



career  
academy  
of beauty

school catalog  
2021

12471 valley view st. garden grove, ca 92845 | 714.897.3010 | caofb.com

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Please see separate “Performance Fact Sheets” on each course for statistic on Graduation, passing and placement rates on our website at CAofB.com

All courses/class sessions will be held at 12471 Valley View St, Garden Grove, Ca. 92845. The HYBRID courses include part of the training online distance learning -off campus. Any reference to a specific Course also includes that course’s Hybrid version.

Career Academy of Beauty is furthermore known as “CAofB” in this catalog document.

This Catalog is published 10/01/2021 and is valid until 12/31/2021. The catalog is updated annually.

This catalog is provided to all prospective students or any other interested party through our website at CAOFB.com. A printed copy is available at the school location if requested.



## **courses offerered**

COSMETOLOGY or COSMETOLOGY HYBRID	CIP code #12.0401	CA Occ #39-5012	1600 clock hours
ESTHETICIAN or ESTHETICIAN HYBRID	CIP code #12.0409	CA Occ #39-5094	600 clock hours
MANICURING	CIP code #12.0410	CA Occ #39-5092	400 clock hours
TEACHER TRAINING	CIP code #12.0413	CA Occ #25-1194	600 clock hours
BARBERING OR BARBERING HYBRID	CIP code #12.0402	CA Occ #39-5011	1500 clock hours
COSMO BARBER and HYBRID	CIP code #12.0499	CA Occ #39-5012 & 39-5011	1800 clock hours.

All courses are considered vocational training and you will receive a diploma/certificate upon graduation. Once graduated, you will be able to take the state exam in order to get a license in the state of california to work in the beauty industry. The Cosmo Barber course allows you to take both the Cosmetology and Barbering Licensing exam. Instruction is held on campus for regular courses. The Hybrid courses includes on campus training and part of the training online Distance Learning. Any academic achievement earned via Distance Education may not be accepted for reciprocity or eligible for licensure in other states.

\*Prospective enrollees are encouraged to visit our academy to receive a tour, discuss personal education goals and receive financial aid information prior to enrolling. We would love to meet you. 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.

## **mission statement**

CAofB is committed to our students from the first day of enrollment to starting their professional career. We train our students on what it takes to be hireable and financially responsible for a more successful future.

Our goal is not only to prepare our students to pass the state board examination, but to also incorporate salon techniques, advanced procedures and the business skills needed for future salon success.

We strive to build confident students who adhere to professional ethics and maintain a positive attitude. Our objective is that all students will find the perfect job that suits their professional style and needs. We will support all of our graduates with job placement assistance to ensure a successful future.

## **code of ethics**

The CAofB core values are:

1. A passionate commitment to our students
2. Sensitivity to the occupational needs of community, state and nation
3. Striving for ongoing continuing education in the beauty profession
4. Integrity, honesty and fair relationships with students, customers, alumni, regulatory agencies, and community.
5. Truthful advertising and honest representations to students and clients
6. We will refrain from any criticism that reflects unfavorably on other schools and the beauty industry.
7. Not to recruit student or staff who is currently admitted or enrolled at another school offering a similar program of study.
8. Create a positive learning environment.
9. Have fun!

## **administration hours**

Tuesday –Wednesday- Friday-Saturday 10am to 5:00pm Thursday- 10am to 7:00 pm

## facilities & equipment

CAofB is located in a busy retail shopping center in Orange County on Valley View/Lampson St. in a 10,000 square foot modern facility. Our space has separate areas for Cosmetology and Cosmo Barber's, Barbering, Estheticians and Manicurist. We have five separate classrooms. There is a student break room and a large working clinic floor area with 60 client stations for our senior cosmetology students and a separate clinic floor area for Estheticians. CAofB has a beauty supply store fully stocked with popular professional name brands. We service a large clientele for students to practice on and develop their techniques. CAofB is constantly improving both the teaching curriculum and facilities to meet the criteria for the changing needs of our students to succeed in the beauty industry. Each theory room is equipped with large screen Smart TV's for PowerPoint, online computer media and visual instructional examples in each classroom. Cosmetology, Barbering and Estheticians students receive an IPAD in their kit to be able to have access to teacher's class pages, study guides, theory notes and more. Other equipment to be used is Tripods, Doll heads, stations, hydraulic chairs, facial equipment, steamers, microdermabrasion machine, high frequency and Galvanic units Facial beds, sanitizing stations. Students also have their own personal kit equipment to use (see course info)

## admission policy

Enrollment is open to career minded individuals who, in the opinion of CAofB, would benefit from training and be able to utilize skills for gainful employment. In order to be admitted, students must meet the following criteria:

1. A State or Government issued I.D. (driver's license, military I.D or passport)  
(or an original birth certificate for proof of age and commitment to get the above I.D.)
2. Minimum of 16 years of age (required to be 17 when applying for license.)
3. Be a citizen or legal resident with valid TIN/ Social Security number.
4. Student must meet minimum education requirements.
  - a) Have a valid high school diploma (or a transcript showing High School Completion), or its equivalent.
  - b) Have a state-issued credential for secondary school completion if home schooled.
  - c) Have a GED, we will need an official stamped transcript showing completion and passing.
  - d) Have a certificate of attainment (only applicable for non Title IV financial aid recipients) certified/verified by the high school's state or other recognized agency.
5. An Aptitude Entrance test may be required to be passed prior to enrolling if communication skills and/or written comprehension are in question during initial interview.

### TRANSFER POLICY

California: Prior hours may be granted to students with training from a licensed Cosmetology schools in California with proper documentation. The administrator will determine the amount of credit, if any, we will accept. Prior hours must be accepted and applied prior to signing an enrollment agreement. We cannot grant hours after you start school. Students will not be charged to use their prior hours. The availability of start dates and schedules may vary for transfer students and will be determined based on space available. CAofB does not award credit for prior experiential learning.

Out of State/Country: All prior training & experience must be evaluated by the Board of California Cosmetology & Barbering Department to obtain credit. CAofB reserves the right to determine the amount of credit we will accept upon state evaluation. High School Diploma's from out of the country will have to be translated and evaluated by an outside company verifying that the minimum education has been met in order to be accepted.

CAofB does not admit students from out of the country unless they have legal residency in the U.S and have a valid Tin#. CAofB cannot offer student visas or vouch for a student's status.

CAofB has not entered into an articulation or transfer agreement with any other college or university.

CAofB does not accept ability to benefit students.

Students that are accepted for enrollment with prior hours will be charged as follows: enrollment fee, kit, Text, NAB, I Pad and tuition based on hours needed at our current hourly rate. (refer to tuition & fee schedule)

Veteran student will need to have prior education evaluated and transcripts requested to assure that training that was previously received is not duplicated when attending CAofB. (may affect your benefits)

REENTRY: Student re-enrollment is under the discretion of the Career Academy of Beauty. CAofB will consider accepting prior hours depending on how long a student has been out of school. Partial credit may be given if hours are over a year old. The availability of start dates and schedules may vary for Re-Entry students and will be determined based on space available.

## **enrollment/start days**

Start Dates are typically scheduled for the second Tuesday of the month. Please consult CAofB for any updates and/or changes. Upon meeting admission requirements and completing an enrollment appointment with the Administration office (signing enrollment agreement/contract), the student may begin coursework on next available scheduled start date.

COSMETOLOGY (and Hybrid) & COSMO BARBER (and Hybrid) & TEACHER TRAINING - Start Dates DAY CLASS – Aug 10, 2021, / Sept 14, 2021 / Oct 12, 2021 / Nov 9, 2021 / Nov 30, 2021 / Dec 28, 2021

COSMETOLOGY (and Hybrid) & COSMO BARBER (and Hybrid) NIGHT CLASS-Start Dates Aug 10, 2021 / Sept 14, 2021 / Oct 12, 2021 / Nov 9, 2021 / Dec 14, 2021

ESTHETICIAN (and Hybrid) DAY CLASS  
Aug 10, 2021 / Sept 14, 2021 / Oct 12, 2021 / Nov 9, 2021 / Dec 14, 2021

ESTHETICIAN (and Hybrid) NIGHT CLASS- Every other month  
Aug 10, 2021 / Oct 12, 2021 / Dec 14, 2021

MANICURING-  
Manicuring classes will start quarterly depending on interest. See Administration office for next scheduled start date.

BARBERING (And Hybrid) –Typically start at the same time as Cosmetology Night students. Please inquire with the Administration for exact start dates.

## **financial aid**

CAofB participates in several State and Federal financial aid programs. Students may inquire to see if they qualify for any of the following:

- Federal PELL Grants,
- Federal Direct student loans
- Federal PLUS- parent can borrow money to help their dependents
- Industry Scholarships and other outside organizations
- Institutional Scholarships
- State Department of Rehabilitation
- VA: Veteran's Montgomery Bill & Post 9-11 bill & MYCAA for spouses

*Make an appointment with our on-site Financial Aid Office for personal assistance.*

*Please refer to Consumer Information section for detailed explanation on Federal Financial Aid Programs.*

## **high school diploma**

As an accredited school, all students are required to have completed 12<sup>th</sup> grade or it's equivalent in order to enroll in our school. We will need a copy of your high school diploma, transcript showing High School completion or GED certificate. High schools accreditation must be approved by the Department of Education. CAofB policy states that if any diploma or certificate is in question than the school will have to verify the legitimacy of that document. If high school training was received out of country, transcripts or a copy of the actual diploma along with an English translation & evaluation will be required. Please see Administration Office if you are an Immigrant with refugee status.

## **english language**

All of our classes are taught in English only. Applicants will need to exhibit basic English skills in order to be able to communicate with the Instructor. Being able to read English is important due to the theory portion of the course and required test by the State Board. Being great at writing is not that important. The admission dept may have you take a comprehension exam prior to admittance if communication skills are lacking in our initial interview. CAofB does not offer English Language Service classes.

## **class size**

CAofB prefers to keep class sizes smaller. We achieve this by offering more frequent start dates, closely monitoring class sizes and communication with instructors. With a low student to staff ratio, we are able to provide more personal attention to our students. We may have a waiting list during our busiest enrollment period in the fall and the after the New Year.

## **holidays**

CAofB will be closed on the following days: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. These days are excused and will not count as an absence. CAofB will respect any other religious Holiday and a student can use their 10% grace period to miss school.

## **graduation/credentials earned**

To graduate and receive your diploma and certificates for all courses at Career Academy of Beauty requires:

1. Completion of a “Request to Graduate” school form
2. Meeting minimum hours as per state/school requirements, as per contracted.
3. Completion of all minimum required theory hours and operations
4. Passing all theory exams with a minimum of 75% and a written final exam with minimum score of 75%.
5. Passing a practical mock board final exam
6. Payment of all fees and charges due, including any incurred overtime charges.

An “exit appointment” will be scheduled with the administration office to finalize your paperwork to graduate, verify all educational requirements have been completed and sign final documents. Student Diploma and State Board papers will not be issued if their account is not paid in full or any of the above criteria is not met.

A CAofB diploma will be awarded upon graduation along with other special certificates a student may have earned while attending school. Graduating students may pamper themselves with beauty services on this special day at Personal Service Prices. Friends and family may be invited for an informal procession and celebration on campus.

## **job placement/career counseling**

CAofB provides ongoing employment referrals to our graduates for life. Salons call us regularly asking for our graduates. We provide opportunities for salon owners, stylist and other licensed professionals to come in, teach advance classes, attend our school events, be special guest judges in our competitions so they can get to know our talented students and offer advice along with recruiting our students. Career counseling is done while in classes for business training, resume designing and with personal one on one training. Counseling is done as often as necessary to check on a student’s progress and assess their personal goals.

Although our job list of prospective employers is extensive we cannot guarantee employment. Graduates are expected to make interview appointments with prospective employers. Those that are dedicated will have a high degree of success in the beauty industry. All graduates must pass the State exam and obtain a State License and meet the employers requirements in order to be hired and work in a California licensed salon or spa.

## **externship program**

We are excited to be able to offer this state approved training program to eligible senior students in our Cosmetology, Barbering and Esthetician programs (Including Hybrid courses). The externship program allows students to attend one day a week in an actual salon or spa as a “free assistant” in place of one of their regularly scheduled school days. This program is a privilege and students can participate if they show responsibility, professionalism, and a “willing to learn” attitude and meet the states minimum hours guidelines. Being an extern is an option and we hope you take advantage of this opportunity. This program will may be on hold and unavailable if salons and spas are closed due to Covid 19 Pandemic.



