 400

Sacramento California, 95833

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

**COURSE INCOMPLETENESS:**

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction.

**LEAVE OF ABSENCE:**

Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a leave of absence (LOA) for the program for up to 180 days in a 12-month period. The LOA must be requested in writing by the student and must be approved by the school Director. The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the Director approving the LOA. Students are advised to refrain from requesting a LOA unless the need is absolute. A student on LOA will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to their LOA. In addition, the maximum time frame to complete the course will be adjusted to add the LOA time to those students who complete their authorized LOA. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the LOA and the refund will be performed as in accordance with the refund policy.

**ATTENDANCE STATUS:**

Fast-Track Full Time: Any student scheduled to attend 40 or more hours per week.

Full Time: Any student scheduled to attend 30 hours per week to 39 hours per week.

Part Time: Any student scheduled to attend at least 16 hours per week

Less than 16 hours per week is less than Part time.

## **CAREER TRAINING AND COUNSELING:**

Students will be counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Salon, Spa and Barber Shop owners will give demonstrations and discussions of correct goals and more to students throughout the schedules. Students are given personal attention assistance at every stage of training throughout their program.

Students may request additional counseling sessions at any time. Emphasis is given on preparation for the California State Board licensing examination and direction of career.

## **IDENTIFICATION OF JOB CLASSIFICATION**

### **GAINFUL EMPLOYMENT**

You are at the threshold of opportunity. By applying yourself to the industry, the possibilities become limitless. As you begin, you may not know whether you prefer working with hair or skin, however, entering the classroom with an open mind will allow you to fine tune your strengths. The following vocations are options you may want to consider upon graduation:

#### **Cosmetology**

Professional Stylist  
Skin Care Specialist  
Makeup Artist  
Nail Technician  
Educator

#### **Esthetician**

Skin Care Specialist  
Makeup Artist  
Educator

#### **Barber**

Barber  
Shaving Specialist  
Educator

#### **All Licenses qualify for the following as well:**

Platform Artist  
Product Representative  
Salon Owner or Manager  
State Board Member/Examiner

Avenues in these areas of specialization could also include journalism, advertising, marketing, or research and development with the right continuing education and opportunities. Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have the attitude for the field, a cosmetology education may be a pathway to a secure income and a solid future.

The name of each course and/or program and the name, nature and level of occupations, identified by the Standard Occupational Classification codes (SOC) are as follows:

- 1) Cosmetologists 39-5012 – <http://www.bls.gov/soc/2010/soc395094.htm>, provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, provide nail and skin care services. Excludes “Makeup Artists, Theatrical and Performance (39-5091), “Manicurists and Pedicurists” (395092), and “Skincare Specialists” (39-5094).
- 2) Skin Care Specialist 39-5094 – <http://www.bls.gov/soc/2010/soc395094.htm>, provide skincare treatments to face and body to enhance an individual’s appearance, include electrologists and laser hair removal specialists.
- 3) Barbers 39-5011 – <http://bls.gov/soc/2010/soc395011.htm>, provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves.
- 4) Manicurists and Pedicurists 39 – 5092 – <https://www.onetonline.org/link/summary/39-5092.00>

### **ORIENTATION:**

All new students are required to attend orientation prior to, or on their first day of school. During orientation, students will be welcomed by the staff and become familiar with the school’s policies and expectations.

### **HOUSING:**

The school does not have dormitory facilities under its control. The available housing within a 5 (five) mile radius is approximately \$1300.00/mo. to \$3000.00/mo. for apartment rentals. The institution has no responsibility to find or assist a student in finding housing.

### **STUDENT SERVICES:**

The professional faculty and staff at PSBFA are available to advise or help students on any problem which could have a negative effect on their ability to succeed in their curriculum. If the problem is outside of the scope of the staff it will be handled on a referral basis by qualified, specialized agencies.

**STUDENT RULES AND REGULATIONS:**

1. School weekday hours are from 8:00 a.m. to 5:00 p.m. and Saturday hours are from 8:00 a.m. to 3:00 p.m.
2. Morning weekday students are required to be in class for roll call at 8:07 a.m. and night weekday students 4:07 p.m. Weekend students have roll call at 8:07 a.m. All students are to report in a clean prescribed uniform.
3. Time cards must be clean and legible. Students must punch their own time card.
4. No student is allowed to clock out during the hours of their enrollment without the permission of the supervisor. No student or faculty may clock in or out for another student. No exceptions. Any time a student leaves the building during hours his/her time card must be at the receptionist desk.
5. A student must use the time clock to “Punch In” when entering and “Punch Out” when leaving. Students failing to do so will only receive credit for hours indicated by the time clock. Students are also required to punch cards in and out for all breaks on the back side of their time cards.