## Types of employment by CAofB graduates

- \* hairdresser in salon
- \* platform artist
- \* beauty products rep
- \* make-up TV & screen
- \* salon management
- \* stylist for photo shoots, weddings & runway
- \* color specialist
- \* industry educator
- \* salon/spa receptionist
- \* skin care specialist
- \* salon/spa owner
- \* manicurist and nail enhancement expert
- \* haircutting specialist
- \* salon/spa coordinator
- \* make-up artist
- \* waxing specialist
- \* extension expert

## non-discrimination policy

CAofB does not and shall not discriminate on the basis of race, color, ethnic or national origin, sex, age, religion, handicap, disability, marital or family status, gender, gender expression, or sexual orientation. We do not discriminate against a person's financial status in its admissions, staffing, instruction and or graduation policies.

## disabilities act

CAofB complies with section 504 of the Rehabilitation Act of 1973 and the Disabilities Act of 1990. Applicants who are persons with disabilities may apply for admittance to a program. The school will work with the applicant to determine whether reasonable accommodations can be effective and or available and can satisfy all the State requirements to obtain a license in the state of California. A learning disability such as dyslexia can also be considered.

Please notify the school Director in writing the type of accommodation needed and the extent of the disability. Please include any medical test/evaluations. The school will respond to you within 2 weeks.

## dress code

All students are required to follow the CAofB dress code while in attendance at the school. It consist of CAofB T-Shirt's (provided in kit) along with your own professional style black pants, black leggings, black jeans or black skirts.

You will need closed toe/heel shoes in black or white or red (no hard sole boots or slippers). You will also receive a CAofB sweatshirt in your kit in case you get cold ( only approved outer wear). Feel free to Accessorize with CAofB colors. Hair and Make-up is expected to be done prior to clocking in. Tattoos are great but please cover offensive tattoos.

## schedule options

**COSMETOLOGY & COSMETOLOGY HYBRID:** Typically Starts 2<sup>nd</sup> Tuesday of every month.

Days schedule is Mon thru Fri *or* Tue thru Sat

<b>Full-Time Days</b>	<b>Full-Time Nights</b>	<b>Part-Time Days</b>	<b>Part -Time Nights</b>
8:30-5pm	Tues- Fri	8:30am-2:30pm	Tuesday – Friday
40 hours a week	5-10pm	30 hours a week	5-10pm
10 1/2 months	After Freshmen	14 1/2months	20 hours a week
	8:30-5pm Sat's		22 months or
	12 months		15 3/4 months with Saturdays

**ESTHETICIAN & ESTHETICIAN HYBRID:** Typically Starts 2<sup>nd</sup> Tuesday of every 6-8 weeks –

Days schedule is Monday thru Friday *or* Tuesday thru Saturday

<b>Full-Time</b>	<b>Part-Time</b>	<b>Nights</b>	
8:30am-5pm	8:30am-2:30pm	Tues thru Friday	
40 hours a week	30 hours a week	5pm-10pm	
4 1/2 months	5 1/2 months	20 hours a week	or 28 hours a week w/Sat's
		8 1/4 months	5 3/4 months

**BARBERING & BARBERING HYBRID:** Typically will start the 2<sup>nd</sup> Tuesday of every month.

**Nights:** 5:00pm to 10:00pm Tuesday thru Friday. 20 hours a weeks. Total 20 1/2 months

Add optional Saturdays 8:30am-5:00pm 28 hours a week. Total 13 1/2 months.

**COSMO BARBER & COSMO BARBER HYBRID-** Typically starts the second Tuesday of every month.

Attend any of the Cosmetology scheduled for the first 1600 hours then switch to nights for 200 hours of Barbering training.

Full Time=40 hrs a week =13 months. Part-Time days =17 months. Nights =24 1/2 months

**MANICURING:** Starts Quarterly when available – Mon thru Fri *or* Tue thru Sat

**Part Part-Time days only**

Please call Administration for next class start date and schedule.

**TEACHER TRAINING-** Can attend any of the above schedules or we can customize a schedule.

40 hours a week= 4 1/2 months / 30 hours a week =5 1/2 months / 20 hours a week = 8 1/4 months

The “weeks or months” of time posted are an estimate based on actual attendance plus 10% absence period of time you can miss.

**You can graduate 10% faster if you have perfect attendance. A great goal!**

**tuition & fee schedule**  
**10/01/2021**

COST FOR REGULAR AND HYBRID COURSE	Hourly Rate & Extra Institutional Charges Rate	Enrollment Fee (NR)	STRF (NR) State charge	KIT (NR)	TEXT/IPAD (NR)	TUITION (R) (Full Course)	TOTAL CHARGES
<b>COSMETOLOGY</b>	\$11.75/hour	\$125	\$11.00	\$1,595	\$1,395	\$18,800	\$21,926
<b>ESTHETICIAN</b>	\$18.10/hour	\$125	\$ 6.50	\$1,084.50	\$875	\$10,860	\$12,951
<b>BARBERING</b>	\$11.50/hour	\$125	\$10.00	\$1,225	\$1,395	\$17,250	\$20,005
<b>TEACHER TRAINING</b>	\$6.00/hour	\$125	\$ 2.00	0	\$900	\$3,600	\$4,627
<b>COSMO BARBER</b>	\$11.75/hour	\$125	\$12.50	\$1,980.50	\$1,850	\$21,150	\$25,118
<b>MANICURING</b>	\$7.80/hour	\$125	\$ 2.00	\$850	\$260	\$3,120	\$ 4,357

**(NR: non-refundable) (R: refundable)**

**KITS** –For all courses consist of the tools and supplies you will need to perform your practical procedures. See specific course information for detailed kit information.

**TEXT/IPAD**–For Cosmetology, Barbering & Cosmo Barber and hybrid courses includes Milady Standard textbook and online education program, Nuts & Bolts Business Program E books and Apple IPAD. Sassoon ABC Cutting Methods workbook and E- Book online access, Sassoon Coloring Methods Textbook, workbook & online access is included for Cosmetology and Cosmo Barber course. Barbering and Cosmo Barber receive the Sassoon Men’s Cutting workbook and E-book online access.

**TEXT/IPAD**–For Esthetician includes the Nuts and Bolts Business program E books, Milady Standard Textbook and online education program and an Apple IPAD

**TEXT**- For manicurist consists of Milady Manicuring Textbook and Workbook. No I pad included in the cost.

**TEXT**- For Teacher Training consist of Milady Occupation Textbook, Milady Course Textbook and Nuts & Bolts E books and program. No I pad included in the cost.

**Student Accident Insurance**- Optional \$20.00. This policy will cover any personal injury accident that the may occur while student is clocked in at CAofB. Covers up to \$15,000 medical cost no deductible.

**STRF Assessment**- Currently the State assessment is \$ .50 per \$1000 in tuition charged. Non-Refundable.

**Other incidental charges-**

State board fees to get your license (paid to Board of Cosmetology. Regular program and Hybrid pay the same)-Cosmetology \$125.00, Esthetician \$115.00, Manicuring \$110.00, Barbering \$125.

N.S.F fee \$25.00 for returned checks, Transcripts \$25.00 (After first copy received)

**Tuition Overage/Extra Institutional charges:** Students that miss more than 10% of their enrollment time and have not graduated by their final “contract date” on the enrollment agreement will be charged at an hourly rate for each hour they still need to graduate after the contract date. \$11.75 an hour for Cosmetology & Cosmo Barber, \$11.50 an hour for Barbering, \$18.10 an hour for Esthetician, \$7.80 an hour for Manicuring & \$6.00 an hour for Teacher Training. Make up hours can be arranged with permission from the Admin/Financial aid office providing the hours do not go over our max schedule and will not affect Title IV aid disbursements. Title IV Federal Financial Aid cannot be used to pay for overage charges. All charges must be paid 2 weeks prior to graduating. Adjustments to the date can only be made for schedule changes or leave of Absences (see LOA policy).

**Method of payment-** Payment plans are available from CAofB.

**Federal Student Financial Aid** - available to those that qualify to cover educational expenses. Federal aid may be in the form of grants (no repayment) and loans (must be repaid). We encourage all students to look into Financial Aid programs to assist with the cost of school. CAofB does counsel students from borrowing excessive loan funds unless it is necessary in order to help limit loan debt. All Financial Aid received will go toward paying education cost first. If there is an account balance after all Financial Aid is received then students are required to make monthly payments on that balance while attending school. Charges and payments are posted in payment periods. Please see “consumer information” for detailed Financial Aid information and make an appointment with our Financial Aid office for more assistance. Please let us help you.

**Institutional Scholarships:** Scholarships may be offered periodically. Institutional scholarships are offered for a specific time period and are based on either income level or may be a limited promotion. All students who enroll at that time are eligible to apply. Required attendance schedule may apply. If student does not attend the required schedule than scholarship may be revoked. Scholarships are applied in the last payment period.

CAofB accepts payments of cash, checks or cashiers checks or credit cards (MasterCard, Visa, Discover and American express and Apple Pay) at the school location or payments can be made on our website at CAOFB.COM with a credit or debit card.

NOTE: Approximately 4% of our graduates have excessive absences missing more than the allowed 10% of their enrollment time and don't make up the time. This will incur overtime charges (\$100-\$900 on average) in addition to the above standard school prices. Students with good attendance never incur additional charges.

## **refund policy**

**Student's Right To Cancel:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student's written notice or by the student's academics or conduct, including but not necessarily limited to a student's lack of attendance.

**Refund Policy:** After the cancellation period, the institution provides a pro rata refund (based on scheduled hours) of all funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (**including absences**), there will be no refund to the student. If the student has received federal student aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds.

An Enrollment fee of **\$125.00 is a non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for the enrollment fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. 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.

See Refunds 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 institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

1. The date you notify the **Financial Aid Office in writing** of your intent to withdraw (by Postmark date or when delivered in person). Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
2. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the Catalog.
3. The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
4. The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the earlier of the date the student notifies the institution he/she will not be returning from the leave of absence or the scheduled date of the return from the leave of absence.

Unofficial withdraws for clock hour students are determined by the school through monitoring clocked hour attendance at least every 30 days

**Return of Title IV:** Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received.

Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

**Refunds:** If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG, 10. Other. This order would apply in accordance to the aid programs available at the institution.

**NSF Checks:** Checks returned due to insufficient funds are subject to a \$25.00 fee.

**Note:** Academic transcripts will not be released until tuition and all charges are paid in full.

**Course Cancellation:** If a course is canceled or the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

**School Closure:** If the school closes after a student enrolls and instruction has begun then the school will provide a Pro-Rata refund on the tuition. If a student is not accepted for enrollment for any reason, prior to the first day of class, the student will receive a full refund of any money received.

## **S.T.R.F.**

### **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, Suite 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.”

## student loans

CAofB offers Direct Federal student loans from the government to all students that qualify for them. If a student obtains student loans, the student will have to repay the full amount of the loan plus interest, less the amount of any refund (if applicable). If the student withdraws but has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal student financial aid program fund. (based on exact federal pro-rata refund calculation) Student must still pay back any loan balance they have after they withdraw. Students have the right to reject any student loans or financial aid that they may have applied for at anytime. If a student chooses to reject their Financial Aid they will have to make payment arrangements on their own with the school for any tuition/kit balances not paid. These balances must be paid prior to graduating.

## attendance policy

Student time: Students will have their hours recorded by clocking in daily with electronic scanning. All students must clock in and out for the day including lunch breaks. Students will receive credit for any task, operations, services, test and projects completed after each action is verified by the instructor. Your clock hours are credited when you clock in (no earlier than 8:20am). While you are clocked in you must apply effort during your regular contracted schedule. You may receive credited clock hours outside your contracted schedule if you are with a customer, being taught by a coach or attending approved make-up hours.

### Absences:

10% grace period has been added to student contract for any absences or tardiness. Absences must be called in daily to the Front Desk. One week without contacting the Academy will be subject to withdraw. If a student is absent more than their allowed 10% of time will be charged "overage" based on your contracted hourly rate. Make-up time may be granted but must be approved by administration/Financial aid office based as long as it does not go over max hours for the week and does not affect Title IV fund disbursements. It is best to make up time within the same month. Student will be automatically withdrawn on 14<sup>th</sup> day of absence if an approved leave of absence is not on file.

Any missed course work or tests must be made up during regular school hours according to Instructor syllabus.

Cosmetology students that miss more than 3 Sassoon haircutting days may need to stay in the freshman room until the classes that are missed or that section can be re taught in the freshman cycle.

Tardiness: All tardiness will be closely monitored; Morning student's theory begins promptly at 8:30am.

You are expected to be here on time. Our doors open at 8:00am so arrive early, you can clock in at 8:20 am. Students later than 8:37am cannot clock in until the following day.

If a student needs to leave early they must get permission from their instructor. Clocked hours lost due to leaving early will be counted toward 10% of allowed absences.

### Grace Period

All students receive a 10% of their enrolled hours (grace period of time) to miss or be absent from school for whatever reason. This is built into the student's contract as a "contract date" The grace period gives the student adequate time to complete school. This total time is considered "normal time" to graduate. Students must graduate by the "contract date" or they will incur additional charges due to excessive absences. Holidays that we are closed for are excused and do not count toward your 10% allowed absence.

Tuition Overage/Extra Institutional charges: Students that miss more than 10% of their enrollment time and have not graduated by their final “contract date” on the enrollment agreement will be charged at an hourly rate for each hour they still need to graduate after the contract date. Please refer to the CAofB Tuition & Fee schedule for current hourly rate. CAofB encourages all students to maintain better than 90% attendance and never go over their contract date. Make up hours can be arranged with permission from the Admin/Financial aid office providing the hours do not go over our max schedule and will not affect Title IV aid disbursements. Title IV Federal Financial Aid cannot be used to pay for overage charges. All charges must be paid 2 weeks prior to graduating. Adjustments to the contract date can only be made with a schedule change or approved Leave of Absence (see LOA policy).

## **leave of absence policy (LOA)**

Student’s may request an extended period of time off of school from the Administration/ Financial Aid officials only for emergencies or issues such as (but not limited to) illness, family medical, death in the family, childcare, work related issues, court, Any other emergency will need the Directors approval. Documentation may be required. A student cannot take a leave of absence for vacation. The student must follow the institution’s policy in requesting a LOA. There are no additional institutional charges as a result of a LOA.

The school must have a reasonable expectation that the student will return from the Leave of Absence.

1. A request for a Leave of Absence must be must be applied for in writing in advance of starting the LOA and include the student’s reason for the request and include the student’s signature.
2. If for unforeseen circumstances or an accident happens that prevents a student from being able to fill out the LOA paperwork prior to taking a LOA than CAofB may grant approval if the student emails or calls and talks to the office directly. The school official will start the paperwork and document the ‘ reason for the LOA and the school’s decision. The beginning date of the LOA determined by CAofB to be the first date the student was unable to attend the institute due to the emergency. If approved, the school will collect the student signed request at a later date request when they return.
3. Minimum of one week long (school week as per the students schedule)
4. 2 leave of absences during the students enrollment may be approved by the Financial Aid officer or administrator if the student is not receiving Title IV funds.
5. A third or more Leave of Absence may be approved by the Director only and will need additional documentation.
6. All Leave of Absences combined may not exceed 180 calendar days in a twelve-month period.
7. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at the time. The student will not accrue absences while on a LOA and will have their contract date extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by the student and the school official.
8. A student will not be withdrawn while on an approved LOA.
9. Student’s will return from a LOA with the same grades and progress status at the time of leaving.
10. Title IV student loans will not be dispersed while a student is on a LOA.
11. Students failing to return to school on the scheduled return date will be automatically terminated on that date. The withdraw date for the purpose of calculating a refund is always the last day of attendance. Student loan grace periods will revert to the last day of attendance.



## **satisfactory academic attendance progress policy (SAP)**

This policy is printed in the school catalog to ensure that all students receive a copy prior to enrolling. It is required that all students maintain Satisfactory Academic and Attendance (SAP) regardless of enrollment status or financial aid programs the student is receiving.

Quantitative (Attendance) and Qualitative (academic performance) are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study. Students must meet both the minimum attendance and academic grade requirements to be considered as, "making 'Satisfactory Progress.'

### **PART ONE-ATTENDANCE**

**ALL STUDENTS ARE EXPECTED TO HAVE 90% ATTENDANCE EVERY MONTH. THAT MEANS NOT MISSING MORE THAN 10% OF YOUR TIME OR NO MORE THAN 2 ABSENCES A MONTH**

#### **SATISFACTORY ATTENDANCE:**

Although we would like to see students keep their attendance at 90% this may not always be possible. You must attend a minimum 75% of your scheduled class time according to your contract (enrollment agreement) to remain eligible for Financial Aid programs and to be considered to be making Satisfactory Progress. This is way below the recommended 90% attendance but will still allow you to stay enrolled and keep receiving Federal Financial Aid. You will just be charged for additional tuition for all absences over 10%.

Please understand that your contract date and meeting SAP are two different criteria. A student can be maintaining SAP and still graduate beyond their contract date; thus, owing additional tuition to the Career Academy of Beauty.

#### **Example:**

<b>SCHEDULE HOURS (per month)</b>	<b>MINIMUM 75% ATTENDANCE Must have</b>
<b>Full-Time 160 hours</b>	<b>120 Hours a month minimum</b>
<b>Part-Time 120 hours</b>	<b>90 Hours a month minimum</b>
<b>Part-Time 80 hours</b>	<b>60 Hours a month minimum</b>

Attendance evaluations are performed on a cumulative basis based on contracted schedule.

### **PART TWO - ACADEMICS**

The student must maintain a minimum 'C' average grade of 75% in order to be maintaining Satisfactory Academic Progress. This grade is an accumulated average of all practical and written test scores up to date of the scheduled evaluation. Grade Scale is as follows;

- A- Excellent ----Theory and Practical grades averaged --95-100%**
- B- Good -----Theory and Practical grades averaged --86- 94%**
- C- Average -----Theory and Practical grades averaged --75- 85%**
- F- Failing- -----Theory and Practical grades averaged -- 0- 74% (Unsatisfactory Progress)**

**SAP EVALUATIONS:** Student's academic and attendance is monitored to assure the student is maintaining Satisfactory Progress. All students will be evaluated to make sure that minimum grades and attendance is being met based on Government payment periods. You will be evaluated when you are scheduled to reach the following hours,

	<u>1st period</u>	<u>2nd period</u>	<u>3rd Period</u>
<u>Regular and Hybrid</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>
<b>Cosmetology</b>	<b>450</b>	<b>900</b>	<b>1250</b>
<b>Esthetician</b>	<b>300</b>	<b>600</b>	
<b>Manicuring</b>	<b>200</b>	<b>400</b>	
<b>Teacher Training</b>	<b>300</b>	<b>600</b>	
<b>Barbering</b>	<b>450</b>	<b>900</b>	<b>1200</b>
<b>Cosmo Barber</b>	<b>450</b>	<b>900</b>	<b>1350</b>

Students that meet the minimum requirements for SAP are considered to be making Satisfactory Progress until the next evaluation period. Evaluation results are available for review at anytime. A copy of the results will be provided to the student. Students will be evaluated upon completing their hours to determine if all test, grades, practical operations and graduation requirements are met.

**WARNING PERIOD:** Students who fail to meet SAP standards (due to either lack of attendance and/or low grades) during a given period will be placed on a 'SAP WARNING status' and considered to be making satisfactory progress while during the warning period. Financial Aid students will still remain eligible to receive financial aid during the warning period but must improve their attendance and/or grades during this period. If at the end of the WARNING period, the student has still not met both the attendance and academic requirements, he/she will be placed on Unsatisfactory Progress and will be deemed ineligible to receive Title IV funds.

**UNSATISFACTORY PROGRESS:** Students who do not improve to minimum SAP standards of both grades and attendance during the warning period will be placed on Unsatisfactory Progress and will lose eligibility for Title IV, HEA program funds (grants & loans) for next payment period. If the student is allowed to continue school, the student is responsible for paying the unpaid portion of tuition and fees and any expected tuition overage of contract fees. If payment arrangements cannot be met then the student will be withdrawn.

**REINSTATEMENT OF AID:** Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or Unsatisfactory Progress period.

**Non-Credit, Remedial courses, Repetitions-Noncredit,** remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

**Interruptions, course incompletes, withdrawals**

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.

**Maximum Time Frame for Completion:** The Maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below

COURSE: Regular and Hybrid	MAXIMUM TIME ALLOWED:			MAX SCHEDULED: HOURS
	20 hours/week	30 hours/week	40 hours/week	
COSMETOLOGY 1600 hours	106 wks max	71 wks max	53 ¼ wks max	2128
ESTHETICIAN 600 hours				
Teacher Training 600 hours	40 wks max	26 ½ wks max	20 weeks max	798
MANICURING 400 hours	26 ½ wks max	17 ½ wks max	13 ½ wks max	532
BARBERING 1500 hours	99 ¾ wks max	66 ½ wks max	50 wks max	1995
COSMO BARBER 1800 hours	119 wks max	80 wks max	60 wks max	2394

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

**Transfer hours:** That have been accepted are counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at CAofB.

**Reentry:** Students re-enrollment is under the discretion of the Director of CAofB. CAofB will consider accepting prior hours depending on how long a student has been out of school. Partial credit may be given if hours are older than one year old.

## faculty/staff qualifications

### **administration office**

#### **Cari Eisele – Director-CFO**

Cosmetology Licensed  
6 years Salon Experience  
Instructor Licensed  
8 years Teaching Experience  
30 years Administration & Director Experience  
NAB Team Leader

#### **Vanessa Astorga-Financial Aid Officer**

11 years Administration/Financial Aid Experience  
Certified Financial Aid Officer

#### **Coral Trujillo – Administration-Director of Relations**

Cosmetology Licensed  
12 years Administration Experience  
10 years Beauty Supply / Retail Manager  
Formal & Wedding Hair Specialist  
Active Beauty Industry Advocate  
NAB Team Leader  
Title IX coordinator

#### **Cynthia Torres - Career Consultant and student social media advisor**

Career Academy of Beauty graduate  
4 years administration experience  
5 years make up artist and stylist  
Certified Make up artist

#### **Kristy Bradvica- Job placement Assistance/ NAB Coach**

Licensed Esthetician  
Salon Owner  
15 years admin/accounting experience

### **GUEST SERVICES**

**Front Desk Lead-Juana Diaz**

**Guest services: Michelle Parsons, Margaux Swenson**

## **education department**

### **Dayna Pattison- Educational Director-Cosmetology/Barbering Sub Coach**

Bachelor of Vocational Education- Cal State Long Beach  
Clear Designated Ryan Teaching Credential  
Lifetime Community College Teaching Credential  
Cosmetology License  
Barbering License  
5 years salon experience  
30 years Cosmetology School Experience  
NAB Team Leader/Sassoon Certified Instructor

### **Tina Nguyen - Cosmetology Coach**

Cosmetology License  
18 years Salon Experience  
20 years Teaching Experience  
Designated Clear Ryan Teaching Credential  
Sassoon Cut & Coloring certified / NAB Team Leader

### **Sonia Serna Flores- Cosmetology Coach**

Cosmetology License  
Instructor Training Certificate (600 hours)  
7 years teaching experience  
Salon owner  
Color specialist / Sassoon Cut & Coloring certified

### **Lola Strohsack- Cosmetology Theory Coach-Evenings**

Cosmetology Licensed  
Instructor Training certificate (600 hours)  
14 Years Salon Experience  
Advanced Color specialist / Sassoon Cut & Coloring certified / NAB Team Leader

### **Trang Nguyen- Cosmetology Coach**

Cosmetology License  
Instructor Training certificate (600 hours)  
5 years salon and makeup experience  
3 year teaching experience  
Sassoon Cutting & coloring certified / Wella Color certified / NAB Team Lead

### **Jen Munro-Cosmetology Freshman Coach**

Cosmetology License  
8 years salon experience  
Instructor Training Certificate (600 hours)  
8 years teaching experience  
Cutting and coloring specialist / Specialized wig training

**Tobi Cruz- Cosmetology Theory and floor Coach**

Cosmetology licensed  
13 years Salon & Salon Manager experience  
Instructor Training Certificate (600 hours)  
2 years teaching experience  
Wella color certified / Sassoon Cutting & Coloring certified

**Isabel Hsieh- Cosmetology Coach & Substitute**

Cosmetology Licensed  
18 years salon experience  
5 years teaching experience  
Wella color certified / Sassoon Cutting and Coloring certified.

**Imelda Mendoza- Cosmetology Coach**

Cosmetology Licensed  
25 years Cosmetology experience  
3 years teaching experience  
Sassoon Cut & Color Certification

**Pedro Blakesly-Cosmetology/Barbering Coach**

*Cosmetology Licensed*  
*Barbering Licensed*  
*18 years salon experience*  
*Salon owner*  
*11 years teaching experience*  
*Wella color certified/Sassoon Cutting and coloring certified*

**Esthetician Department**

**Hannah Culhno - Esthetician Day Coach**

Esthetician License  
18 years Salon and Spa Experience  
16 years teaching experience/Training skin professionals  
Spa Owner  
Advanced Dermal Institute training / Image Trained

**Christinam Tran-Nguyen - Esthetician Coach -Afternoon & Evenings**

Cosmetology Licensed  
Instructor Training Certificate (600 hours)  
7 years Esthetician Instructor Experience  
19 years Salon Experience  
Salon & Beauty Supply Owner  
Advanced Dermal Institute Training / Image Trained / NAB Team Leader

**Sandy Simmons- Esthetician Day Coach**

Esthetician License  
Instructor Training Certificate (600 hours)  
16 years salon experience  
3 years teaching experience  
Advance Dermal Institute training / Image Trained / NAB Team Leader

## **california course requirement & curriculums**

### **Cosmetology & Cosmetology Hybrid Course.1600 clock hours-**

The Cosmetology course requires 1600 clock hours of study and practice in all aspects of hair, skin and nail care to prepare for a state licensure as a Cosmetologist pursuant to Title 16, Division 9, California Code of Regulations Article 7 Section §950.2. Upon licensure the student can work as a professional Cosmetologist in the Beauty Industry. For the purpose of this section, the minimum technical and practical operations listed are based on California requirements for completion.