Breaks, like Lunch/Dinner (30 min), are cleared by instructor tentatively as follows:

Break	Morning	Evening	Weekend
15 min.	10:00 am	4:00 pm	11:00 am
30 min.	12:00 pm	6:00 pm	1:00 pm

6. All students must wear school issued uniform, clean and neat. Black slacks only. Dresses must be all black and hem line must be at the knee and no open slits up the dress. Black closed toe shoes. No canvas type absorbent material allowed. No baggy type pants are to be worn, only slacks no exceptions.
7. Students appearing for school with their hair not set and neat will clock out. No hats, headbands, scarfs or nets, or any type of headgear is allowed in the school while clocked in. Wigs are acceptable. Beauty needs/grooming are to be done in students’ own time.
8. A student who is found tardy (after 8:07 a.m. Morning class, after 5:07 p.m. Evening class), may not clock in until theory class is finished and may not attend the theory class. If the person is found tardy more than five (5) times on weekdays, in four (4) weeks will be counseled and if tardiness still continues may be suspended or be placed on probation until tardiness stops, if the problem isn’t resolved with such measures the student’s enrollment may be terminated by the discretion of the school Director.
9. No gum chewing is allowed at PSBFA at any time. Smoking is prohibited inside the building. Students are allowed to smoke outside beyond a 10 ft. radius of any exit. Because

of allergies to the public, students should avoid wearing perfumes or heavily scented products.

No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.

10. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron.
11. School business phones may not be used for personal calls, only in case of emergency. Personal cell/mobile phones are not allowed to be used inside classroom or in clinic area, and may not be set to ring mode, while in the building.
12. Strict adherence to the rules of sanitation, disinfection and personal hygiene is required at all times.
13. A minimum of ½ hour of sanitation must be completed by each student daily. Student Kits must be in a sanitized condition at the end of each day.
14. It is the responsibility of each student to keep workstation, in class or clinic, clean and sanitary at all times. When leaving for the day or night the students work station must be clean and orderly and all equipment must be taken with them and not left out. The school is not responsible for items left out or lost.
15. Students are responsible for the return of PSBFA equipment or material loaned to them. Students are not allowed to borrow equipment from each other. Each student is responsible for this/her personal belongings and materials.
16. All appointments must be made by the receptionist or the Instructor in charge and no appointments or changes may be made by students.
17. All students serving the public must be courteous and pleasant. If there is difficulty, please inform the instructor. Students are required to take all appointments assigned to them. Failure to take a patron is grounds for suspension.
18. No student may leave a patron while doing a perm or coloring service, except in an emergency which is executed by an instructor.
19. Students are forbidden to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
20. Only products furnished by Professional Schools of Beauty, Fashion and Arts may be used unless otherwise approved by the supervisor.
21. Students must keep a record of their hours and services of each day as required on the back of time cards under daily record of applied effort. Weekly time cards will be audited by the School office. Credit will be given for applied effort only. All work completed by a

student must be checked by the instructor. Weekly time cards must be signed by the student and the instructor in order to receive credit for all daily operations or credit will not be given. Records must be neat and clear to see and read.

22. Weekday students must attend the school on Fridays, weekend students on Saturdays. Days that come before and after holidays are considered Fridays or Saturdays. Only the school director may excuse a student from attending on Fridays or Saturdays. The school reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documents of illness. All inexcusable absences are subject to additional charges of the schools contracted hourly rate (\$5/hr.), for going over scheduled completion date.
23. Students will pay in advance for supplies on personal services.
24. Students must comply with all instructions, directories, orders, etc., given by personnel relative to school activities. No insubordination will be tolerated. All PSBFA policies, procedures and rules and policies as well as all State of California rules regulations apply.
25. All students are expected to maintain an average of 70% in theory and an all practical subjects. If this cannot be met, probationary status will result. All students who withdraw may re-enter into the program, without loss of prior hours.
26. If a student has a change of address or telephone number, they are to notify the school office immediately.
27. Alcohol and narcotics are strictly prohibited at any time. No one will be allowed on school grounds under the influence.
28. Upon termination of course of study, the student must remove all of his/her equipment, personal belongings within 30 days. Items that are left behind after the 30 days will be considered school property. The school is not responsible for lost or items left behind, nor is responsible for replacing those items.
29. Absence of three (3) days or more without notification shall be cause for suspension, not accepted at the institution to which your termination for fourteen (14) days.