**OBJECTIVES:** Career Academy of Beauty strives to;

Give the student a solid foundation of the practical skills needed to pass the California state licensing exam

- Train student in current salon services & additional advanced techniques and opportunities
- Prepare student for immediate employment in the Beauty Industry
- Obtain necessary skills for building business, goal setting & reporting
- Develop student on customer service skills, professional relationships, client retention
- Give students a variety of knowledge on various professional industry products & tools

### **INSTRUCTIONAL TECHNIQUES:**

**Cosmetology Course classes for Technical and Practical is held In-House, on location.**

**Cosmetology Hybrid course- classes consist of up to 480 hours of Online Education & 1120 hours to be held in house on location. Internet connection necessary.**

**Academic Learning Methods:** Theory to include use of newest technology for media, PowerPoint & smart TV's, notes using IPADS, Apple TV, Milady online platform, lecture, question & answer, problem solving, interactive lecture, memory games, student and classroom presentations. Written exams will be given throughout the course and used as a final examination.

**Practical Learning Methods:** Through live demonstrations, hands on practice, individualized instruction, small workshops, salon clinic lab activities the students have the ability to absorb all areas of learning. We will explore the World Wide Web, researching hair history, hair design and incorporating current beauty Industry news, education & happenings into the classroom

**REQUIRED TEXTBOOKS** Milady Standard Cosmetology Text, Workbook with online access, Sassoon ABC Hair Cutting and Coloring E-Books online, workbooks and videos, Nuts and Bolts Business Training E-Book online access: Embracing Change, Retail Experience, How to Build Your Business, Customer Wow

**SUPPLEMENTARY INSTRUCTIONAL REFERENCES:** California Barbering & Cosmetology Act/ Rules and Regulations <http://barbercosmo.ca.gov> Health & Safety for the Hair Care and Beauty Professional. Labor NIC- National Interstate Council <http://nictesting.org> <http://behindthechair.com> On demand (online training) Wella App, NAB App.

**SCHOOL LIBRARY** Career Academy of Beauty offers a wide selection of additional books, DVD's and online link references. Please see your instructor for assistance with obtaining these resources.

**VALUATION AND GRADING PROCEDURES** Every student's progress will be graded in both the practical and theory portions of their course.

**CONTENT OF UNITS OF INSTRUCTIONS:** The California State Board of Barbering and Cosmetology requires the 1600 clock hours to be broken down into a required combined minimum hours of instruction in technical hours and practical operations. The following curriculum includes the minimum requirements of California required training in addition to additional training in specific areas CAofB has chosen to add more salon ready training.

**Introduction/ Orientation** (6 clock hours as part of the 20 hours of Laws & Regulations)

First day orientation  
Clocking in, kit issuing  
School rules & policies  
VAWA training & Embracing Change- Nuts & Bolts Class

### **Hairdressing (1100 total hours required)**

#### **Chemical Reformation (40 hours of technical instruction & 105 minimum practical operations)**

Permanent Waving/ Curl Reformation  
Alkaline and acid perms, wrapping, processing, neutralization  
Chemical straightening with sodium hydroxide and other bases  
Japanese hair straightening  
Keratin smoothing treatments  
Client protection/ draping/ safety  
Hair analysis

#### **Haircutting (20 hours of technical instruction & 80 minimum practical operations)**

ABC Sassoon Hair Cutting Curriculum  
Men's hair cutting; clipper cutting, scissor over comb, men's styling  
State board practical haircut - men's styles razor cutting state board haircut  
Psychology  
Customer consultation  
Suitability and bone structure  
Tools of the trade techniques  
Shapes and sectioning  
Geometry, dynamics, over direction  
Hand and body placement  
Cutting lines, graduation, layers and its combinations  
Finishing, dry cutting, texturizing, shear maintenance

#### **Hair Coloring & Bleaching- (State requires minimum 60 hours of technical instruction & 50 Minimum practical operations)**

Coloring Hair the Sassoon Way- ABC Sassoon Hair coloring Curriculum  
Color psychology, Shape and balance, Hair diagnostic and consultation, Foil preparation, Foil locking, Color matrix and key, Virgin tint, Re-growth tint  
Cover grey, Men's comb on color, Virgin bleach and tone, Bleach touch-up, Highlight & Slice Techniques, All over color application, Other Sassoon trending techniques  
State board practical coloring and bleaching procedures, Safety protocol ,Pre-disposition testing  
Color record keeping, Color theory , formulation  
Color product knowledge to include temporary, semi, demi & permanent hair color, Bleach techniques & procedures  
Color formulation, color correction, Salon trending color applications on clinic floor to include but not limited to; Client Consultation

#### **Hairstyling (state requires minimum 65 hours of technical instruction & 240 minimum practical operations)**

Draping, Shampooing and conditioning  
Hair analysis  
Blow drying to include; wrapping, leafing, beveling, diffusing, round brushing Thermal straightening  
Thermal curling to include marcel curling ironing  
Roller placement, finger waving, pin curls, barrel curls  
Wig care  
Long hair styling, Up do's, bridal and special occasion  
Braiding  
Hair Extensions

Wefts, individuals, sew-in/braiding, bead locking, glue in, removal & maintenance  
Principles of hair design; client consultation, design decision, face shapes

### **Health and Safety (200 total hours required)**

#### **Laws & Regulations (State requires minimum of 20 hours technical instruction)**

Constitution/ Citizenship, Student Orientation, VAWA, California State Barbering & Cosmetology Act & Rules and Regulations

Preparation for Licensure & Employment, On the Job/ Salon Business Skills, Job searching and interview

skills, resume building, how to seek employment, professional image, communicating success, business

basics, salon ownership, portfolio development

#### **Health And Safety Consideration (State requires minimum of 45 hours technical instruction)**

##### **Cosmetology Chemistry**

Matter, chemical & physical changes

The PH scale, cosmetic chemistry, Hazardous chemicals, preventing chemical injury, ergonomics, bacteriology,

Chemical composition of skin, hair & nails, preparations to include skin peels

##### **Electricity**

Principles of electricity, electricity in cosmetology, safety procedures

##### **Healthy Relations and Communication Skills**

Communicating for Success, Your Professional Image, communicable diseases, HIV/Aids, Hep B, Staph and Material data sheets.

#### **Anatomy & Physiology (15 hours technical instruction)**

Osteology, myology, circulatory, cytology, neurology, systems

Endocrine, excretory systems, lymphatic/immune, integumentary and reproductive systems

Physiology of hair, skin and nails , properties of the hair and scalp.

#### **Disinfection and Sanitation ( 20 hours technical instruction)**

Client safety and sanitation procedures to protect consumer & technician

Proper disinfection techniques for equipment and implements

Microbiology, bacteriology and immunity

Infection & disease control/ communicable diseases to include;

Skin and Nail Disorder and Diseases, HIV / Aids, Hepatitis B

First aid

#### **Nuts and Bolts**

Customer Wow

Customer Wow, Retailing

How to Build your Business, The Salon and Spa Professional

### **Esthetics (200 total hours required)**

#### **Manual, Electrical & Chemical Facials (25 hours technical & 40 minimum practical operations)**

Cleansing, scientific massage, packs, masks

Electrical modalities, dermal lights and electrical apparatus,

Chemical skin peels, packs, masks and scrubs.

#### **Make-up & Eyebrow Beautification (25 hours of technical instruction & 30 minimum practical operations)**

Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories

for the removal of superfluous hair.

Skin Analysis Make Up Techniques & Procedure Corrective Makeup

Artificial Lashes



## Manicuring and Pedicuring (100 total hours required)

### **Manicuring & Pedicuring (10 hours of technical instruction & 25 minimum practical operations)**

Water and oil manicure, Pedicuring

Nail analysis, Hand/foot and arm/ankle massage.

### **Artificial Nails and Wraps- (25 hours of technical instruction & 120 minimum practical operations)**

Acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs

### **Additional Information:**

CAofB training goes beyond just basic training. Included in the Cosmetology course is Nuts & Bolts Business training, resume making, retailing experience, 5 star customer service, Portfolio training, runway hair, student competitions and opportunities to help with community service to give back to our community. Everyone celebrates Constitution Day.

This curriculum may be updated as the State mandates or as CAofB see necessary to keep up with current trends in the industry. There are always fun and exciting new things going on in the beauty industry!

### **Cosmetology Kit-**

Cosmetology Kit includes, but is not limited to:

Rolling carrying bag

Kasho shears & thinning shears, Kasho Razor

Hair Extension kit & Remy Hair

Assorted Brushes

Round Brushes

Assorted combs

3 regular full hair Mannequin heads

1 Curly hair Mannequin head,

1 extra long hair doll head & holder

Rollers & Perm Rods

Tint & Colouring supplies

Hair clips

Blow dryer

Curling iron

Large curling iron

Clippers & Trimmer

Professional Flat iron

Manicuring kit/Acrylic kit and brush

CAofB T-Shirts

CAofB Sweatshirt

Milady Textbook ISBN -13:978-1-285-76941-7

Workbook ISBN-13:978-1-285-76945-5

Mind Tap- on line access card ISBN- 978305632011

Nuts & Bolts Business E-books-online access

Sassoon Cutting E-Book Text online-

Sassoon Cutting workbook

Sassoon Colouring E-Book Text online

Sassoon Colouring Workbook

IPad- Separate purchase from CAofB or provide your own. You will need one for the class.

## **Esthetician & Esthetician Hybrid Course-600 clock hours-**

The Esthetician Program requires 600 clock hours of study and practice in all aspects of skincare to prepare for the California state licensing examination in addition to prepare for salon/spa technical skills to enter a career in the beauty industry.

\*Minimum required technical instruction and practical operations by the state are listed.

**OBJECTIVES:** Career Academy of Beauty strives to;

- Give the student a solid foundation of the practical skills
- Give the student the knowledge needed to pass the California state licensing exam
- Train student in current salon/spa services & additional advanced techniques and opportunities
- Prepare student for immediate employment in the Beauty Industry
- Obtain necessary skills for building business, goal setting & reporting
- Develop student on customer service skills, professional relationships, client retention
- Give students a variety of knowledge on various professional industry products & tools

**INSTRUCTIONAL TECHNIQUES:**

**Esthetician Course classes for Technical and Practical is held In-House, on location.**

**Esthetician Hybrid course- classes consist of up to 300 hours of Online Education & 300 hours to be held in house on location. Internet connection necessary.**

**Academic Learning Methods:** Theory is taught using technology in the classroom with I pads, online textbook platform. Classes are taught using, power points, lectures, Videos, Smart TV's, Q&A's, problem solving, interactive lecture, memory games, student classroom presentations. Written exams will be given upon completion of subject/chapters and used as a final examination.

**Practical Learning Methods:** Practical subjects are taught using live demonstrations, hands on practice, individualized instruction, small workshops, salon clinic lab activities. Online researching of skincare history, make-up design and incorporating current beauty industry news, trends, education & happenings into the classroom.

**Guest Artists:** Guest artists are professionals in their specific areas that come to train students in their specialties and salon trending professional services.

**Field Trips:** Field trips to salons, Dermal Institute, and customer service assignment

**Required Textbooks:** Milady's Standard Esthetician Fundamentals Text & Workbook & Correlating Online Mindtap, Nuts and Bolts Business Training; Embracing Change, Retailing, How to Build Your Business, Customer Wow and Salon & Spa Professional

**Supplementary References:**

California Barbering & Cosmetology Act/ Rules and Regulations <http://barbercosmo.ca.gov> to include Health

and Safety Training Course, NIC- National Interstate Council <http://nictesting.org> <http://dermalogica.com>, <http://image.com>

**School Library:** We offer a wide selection of books, DVD's and online tools for additional study.

**VALUATION AND GRADING PROCEDURES:** Every student will be evaluated for their progress in the Practical portion of their course and the Theory portion

**CONTENT OF UNITS OF INSTRUCTIONS** The California State Board of Barbering and Cosmetology requires the 600 clock hours to be broken down into a combined minimum

hours of instruction in technical hours and practical operations. The following curriculum includes the minimum requirements of California required training in addition to additional training in specific areas CAofB has chosen to add more salon ready training. **Introduction/Orientation** (part of Law and Regulation requirements)  
Student Handbook, First Day Orientation and clocking in  
School rules & policies, Kit issuing  
Embracing Change- Nuts & Bolts  
V.A.W.A Training

### **FACIALS (350 total hours required )**

#### **Facials (70 hours of technical instruction and 140 minimum practical operations)**

Manual, Electrical and Chemical Facials  
Skin analysis  
Manual facial protocols  
Cleansing, scientific manipulations  
Packs, and masks and scrubs  
Electrical facial protocols  
Electrical modalities,  
Dermal lights and electrical apparatus  
Chemical facial protocols  
Skin peels, packs, masks and scrubs.

#### **Preparation (15 hours minimum of technical instruction)**

Client consultation, intake procedures, Contraindications  
Professionalism, Client record keeping,  
Pre and post operative care, CPR/AED  
Salon and spa skills.

### **HEALTH AND SAFETY (200 total hours required )**

#### **Laws and Regulations (10 hours minimum of technical instruction)**

The Barbering and Cosmetology Act and the Board's Rules and Regulations.

#### **Health and Safety Considerations (40 hours minimum technical instruction)**

Electricity Principles of electricity  
Electrical current electricity in skin care  
Principles of operating electrical devices  
Safety precautions, maintenance of skin care machines  
Orientation, School Rules, VAWA training, U.S. Constitution/ Citizenship  
Job searching and interview skills, resume building, how to seek employment  
professional image, communicating success, business basics, salon ownership,  
portfolio development  
Cosmetic Chemistry, Matter, chemical & physical changes  
The PH scale, Hair & nail preparations to include skin peels, Product ingredients, Chemical composition of skin, Chemical skin peels

#### **Board Approved Health and Safety Course**

MSDS  
Chemical health in establishments  
Hazardous chemical safety  
Preventing chemical injuries  
Communicable diseases including HIV/AIDS and Hepatitis B  
First Aid

### **Disinfecting and Sanitation (10 hours minimum Technical instructions)**

Table set up, proper labeling requirements  
Sanitation, linens and laundry and equipment used in establishments  
Client safety and sanitation procedures to protect consumer & technician  
Proper disinfection and sanitation techniques for equipment  
Microbiology & Bacteriology  
Infection & disease control principles & practice  
Proper storage of clean and dirty equipment laundry

### **Anatomy and Physiology (15 hours technical instruction)**

Organs and body systems  
Cytology, myology, skeletal, circulatory, neurology  
Skin Physiology & histology and functions  
Skin analysis, disorders and diseases

### **Healthy Relations and Communications**

Professional Image, Communication  
Nuts & Bolts Customer Wow, How to Build a Business, Retailing  
Salon and Spa Professional

## **HAIR REMOVAL AND MAKE-UP (50 total hours required )**

### **Eye Brow Beautification (25 hours of technical instruction, 50 minimum practical operations)**

Hair and analysis, hair growth cycle, Eye brow shaping, waxing, tweezing  
State board hair removal procedure, Contraindications, Face and body waxing

### **Make-Up (20 hours minimum technical instruction, 40 minimum practical operations)**

State board make-up procedure  
Basic beauty make-up techniques & procedures  
Corrective make-up applications  
Skin analysis and color theory  
Artificial lashes

### **Additional Training**

CAofB training in Esthetics is advanced and fast paced. You will not only learn the basics skills but you will also learn many modern techniques to be competitive in the working industry.  
The course includes Nut & Bolts business training, resume making, retailing, 5 star customer service, portfolio training, advanced facial procedures. Community service opportunities and Constitution Day.  
This curriculum may be updated as the State mandates or Current trends change.

### **Esthetician Kit-**

Esthetician kit includes, but is not limited to:  
Rolling storage and makeup case  
Lashes  
Dermologica Professional skin care kit of products and Image Professional product kit.  
Tweezers  
Professional makeup kit  
sponges/pads/ Gowns  
Makeup brushes  
CAofB T-shirts  
CAofB sweatshirt  
Milady- Textbook ISBN 13-978-1-111-30689-2 with online access  
Nuts & Bolts Business program E-Books online access  
IPad- Separate purchase from CAofB or provide your own. You will need one for the class.

## **BARBERING & BARBERING HYBRID COURSE-1500 Clock Hours**

The Barbering course requires 1500 clock hours of study and practice in all aspects of hair, skin and nail care to prepare for a state licensing as a Barber pursuant to Title 16, Division 9, California Code of Regulations Article 7 Section §950.1. Upon licensure the student can work as a professional in the Barber Industry. For the purpose of this section, the minimum technical and practical operations listed are based on California requirements for completion.

**OBJECTIVES:** Career Academy of Beauty strives to;

- Give the student a solid foundation of the practical skills needed to pass the California state licensing exam
- Train student in current salon services & additional advanced techniques and opportunities
- Prepare student for immediate employment in the Barber Industry
- Obtain necessary skills for building business, goal setting & reporting
- Develop student on customer service skills, professional relationships, client retention
- Give students a variety of knowledge on various professional industry products & tools

### **INSTRUCTIONAL TECHNIQUES:**

**Barbering Course classes for Technical and Practical is held In-House, on location.**

**Barbering Hybrid course- classes consist of up to 450 hours of Online Education & 1050 hours to be held in house on location. Internet connection necessary.**

**Academic Learning Methods:** Theory to include use of newest technology for media, PowerPoint & smart notes using IPADS, Apple TV, online platform, lecture, question & answer, problem solving, interactive lecture, memory games, student and classroom presentations. Written exams will be given throughout the course and used as a final examination.

**Practical Learning Methods:** Through live demonstrations, hands on practice, individualized instruction, small workshops, salon clinic lab activities the students have the ability to absorb all areas of learning. We will explore the World Wide Web, researching hair history, hair design and incorporating current beauty Industry news, education & happenings into the classroom

**Required Textbooks** Milady Standard Professional Barbering, 5th edition, 2017 C Text, Workbook and MindTap online access, Sassoon ABC Hair Cutting, Coloring Texts and Men's barbering, Nuts and Bolts Business Training Codes for online texts; Embracing Change, Retail Experience, How to Build Your Business, Customer Wow

**Supplementary References:** California Barbering & Cosmetology Act/Rules and Regulations <http://barbercosmo.ca.gov> Health & Safety for the Hair Care and Beauty Professional. Labor NIC- National Interstate Council <http://nictesting.org> <http://behindthechair.com> On demand (online training), Wella App, NAB App, iTunesU course codes as assigned by Instructor

**SCHOOL LIBRARY** Career Academy of Beauty offers a wide selection of additional books, DVD's and online, link references. Please ask your instructor for help obtaining these resources.

**VALUATION AND GRADING PROCEDURES:** Every student will be evaluated for their progress in the Practical portion of their course and the Theory portion.

**CONTENT OF UNITS OF INSTRUCTIONS:** The California State Board of Barbering and Cosmetology requires the 1500 clock hours to be broken down into a required combined minimum hours of instruction in technical hours and practical operations. The following curriculum includes the minimum requirements of California required training in addition to additional training in specific areas CAofB has chosen to add more salon ready training.

**Introduction/ Orientation** (6 clock hours as part of the 20 hours of Laws & Regulations)  
First day orientation

Clocking in, kit issuing  
School rules & policies  
VAWA training  
Embracing Change- Nuts & Bolts

### **Hairdressing (1100 total hours required)**

#### **Chemical Reformation (40 hours of technical instruction & 105 minimum practical operations)**

Permanent Waving/ Curl Reformation  
Alkaline and acid perms, wrapping, processing, neutralization  
Chemical straightening with sodium hydroxide and other bases  
Japanese hair straightening  
Keratin smoothing treatments  
Client protection/ draping/ safety  
Hair analysis

#### **Haircutting (20 hours of technical instruction & 80 minimum practical operations)**

ABC Sassoon Hair Cutting Curriculum  
Psychology  
Customer consultation  
Suitability and bone structure  
Tools of the trade techniques  
Shapes and sectioning  
Geometry, dynamics, over direction  
Hand and body placement  
Cutting lines, graduation, layers and its combinations  
Finishing, dry cutting, texturizing, shear maintenance  
Men's hair cutting; clipper cutting, scissor over comb, men's styling  
State board practical haircut - men's styles, razor cutting

#### **Hair Coloring & Bleaching- (State requires minimum 60 hours of technical instruction & 50 minimum practical operations)**

Coloring Hair the Sassoon Way- ABC Sassoon Hair coloring Curriculum  
Color psychology  
Shape and balance  
Hair diagnostic and consultation  
Foil preparation  
Foil locking  
Color matrix and key  
Virgin tint  
Re-growth tint  
Cover grey, Men's comb on color  
Virgin bleach and tone  
Bleach touch-up  
Highlight & Slice techniques  
All over color application  
Other Sassoon trending techniques  
State board practical coloring and bleaching procedures  
Safety protocol ,Pre-disposition testing  
Color record keeping  
Color theory , formulation  
Color product knowledge to include temporary, semi, demi & permanent hair color

Bleach techniques & procedures  
Color formulation, color correction  
Salon trending color applications on clinic floor to include but not limited to;  
Client Consultation

**Hairstyling (state requires minimum 65 hours of technical instruction & 240 minimum practical operations)**

Draping, Shampooing and conditioning  
Hair analysis  
Blow drying to include; wrapping, leafing, beveling, diffusing, round brushing Thermal straightening  
Thermal curling to include marcel curling ironing  
Roller placement, finger waving, pin curls, barrel curls  
Wig care, hair replacements  
Long hair styling, special occasion  
Braiding  
Hair Extensions  
Wefts, individuals, sew-1in/braiding, bead locking, glue in, removal & maintenance  
Principles of hair design; client consultation, design decision, face shapes

**Health and Safety (200 total hours required)**

**Laws & Regulations (State requires minimum of 20 hours technical instruction)**

Constitution/ Citizenship

Student Orientation, VAWA

California State Barbering & Cosmetology Act & Rules and Regulations

Preparation for Licensure & Employment

On the Job/ Salon Business Skills

Job searching and interview skills, resume building, how to seek employment professional image, communicating success, business basics, salon ownership, portfolio development

**Health And Safety Consideration (State requires minimum of 45 hours technical instruction)**

**Cosmetology Chemistry**

Matter, chemical & physical changes

The PH scale, cosmetic chemistry, Hazardous chemicals, preventing chemical injury, ergonomics, bacteriology, Chemical composition of skin, hair & nails, preparations to include skin peels

**Electricity**

Principles of electricity, electricity in cosmetology, safety procedures

**Healthy Relations and Communication Skills**

Communicating for Success, Your Professional Image, communicable diseases, HIV/Aids, Hep B, Staph and Material data sheets.

**Anatomy & Physiology (15 hours technical instruction)**

Osteology, myology, circulatory, cytology, neurology, systems

Endocrine, excretory systems, lymphatic/immune, integumentary and reproductive systems

Physiology of hair, skin and nails , properties of the hair and scalp.

**Disinfection and Sanitation ( 20 hours technical instruction)**

Client safety and sanitation procedures to protect consumer & technician

Proper disinfection techniques for equipment and implements

Microbiology, bacteriology and immunity

Infection & disease control/ communicable diseases to include;

Skin and Nail Disorder and Diseases, HIV / Aids, Hepatitis B

First aid

## **Nuts and Bolts**

Customer Wow

Customer Wow, Retailing

How to Build your Business, The Salon and Spa Professional

## **Shaving (200 total hours required)**

### **Shaving Preparation and Performance (100 minimum hours technical instruction, 40 practical operations)**

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

### **Required Textbook and online access.**

Milady Standard Professional Barbering, 5th edition, 2017, and Workbook and Milady Online Mindtap  
ISBN: 978-1-3051-0055-8 and Mindtap ISBN: 13-9781305664005

### **Barber Kit**

Barber kit includes, but is not limited to:

3 Doll Heads

Doll head stand

Professional clippers

Professional Trimmer

Barber Shears

thinning shears

Blow Dryer

Curl Iron

Assorted Combs

Assorted Brushes,

Razor

Drapes

Facial Supplies

Manicuring supplies

Assorted clips and other misc supplies.

2 CAofB T-Shirts

1 CAofB Sweatshirt

Ipad- Separate purchase from CAofB or provide your own. You will need one for the class.



## **COSMO BARBER & COSMO BARBER HYBRID COURSE -1800 CLOCK HOURS-**

The Cosmo Barber course requires 1800 clock hours of study and practice in all aspects of hair, skin and nail care and shaving to prepare for dual licensure as a Cosmetologist & Barber pursuant to Title 16,

Division 9, California Code of Regulations Article 7 Section §950.2. CCR Board of Barbering and Cosmetology act for 1600 hours of Cosmetology curriculum and then an additional 200 hours of barbering shaving curriculum to meet the §950.1 barbering curriculum requirements. Upon licensure the student can work as a professional Cosmetologist or a Barber in the Beauty Industry. For the purpose of this section, the minimum technical and practical operations listed are based on California requirements for completion.