These rules are for your benefit. The purpose of them is to make the overall experience of PSBFA professional and getting the most out of the education. All students enrolled must comply with the school rules and regulations as a condition of enrollment.

Failure to comply with the school rules and regulations will lead to progressive discipline, including written warnings, probation, suspension and termination of school enrollment.

### **SPECIAL CIRCUMSTANCES:**

Professional Schools of Beauty, Fashion and Arts may consider mitigating circumstances (under appeal process) when applying, changing or amending its policies, procedures and rules and regulations. This applies to qualified individuals to provide equal opportunity and access to its educational programs.

### **RE-ENTRY/TRANSFER POLICY:**

All students who withdraw may re-enter into the program, without loss of prior hours and operations provided it is within five (5) years from the date of their withdrawal and the student is in good standing with the school.

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

The transferability of credits you earn at Professional Schools of Beauty, Fashion and Arts is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 PSBFA to determine if your credits or certificate will transfer.

A person transferring out of PSBFA must first submit a written request to the School Registrar followed by an exit meeting with the Director.

Transferring in from out-of-state or licensed California schools, we will accept on an individual basis only for the number of hours that are determined by the California Board of Cosmetology Barbering able to be transferrable.

### **JOB PLACEMENT POLICY:**

Professional Schools of Beauty, Fashion and Arts job placement assistance is intended to help students make the transition from the training center to the workplace as quickly and easily as possible. The job placement starts by working with a career advisor and faculty that:

- Give tools necessary to students to present themselves professionally.
- Job readiness.
- Emphasize Customer Service skills.
- Assist students in applying and interviewing for a job.
- Give industry data for jobs and what employers are looking for.
- Learning team management skills.
- Assist students in the development of resumes and portfolios, and networking.

For graduating students who obtain their designated license, help with finding job openings will be offered. Locating job openings by phone, internet and from the local Chamber of Commerce.



### **BANKRUPTCY:**

Professional Schools of Beauty, Fashion and Arts **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 (5) years, and **has not** had a petition in bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq).

### **WITHDRAWALS AND REFUND POLICY: NOTICE OF STUDENTS' RIGHTS:**

An Administrative Cost of \$75.00 is nonrefundable and non-transferable unless the class is cancelled or rescheduled. If you must cancel your enrollment in the course, a written notice must be provided to the school the first day of class session or within 7 days after enrollment, whichever is later, to receive a full refund. A full refund, less the Administrative Cost of \$75.00 will be reimbursed within forty-five (45) days of cancellation. Note that books and kits cannot be returned if they are opened due to sanitary reasons.

If a student withdraws or is terminated by the institution after the period allowed for cancellation of the agreement, the institution shall provide a pro-rata refund for part of the course not taken less an Administrative cost of \$75.00 and the cost of books and kits. The period of attendance is the length of the program the student is enrolled in. Any refund that is due, the student will be made within 45 days of cancellation or withdrawal. If the amount that is owed is more than the amount that has been already paid, then the student will have 15 days to make arrangements to pay it.

If you obtain a loan to pay for an educational program, you 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's not paid from federal student financial aid program funds.

## **Faculty**

### **Rose Lopez**

Cosmetology license for 32 yrs teaching credentials for 27 yrs working in school teaching all aspects of cosmetology been a supervisor in School helping teachers and students teach mock board classes preparing students for the license continue with advance classes

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### **Bobby Diaz**

44 years barber license. I specialize in advance cutting of women and men's hair. I have a license in the state of California and in the state of Florida. Florida I have license in Cosmo and barbering. I also own a salon in Tampa Florida.

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### **Verjik Adamian**

Cosmetology licensed from two countries England and America for 30 years.  
Specialised in Cutting and Chemical Texturizing ..  
I have been teaching for 14 years,  
Specialty Theory Milady Textbook and State Board licensure Examination.  
Office duties: Education Files..

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### **Alice Atakhanian**

Cosmetology license for 15 yrs Owner of the salon Beyond Beauty Parlor and Aml Academy of Makeup and Hair, I'm a International Beauty Education Organizer , Makeup Teacher since 2009 .

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### **Armine Nazarian**

Cosmetology license for 20 yrs salon stylist . Teaching Color/cut/Style at AML ACADEMY since 2009

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### **Emi Amirkhanian**

Cosmetology license for 25 yrs Salon Stylist and specializing on color/cut/style and Stylist Teacher at AML ACADEMY since 2009

### **Ms. Florence N. Andong-Ella**

Licensed Cosmetology 14 years Teacher 6 years,Licensed Barber Teacher 4 years