**OBJECTIVES:** Career Academy of Beauty strives to;

Give the student a solid foundation of the practical skills needed to pass the California state licensing exams.

- Train student in current salon services & additional advanced techniques and opportunities
- Prepare student for immediate employment in the Beauty Industry
- Obtain necessary skills for building business, goal setting & reporting
- Develop student on customer service skills, professional relationships, client retention
- Give students a variety of knowledge on various professional industry products & tools

### **INSTRUCTIONAL TECHNIQUES:**

**Cosmo Barber Course classes for Technical and Practical training is held In-House, on location. Cosmo Barber Hybrid course- classes consist of up to 540 hours of Online Education & 1260 hours to be held in house on location. Internet connection necessary.**

**Academic Learning Methods:** Theory to include use of newest technology for media, PowerPoint & smart notes using IPADS, Apple TV, Milady online platform, lecture, question & answer, problem solving, interactive lecture, memory games, student and classroom presentations. Written exams will be given throughout the course and used as a final examination.

**Practical Learning Methods:** Through live demonstrations, hands on practice, individualized instruction, small workshops, salon clinic lab activities the students have the ability to absorb all areas of learning. We will explore the World Wide Web, researching hair history, hair design and incorporating current beauty Industry news, education & happenings into the classroom

**REQUIRED TEXTBOOKS** Milady Standard Cosmetology Text, Workbook and MindTap online access, Sassoon ABC Hair Cutting and Coloring Texts, workbooks and videos, Nuts and Bolts Business Training: Embracing Change, Retail Experience, How to Build Your Business, Customer Wow

**SUPPLEMENTARY INSTRUCTIONAL REFERENCES:** California Barbering & Cosmetology Act/ Rules and Regulations <http://barbercosmo.ca.gov> Health & Safety for the Hair Care and Beauty Professional. Labor NIC- National Interstate Council <http://nictesting.org> <http://behindthechair.com> On demand (online training) Wella App, NAB App, iTunesU course codes as assigned by Instructor

**SCHOOL LIBRARY** Career Academy of Beauty offers a wide selection of additional books, DVD's and online

link references. Please ask for assistance from your instructor for additional resources and how to obtain them.

**VALUATION AND GRADING PROCEDURES** Every student's progress will be graded in both the practical and theory portions of their course.

**CONTENT OF UNITS OF INSTRUCTIONS:** The California State Board of Barbering and Cosmetology requires 1600 clock hours of Cosmetology and 200 hours of Barbering to be broken down into a required combined minimum hours of instruction in technical hours and practical operations. The

following curriculum includes the minimum requirements of California required training in addition to additional training in specific areas  
CAofB has chosen to add more salon ready training.

**Introduction/ Orientation** (6 clock hours as part of the 20 hours of Laws & Regulations)

First day orientation

Clocking in, kit issuing

School rules & policies / VAWA training / Embracing Change- Nuts & Bolts Class

**Hairdressing (1100 total hours required)**

**Chemical Reformation (40 hours of technical instruction & 105 minimum practical operations)**

Permanent Waving/ Curl Reformation

Alkaline and acid perms, wrapping, processing, neutralization

Chemical straightening with sodium hydroxide and other bases

Japanese hair straightening

Keratin smoothing treatments

Client protection/ draping/ safety

Hair analysis

**Haircutting (20 hours of technical instruction & 80 minimum practical operations)**

ABC Sassoon Hair Cutting Curriculum

Men's hair cutting; clipper cutting, scissor over comb, men's styling

State board practical haircut - men's styles razor cutting state board haircut

Psychology

Customer consultation

Suitability and bone structure

Tools of the trade techniques

Shapes and sectioning

Geometry, dynamics, over direction

Hand and body placement

Cutting lines, graduation, layers and its combinations, Finishing, dry cutting, texturizing, shear maintenance

Men's hair cutting: clipper cutting, scissor over comb, men's styling,

State Board practical haircut- men's styles razor cutting.

**Hair Coloring & Bleaching- (State requires minimum 60 hours of technical instruction & 50 Minimum practical operations)**

Coloring Hair the Sassoon Way- ABC Sassoon Hair coloring Curriculum

Color psychology, Shape and balance, Hair diagnostic and consultation, Foil preparation,

Foil locking, Color matrix and key, Virgin tint, Re-growth tint

Cover grey, Men's comb on color, Virgin bleach and tone, Bleach touch-up, Highlight & Slice

Techniques, All over color application, Other Sassoon trending techniques

State board practical coloring and bleaching procedures, Safety protocol, Pre-disposition testing

Color record keeping, Color theory, formulation

Color product knowledge to include temporary, semi, demi & permanent hair color, Bleach techniques

& procedures, Color formulation, color correction, Salon trending color applications on clinic floor

to include but not limited to; Client Consultation

**Hairstyling (state minimum 65 hours of technical instruction & 240 minimum practical operations)**

Draping, Shampooing and conditioning

Hair analysis

Blow drying to include; wrapping, leafing, beveling, diffusing, round brushing Thermal straightening

Thermal curling to include marcel curling ironing

Roller placement, finger waving, pin curls, barrel curls

Wig care

Long hair styling, Updo's, bridal and special occasion

Braiding  
Hair Extensions  
Wefts, individuals, sew-1in/braiding, bead locking, glue in, removal & maintenance  
Principles of hair design; client consultation, design decision, face shapes

### **Health and Safety (200 total hours required)**

#### **Laws & Regulations (State requires minimum of 20 hours technical instruction)**

Constitution/ Citizenship, Student Orientation, VAWA, California State Barbering & Cosmetology Act & Rules and Regulations

Preparation for Licensure & Employment, On the Job/ Salon Business Skills, Job searching and interview

skills, resume building, how to seek employment, professional image, communicating success, business

basics, salon ownership, portfolio development

#### **Health And Safety Consideration (State requires minimum of 45 hours technical instruction)**

##### **Cosmetology Chemistry**

Matter, chemical & physical changes

The PH scale, cosmetic chemistry, Hazardous chemicals, preventing chemical injury, ergonomics, bacteriology, Chemical composition of skin, hair & nails, preparations to include skin peels

##### **Electricity**

Principles of electricity, electricity in cosmetology, safety procedures

##### **Healthy Relations and Communication Skills**

Communicating for Success, Your Professional Image, communicable diseases, HIV/Aids, Hep B, Staph and Material data sheets.

#### **Anatomy & Physiology (15 hours technical instruction)**

Osteology, myology, circulatory, cytology, neurology, systems

Endocrine, excretory systems, lymphatic/immune, integumentary and reproductive systems

Physiology of hair, skin and nails, properties of the hair and scalp.

#### **Disinfection and Sanitation (20 hours technical instruction)**

Client safety and sanitation procedures to protect consumer & technician

Proper disinfection techniques for equipment and implements

Microbiology, bacteriology and immunity

Infection & disease control/ communicable diseases to include;

Skin and Nail Disorder and Diseases, HIV / Aids, Hepatitis B

First aid

#### **Nuts and Bolts**

Customer Wow

Customer Wow, Retailing

How to Build your Business, The Salon and Spa Professional

### **Esthetics (200 total hours required)**

#### **Manual, Electrical & Chemical Facials (25 hours technical & 40 minimum practical operations)**

Cleansing, scientific massage, packs, masks

Electrical modalities, dermal lights and electrical apparatus,

Chemical skin peels, packs, masks and scrubs.

#### **Make-up & Eyebrow Beautification (25 hours of technical instruction & 30 minimum practical operations)**

Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and

depilatories  
for the removal of superfluous hair.  
Skin Analysis Make Up Techniques & Procedure Corrective Makeup  
Artificial Lashes

### **Manicuring and Pedicuring (100 total hours required)**

**Manicuring & Pedicuring (10 hours of technical instruction & 25 minimum practical operations)**

Water and oil manicure, Pedicuring  
Nail analysis, Hand/foot and arm/ankle massage.

**Artificial Nails and Wraps- (25 hours of technical instruction & 120 minimum practical operations)**

Acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs

### **Shaving (200 total hours required)**

**Shaving Preparation and Performance (100 minimum hours technical instruction, 40 practical operations.**

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

### **Additional Information:**

CAofB training goes beyond just State Board training. Included in the Cosmo Barber course is Nuts & Bolts Business training, resume making, retailing experience, 5 star customer service, Portfolio training to include professional photo shoots and runway hair, student competitions and opportunities to help with community service to give back to our community. Everyone celebrates Constitution Day.

This curriculum may be updated as the State mandates or as CAofB see necessary to keep up with current trends in the industry. There are always fun and exciting new things going on in the beauty industry!

### **Kit-**

Cosmo Barber Kit includes, but is not limited to:

Rolling carrying bag	Manicuring kit/Acrylic kit and brush
Kasho shears & thinning shears & Razor	3 regular full hair Mannequin heads, 1 Curly hair mannequin head, 1 extra long hair doll head & holder
Assorted Brushes and combs	Extension kit & Remy Hair
Rollers/Perm Rods/ hair clips/	Tint/Colouring supplies
Chi Blow dryer/Diffuser	Clippers & Trimmer
Hot Tools Curling iron	CAofB T-Shirts& Sweatshirt
Chi Flat iron	

### **Required textbooks and online access:**

Milady Textbook ISBN 13:978-1-285-76941-7	Sassoon Cutting E-Book
Workbook ISBN-13:978-1-285-76945-5	Sassoon Cutting workbook
On line access license.	Sassoon Colouring E-Book
Nuts & Bolts Business E-Books online access.	Sassoon Colouring Workbook
Milady Textbook Barbering ISBN: 13:978-1-305-10055-8	
Mindtap Barbering ISBN: 13-9781305664005	

Ipad- Separate purchase from CAofB or provide your own. You will need one for the class.

## **MANICURING-400 HOURS**

The Manicuring course requires 400 clock hours of study and practice in all aspects of nail and foot care to prepare for a state licensure as a Manicurist pursuant to Title 16, Division 9, California Code of Regulations Article 7 Section §950 Upon licensure the student can work as a professional Manicurist in the Beauty Industry. For the purpose of this section, the minimum technical and practical operations listed are based on California requirements for completion.

### **OBJECTIVES:**

Career Academy of Beauty strives to;

§ Give the student a solid foundation of the practical skills needed to pass the California state licensing exam.

§ Train student in current salon services & additional advanced techniques and opportunities Prepare student for immediate employment in the Beauty Industry.

§ Obtain necessary skills for building business, goal setting & reporting

§ Develop student on customer service skills, professional relationships, client retention Give students a variety of knowledge on various professional industry products & tools

### **INSTRUCTIONAL TECHNIQUES:**

Academic Learning Methods: Theory to include use of PowerPoint & smart notes. Lecture, question & answer, problem solving, interactive lecture, memory games, student and classroom presentations.

Written exams will be given throughout the course and used as a final examination.

Practical Learning Methods: Through live demonstrations, hands on practice, individualized instruction, small workshops, salon clinic lab activities the students have the ability to absorb all areas of learning.

We will always explore the internet and be incorporating current Beauty Industry news, education & happenings into the classroom.

### **Required Textbooks:**

Milady Nail Technology Text & Workbook

### **Supplementary References:**

California Barbering & Cosmetology Act/ Rules and Regulations <http://barbercosmo.ca.gov>

Health & Safety for the Hair Care and Beauty Professional

NIC- National Interstate Council <http://nictesting.org>

### **SCHOOL LIBRARY**

Career Academy of Beauty offers a wide selection of additional books, DVD's and online links to access.

### **CONTENT OF UNITS OF INSTRUCTIONS:**

The California State Board of Barbering and Cosmetology requires the 400 clock hours to prepare for licensing to become a professional Manicurist. The state requires a minimum of technical instruction hours and practical operations during the training.

Introduction/ Orientation (part of Laws & Regulations training)

Student handbook, first day orientation and clocking in

School rules & policies, Kit issuing, VAWA training

### **NAIL CARE (300 total hours required)**

**Manicures and Pedicures (60 hours minimum technical instruction, 60 minimum practical operations)**

Water and oil manicures

Hand and arm massage, foot and ankle massage, Pedicuring, Application of artificial nails including; liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, Nail analysis.

### **HEALTH AND SAFETY (100 total hours required )**

The Barbering and Cosmetology Act, Rules and Regulations  
Orientation, School Rules, VAWA training, U.S. Constitution/ Citizenship  
Job searching and interview skills, resume building, how to seek employment  
professional image, communicating success, business basics, salon ownership, portfolio development

**Health and Safety Considerations (25 hours minimum technical instruction)**

Electricity

Principles of electricity

Electrical current electricity inn skin care

Operation of electrical devices

Safety precautions, maintenance of skin care

Chemistry

Matter, chemical & physical changes The

PH scale

Nail preparations

Product ingredients

Chemical composition of skin and nails

**Board Approved Health and Safety Course**

MSDS

Chemical health in establishments

Hazardous chemical safety

Preventing chemical injuries

Communicable diseases including HIV/AIDS and Hepatitis B, First Aid

**Laws and Regulations (10 hours minimum technical instruction)**

**Anatomy & Physiology (10 hours technical instruction)**

Skin & Nail Physiology

Body organs and systems

Nail analysis, nail growth

Nail Disease & disorders

**Disinfecting & Sanitation (20 hours minimum technical instruction and 10 minimum technical operations)**

Client safety and sanitation procedures to protect consumer & technician

Proper disinfection techniques for equipment

Microbiology and Bacteriology

Infection & disease control/ communicable diseases to Include HIV / aids and hepatitis B

Immunity

First aid

Sanitation procedures for implements and equipment to include foot spas & foot basins

**Healthy Relations and Communications**

Professional Image, Communication

Nuts & Bolts Customer Wow, How to Build a Business, Retailing

Students will participate in Constitution Day in September and have the opportunity to be involved in community service events.

Student kit consists of OPI professional kit (acrylic supplies and nail polish with nail tools and wet goods.  
Gel nail kit and Text book with Study guide in rolling metal case  
Milady Textbook ISBN-13: 978-1-4283-4124-1  
Workbook ISBN 9781428359499

## **TEACHER TRAINING-600 HOURS**

The Teacher Training Program requires 600 clock hours of study and practice of teaching the area of hair, skin or nails according to the professional license held. The course prepares student to be able to teach their trade. This course is not required by our The California State Board. However formal education sets future educators to be the best, most confident teachers in the classroom.

### **STUDENT OBJECTIVES:**

Upon completion the Teacher Trainees Student will;

- § have a solid foundation of the practical skills needed to teach their trade
- § be trained in updated state board procedures
- § be given opportunity to practice teaching to new incoming students
- § complete lesson plan book for freshman subjects
- § be able to make theory lesson plans
- § have knowledge on CAofB professional services
- § be able to supervise classrooms, clinic floor, complete client consultation, student evaluations
- § understand importance and have basic skills for grading policies, classroom management and organized teaching material
- § learn presentation technology to include slides, teaching apps, iTunes University, Milady mind tap, cloud based teaching, using your cell phone to teach
- § be able to perform 5 star customer service
- § be trained in Nuts & Bolts business & personal development training
- § Be trained in Sassoon cut and color curriculum
- § Be able to be immediately employed in a teaching position for beauty school or product company

### **INSTRUCTIONAL TECHNIQUES:**

**Academic Learning Methods** Lecture, observation, question & answer, problem solving, interactive lecture, memory games, student and classroom presentation, self study of Instructor Text and Workbook.

**Practical Learning Methods:** Through live demonstrations, observation, hands on practice, individualized instruction, small workshops, salon clinic lab activities the students have the ability to absorb all areas of learning. We will explore the internet to research current teaching resources.

#### **Required Textbooks:**

Milady's Master Educator Student Course Book

Appropriate Course Text Book for Professional Area of Expertise

#### **Supplemental Resources:**

Milady Cosmetology Text, Instructor Mindtap online platform access

Milady Standard Esthetics Basic Fundamentals, Nuts & Bolts- Embracing Change,

Milady Teaching Resources- Esthetician, Manicuring

California Barbering & Cosmetology Act/ Rules and Regulations <http://barbercosmo.ca.gov>

Sassoon ABC hair cutting text ,workbook & DVD's

Sassoon ABC hair coloring text ,workbook & DVD's

Health & Safety Course California State Board of Barbering and Cosmetology

NIC- National Interstate Council <http://nictesting.org>

**School Library :** CAofB has many books, videos and online resources to loan you for research.

## **EVALUATIONS**

All students will have their written (accumulative) and practical progress evaluated at the close of each payment period (see the Satisfactory Progress policy) During the evaluation, Instructors will discuss strengths and areas needing improvement. The student's grade point average, attendance and attitude will be reviewed with the student and documented on their evaluation sheet. A minimum of a 75% grade point average is required to be meeting Satisfactory Progress in academic and attendance. Any "0" incompletes on the grade sheet will be calculated into the grade point average. (missed test during a LOA will be excused for that evaluation period). A copy of the evaluation/Satisfactory Progress will be given to the student.

## **CONTENT OF UNITS OF INSTRUCTIONS:**

The Teacher trainee course comprises of 600 clock hours of both practical and technical instruction on how to teach in order to become an instructor. The state of California does not require any clock hours for teachers

### **Introduction/ Orientation- 5 hours**

Student handbook, first day orientation and clocking in  
School rules & policies, Kit issuing, VAWA training,  
Nuts & Bolts Embracing Change

### **Employment Training- 10 hours**

Professionalism  
Resume development  
Interview preparation  
Job search skills  
Continuing Education

### **Practical Training w/ Related Theory**

#### **Observation & Participation- 200 hours**

Freshman Training  
Theory Classroom  
Theory Classroom  
Clinic Floor Classroom  
Grading/ Evaluation/Critiquing  
Nuts & Bolts Business & Development Course  
ABC Sassoon hands- on Color & Cutting Classes (If Cosmetologist)

#### **Instruction- 200 hours**

Overseeing/Assisting classroom Instructor w/ hands on practical classes  
Perform practical demonstrations on clinic floor in areas of expertise to minimum of 2 students  
Conduct classroom instruction/ freshman classes (Min. 3 classes to a Min. of 3 students)  
Conduct classroom theory/(Min. 1 class to a Min. of 2 students)  
Supervision of Clinic Floor classroom  
CAofB Success Culture  
Nuts & Bolts; Customer Wow, Business Skills, Retailing, Salon and Spa Professional

#### **Professional Technical Instruction- 15 hours**

Creating a success culture in your classroom  
Rules & Regulations, Health & Safety  
School policies  
State board health & safety rules  
Accreditation expectations of standards in relation to evaluations & curriculum  
OSHA

#### **Instructional Techniques- 25 hours**

Teaching methods



Communication skills  
Instructional materials  
Classroom management & environment, Questioning techniques  
Teaching Skills & presentation techniques,  
Teaching in a dynamic clinic

### **Organizational Techniques- 25 hours**

Developing dynamic program of study  
Four step teaching methods, Performance Objectives  
CAofB procedure sheets, Learning domains

### **Qualities & Characteristics of a Master Educator- 10 hours**

Loyalty to the institution, Professionalism  
Enthusiasm & energy- taking advantage of teaching moments  
Pursuit of ongoing knowledge, Flexibility/Patience

### **Lesson Planning – 100 hours**

Development, Outlines, Developing and using educational aids  
Lesson plan subjects, titles, scheduling to meet school curriculum/ course outline

### **Evaluation Techniques – 10 hours**

Averaging test scores/ progress sheet documentation  
Administrative responsibility and record keeping  
Observation of student progress, Evaluations by Instructor  
How students learn, The Left and Right Brain  
Test Construction

### **There is no kit for Teacher Training**

#### **Required Text**

**Milady Master Educator Text ISBN-978-4283-2151-9**

**Nuts & Bolts online Access.**

## **california state board information**

### California Licensing Requirements:

Our courses are designed to prepare you for working positions, which require licensing, by the State of California. The California State Consumer Affairs Department's Board of Barbering and Cosmetology requires that applicants be at least 17 years old at time of examination application and have a valid social security number. Certain prior felony or misdemeanor convictions are subject to delay and/or denial of licensing. Contact the Administration Office confidentially for more information.

There is not California license for Teacher Training (must have 3 years experience to teach)

### State Board Licensing Exam & facility:

Upon graduation, students will be required to take a state board written multiple choice exam in order to receive a license to work professionally in the state of California. Each student is responsible to pay the State Board application fees upon graduation. After successfully passing the written exam, a license will be issued to the student. Cosmo Barber students will need to take both the Cosmetology state exam and the Barbering state exam and pay both the required fees to have a dual license.

## **withdraw policy**

Student may withdraw at anytime. We request a withdrawal in writing stating current address, phone, reason why student is leaving and signature with a date. The date of this letter will be determined as the determination date. The last date of attendance will be the last date of physical attendance student received any clock hours. Student must clear out lockers or stations immediately. A Refund Calculation will be performed and student will receive a copy by mail no later than 45 days from receiving withdrawal notification. Any refunds are required to be paid within 45 days according to Federal and State Law. If the refund calculation determines the student owes a balance at time of withdraw, an invoice will be sent requiring immediate payment. Payment plans can be set up with the administration department. Please refer to your enrollment agreement (contract) for all refund policies.

## **probation/dismissal policy**

CAofB has specific attendance, grade, and rules and regulations that must be followed. Students can be terminated for failing to follow the school regulations and expectations. CAofB reserves the right to dismiss students that are not representing CAofB in a professional manner and/or fail to promote a professional, positive education environment and behavior in classrooms. Probations can be issued for all of the above reasons or if we feel the student has the ability to improve and succeed in the Beauty Industry. If the student fails to come off probation or is terminated, standard refund calculations will be performed based on school determination date of dismissal. Please refer to Withdraw Policy, Satisfactory Progress Policy, Student Handbook and withdraw policy as stated above.

## **record retention**

This institution shall maintain all records, transcript, academic and financial aid records of students for six years after last date of attendance. After 6 years we will only have a transcript of hours available. To request transcripts: complete a request form with required fee and submit to the school directly. If a student owes money on their account then payment arranges can be made with the Administration department.

## **counseling**

Personal assistance is available to all students. Each student is assigned a member of the faculty who shall serve as the student's advisor. The school Director is also available when needed to discuss any personal issue a student may need help with, issues discussed can be kept confidential. Referrals are given to students for a variety of subjects, which include: substance abuse, drug prevention, social services and employment services.

### **Notice of transferability of hours/credentials earned at CAofB**

The transferability of credits you earn at Career Academy of Beauty is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may 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 Career Academy of Beauty to determine if your diploma or hours will transfer.

## other useful information

Orientation: All students will receive an orientation on their first day and receive a student handbook with a course outline. An overview of student handbook, including school rules & regulations and school policies will be discussed. Kits will be issued on the first day of class. Your teacher will give a class syllabus to you on your first day. Get ready to “embrace change” and have fun

Student Conduct: All students are expected to behave in a professional manner respecting all other students, staff and customers. A positive attitude is a must. The academy will terminate students if their conduct is unacceptable or if their continued attendance is not in the best interest of the academy. This includes but is not limited to, appropriate treatment of fellow students, staff, clients, property, Internet and other media privileges, poor attendance or grades. Please see student handbook for specifics.

Career Academy of Beauty does not provide residential housing.

We are located in a residential/small business neighborhood that consists of mostly family homes, some apartment complexes and local shops in North Orange County. Approx. rent in our neighborhood starts at \$500/month to rent a room and higher for your own apartment. The institution has no responsibility to find or assist a student in finding housing.

Vaccination Policy- CAofB does not mandate vaccinations as part of its enrollment requirements. We do encourage all students to stay current on all State and Federal recommended vaccinations including Covid 19 and Tetanus.

Emergency response & evacuations- Our facility is single story with 2 exits in the front and the back. If in case of an emergency the Director will evaluate the situation and determine what action needs to be taken. If evacuation of the facility is advised, students need to calmly follow emergency exit signs. Fire extinguishers are in each classroom and clearly visible. Backup Flashlights are available in each room. We will call 9-1-1, Fire department or Garden Grove police Department if needed.

All students will participate in classes on Constitution Day and Citizenship Day On Sept 17<sup>th</sup>

Library- Students may have access to the school library and other educational learning resources any time during the schools regular business hours when not busy with other teaching assignments. Students must sign out items from their coach. Items must be used in the facility.

Students attending Career Academy of Beauty are considered students and not employees. All students will be doing clients (practical procedures) as required by the California State Board of Cosmetology for practice/experience. You will not be paid for services performed while attending as a student.

CAofB is currently working on the approval by our accreditation and state to offer part of the course as Distance Education. If/When we are approved, all assignments will be posted within 7 days of receipt.

All Students over the age of 18 are encouraged to register to vote. See Administration for an application or go to <http://www.rockthevote.com>

CAofB does not have any pending petitions for bankruptcy, is not operating as a debtor in possession, has never filed a petition for bankruptcy. Nor has it ever had a petition filed against it.

CAofB does not offer G.E.D. classes but recommends students to get a G.E.D. if they do not have a High School Diploma or Proficiency certificate. Please see our administration office for a list of locations that we can refer you to for tutoring, classes and assistance with taking the exam.

## **disclosure of educational records (FERPA)**

Adult students and parents/guardians of dependant minors have the right to inspect, review and challenge information contained in student educational records. However a staff member must be present. Education records are defined as files, materials, and documents, which contain information directly, related to a student and are maintained by the institution. CAofB will keep these records for 5 years from the last date of attendance. All student records will be destroyed after 5 years with the exception of transcripts, transcripts are maintained permanently. Students are not entitled to inspect the financial records of their parents in financial aid files. Written consent from the student and/or parents is required before education records may be disclosed to third parties with the exception of the accrediting commissions or governmental agencies so authorized by law.

## **grievance policy**

It is the policy of Career Academy of Beauty to provide a system for the filing of complaints, which includes an appeal process to review decisions.

A student, teacher, or interested party may file a complaint; however, the complaint shall be made in writing to the school director and include; name, complete address, telephone number, details of the complaint and request resolution. The school director shall respond to the complaint within ten working days of receipt of the written complaint and either schedule a meeting time or will respond in writing depending on the nature of the complaint. If the school director arranges a meeting, the director shall document the meeting and provide a copy to the complainant. If resolution requires investigation and takes longer than ten working days, the school Director shall respond with an interim reply.

If the complainant disagrees with the Director decision, it may be appealed with 48 hours of receipt of decision. The appeal shall be requested in writing and include a copy of the original complaint and a copy of the Director's decision/reply. Mail the appeal (certified) to the corporate office with attention to the Complaint Committee as follows:

Career Academy of Beauty- 12471 Valley View St, Garden Grove, Ca, 92845

The complaint committee will meet within 21 calendar days of receipt of the complaint. If more information from the complainant is needed, a letter will be sent outlining the additional information necessary to make determination.

If no further information is needed the complaint committee shall respond to all allegations within 15 calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact. The determination made by the complaint committee shall be final. The complainant is required to resolve problems through the school's complaint process as stated above

before seeking further action. If the complainant wishes to pursue the matter further, they may file a complaint with the agencies that oversee the school.

National Accrediting Commission of Career Arts & Sciences  
3015 Colvin St. Alexandria, Va, 22314

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

## drug abuse prevention policy

CAofB strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff and instructors. Any individual association with CAofB who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call “2-1-1-”) Or call the National drug treatment hotline 1-855-378-4735. Additional information available in our Financial Aid/Federal disclosure catalog.

## physical demand summary

### **Cosmetology, Barbering and Cosmo Barber-Including the Hybrid course.**

Involves standing, working constantly with hands from the waist to chest level & frequently about shoulder level. Items lifted such as a blow dryer, curling iron with a maximum weight is 3 pounds. Constant standing can irritate lower back trouble; however, Most salons will provide special chairs or stools to use while performing these tasks to reduce the stress caused there. Standing time is appx. 45 minutes per client with the ability to sit between processing or customer appointments. Repetitive wrist, hand movement & finger dexterity are necessary for the detailed rolling of a perm & cutting or styling of hair.

### **Manicuring**

Involves constant sitting, working constantly with hands from waist to chest level. Repetitive motion of shoulders, arms & hands is necessary to give a massage or file artificial nails. Sitting is usually one hour per client with the ability to move about between clients. Good eyesight is necessary for the detail work required in nail care.

### **Esthetician- Including the Hybrid course.**

Involves some standing with arms & hands at waist to chest level while applying make up or waxing. Constant sitting is necessary while performing actual skincare massage & treatments usually lasting 45 minutes with breaks in between appointments. Finger dexterity & wrists used in massage combining with shoulder movement.

### **Working Conditions**

Generally you will work in clean pleasant surroundings. Your salon should have good lighting and ventilation. Prolonged exposure to some hair & nail chemicals might affect ones health & cause irritation. OSHA laws provide salons to have MSDS sheets that provide chemical safety & health information of products/chemicals used. Good health & stamina are essential to hand a busy day. Employers will expect you to be able to meet the physical demands along with having a positive attitude, good people skills, acceptable appearance & terrific technical skills.

## Copyright Infringement

Copyright Infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code) These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory”

damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).<http://www.copyright.gov/>

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privileged use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violation reported and disciplinary actions taken.

## **v.a.w.a. & crimes on campus**

### **Introduction and Definitions**

Career Academy of Beauty (CAofB) Policy on Sexual Misconduct, Stalking, and Dating and Domestic Violence, makes the following statement of policy, as required under the federal Violence Against Women Act amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act. CAofB does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other acts are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking.

This statement of policy informs the community of CAofB’s comprehensive plan with respect to sexual misconduct, including educational programs and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus.

CAofB prohibits the offenses of domestic violence, dating violence, sexual assault and stalking, as defined by federal law, applicable local law, and CAofB policy, and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the CAofB community. The full policy and student training is provided during our first day orientation. Title IX coordinator is Coral Trujillo.

See our Crimes on campus statistics in this Catalog.

**Campus security act disclosure statement– Clery Act**  
**CAREER ACADEMY OF BEAUTY**  
**2021**

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution. Our property consist of our building space at 12471 Valley View St. and the parking area in the front of our entrance. No other property is owned or controlled by the school or by student organizations. Public Property would be the other side of the shopping center perimeter walls such as the public street or city sidewalks. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/18 and 12/31/2020

ACTUAL CRIME	On Campus			Public Property		
	2018	2019	2020	2018	2019	2020
Offenses						
Murder and non-negligent manslaughter	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes						
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0
V.A.W.A Crimes						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

Continued	2018	2019	2020		2018	2019	2020
Arrest for: Liquor Law Violations	0	0	0		0	0	0
Drug abuse violations	0	0	0		0	1	0
Weapons; Carrying, Possessing, etc	0	0	0		0	0	0
Campus Referrals to police for:							
Liquor Law Violations	0	0	0		0	0	0
Drug Abuse Violations	0	0	0		0	0	0
Weapons: Carrying, Possessing, Etc	0	0	0		0	0	0

**\*Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.**

Burglary vs. Larceny: An incident must meet three conditions to be classified as a burglary. 1. There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry- no force are counted. 2. The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door. 3. The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

Arrest and referral for disciplinary action may occur for violations in regards to weapons (carrying or possessing), Drug abuse violations and liquor law violations.

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official. This can be the Administrator or your instructor/coach and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.
2. All students and employees are required to report any crime or emergency to their institutional Director promptly. If a student or employee wishes to report a crime that they were involved in or witnessed, on a voluntary or confidential basis, the Director, Cari Eisele, will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the Director to report criminal actions or emergencies to the appropriate agency by calling Law Enforcement or (911). CAofB will provide the student or employee with written explanation of the student's or employee's rights and options.
3. Only students & employees and other parties having business with this institution should be on institutional property. Any student entering the premises must have their badge on at all times. All visitors, clients or maintenance personnel must check in at the front desk and identify their purpose of visit or the person to be visited. Any maintenance personnel such as air conditioning repair or exterminators will be announced to the director before given permission to be in the facility. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each classroom and bathroom to see that it is empty prior to getting ready to lock up. We set the alarms then lock down the campus at the end of each day. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.



4. Current policies concerning campus law enforcement and professional counseling are as follows:
  - A) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - B) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the institutional official shall attempt to non-violently deal with the crime or emergency. Individual discretion must be used, as undue risk should not be taken.
  - C) The institution does not have pastoral or professional counselors on staff. We encourage victims to seek outside counseling, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary basis for inclusion in the annual disclosure of the crime statistics.
  
5. Students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
  - a. Do not leave personal property in classrooms.
  - b. Report any suspicious persons to your institutional official.
  - c. Always try to walk in groups outside the school premises.
  - d. If you are waiting for a ride, wait within sight of other people.
  - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving
  - f. The Crime Awareness and Campus Security Act Report is available online at CAofB.com for all prospective student's, current student's staff and the public. Hard copy is available in the administration office. All current students will be given in class, an updated crimes on campus report annually in September.
  - g. The school will review the safety, VAWA and crime prevention information to students during new student orientation and once a year in September for all staff and current students. Additional copies are is available on request.
  - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
  
6. All incidents shall be recorded in the Crime Incident Log in the staff office. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
7. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
8. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
9. Drug and Alcohol abuse education is offered during class when the Annual Security report is issued to current students. Topic that will be discussed are legal limits for Alcohol, addictive drugs, prevention and treatments along with available outside counseling and support. This information is distributed annually to students and staff. Please see Cari Eisele for personal assistance and referrals.
10. CAofB prohibits all crimes including dating violence, domestic violence, sexual assault and stalking as those terms are defined for the purpose of the Clery Act. Sexual assaults (criminal offences) on campus will be reported immediately to the Director, who will report it to(911) emergency and police units. CAofB will follow its VAWA (Violence against Women Act) policies and procedures. V.A.W.A policy is not limited to women, it covers all crimes against any student or employee, male students, Gender Identity, National origin, etc. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment.

It is important to preserve all possible evidence for future conviction of the assailant. This institution has zero tolerance and prohibits crimes of dating violence, domestic violence, sexual assault, and stalking. Any violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.

11. CAofB offers regularly schedule educational program to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses, domestic and dating violence and stalking along with tips to keep everyone safe. The VAWA policy will be discussed to all new students during first day orientation and annually in September. CAofB prohibits all crimes including dating and domestic violence, sexual assault and stalking. Please refer to the Student Handbook for the VAWA policy for definitions of terms related to crimes, consent, bystander intervention, prevention and awareness, risk reduction. Please follow the VAWA policy on the procedure if you are

a victim of alleged dating or domestic violence, sexual assault, or stalking. Although the school does not have professionally trained counselors to assist or offer you with mental health or other counseling such as victim advocacy, legal assistance, visa or immigration assistance, the Director can assist you in seeking professional help in person or in writing. Please refer to the O.C. district attorneys office for sexual assault prevention programs and victims services (714) 834-4317. Or call the rape crisis center 24 hour hotline 1-866-935-4783

12. Campus Sexual Assault Victims' bill of rights The United States Congress enacted the "Campus Sexual Assault Victims Rights" in 1992 as a part of the Higher Education Amendments of 1992. This law requires afford sexual assault victims certain basic rights such as:

- \*Accuser and the accused must have the same opportunity to have others present.

- \*Both parties shall be informed of their options to notify law enforcement

- \*Survivors shall be informed of their options to notify law enforcement

- \*Survivors shall be notified of counseling services

- \*Both the accuser and the accused have the right to be advised of the outcome of any institutional disciplinary proceedings brought alleging a sex offense or other crime. This will disclose the alleged victim of the crime. The school will notify you, but you may also make a request in writing to Cari Eisele in Administration. If the victim is deceased then the next of kin shall be treated as the victim if they choose.

13. Bystander intervention includes recognizing situations of potential harm, recognize if a crime is being committed, If safe you can approach and help the victim, take action and intervene, if the situation is unsafe call the police or 911 and enlist the help of others around you.

14. Risk reduction is provided so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for survivors in order to promote safety and to help individuals and communities address conditions that facilitate violence. CAofB continues to monitor the facility and parking area

to

assure that lighting and space is free of any threats or potential unsafe areas.

### **Timely Warnings:**

A timely warning will be issued by the Director on a case by case basis when a situation arises that in the judgment of the Director constitutes an ongoing or continuing threat to our campus community. The warning will be issued in the following manner.

- \* By push notifications through Text directly to students and staff.

- \* By e-mail to students and staff through their email account.

A timely warning will include the reported offense, the location of the reported offense, the date of the reported offense if known, a description of suspects if available, and any other information that would promote safety.

### **Responding to Sexual Violence, Stalking, or Dating or Domestic Violence**

CAofB strongly encourages individuals to report incidents of sexual misconduct to the Title IX Coordinator. All CAofB employees are obligated to report sexual misconduct of which they become aware to a Title IX Coordinator, unless they have a recognized confidentiality privilege. Whether or not a survivor decides to report an incident to the police, the survivor is encouraged to immediately seek medical treatment and access counseling resources. CAofB has procedures in place that are sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, which include informing individuals about their right to file criminal charges as well as written information on the availability of medical, counseling and support services (victim advocacy, legal assistance, visa and immigration assistance, etc.), and additional remedies to prevent contact between a complainant and an accused party, such as, academic, and working accommodations, if reasonably available.

### **Medical Attention**

It is important to seek immediate and follow-up medical attention to assess and treat any physical injuries, determine the risk of sexually transmitted diseases or pregnancy, and gather evidence that could aid criminal prosecution. Even if a survivor has not been physically hurt, the medical examination (associated with reported sexual violence) is strongly recommended to maintain all legal options. After the evidence is collected, it can be stored in case criminal charges are pressed at some later date.

It is important that a survivor of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen area where they were assaulted if the offense occurred within the past 96 hours so that evidence, as may be necessary to the proof of criminal activity, may be preserved. In circumstances of sexual assault, if survivors do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Survivors of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to CAofB investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a survivor chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with law enforcement to preserve evidence in the event that the survivor changes her/his mind at a later date.

### **Reporting Incidents to CAofB**

CAofB strongly encourages individuals to report incidents of sexual misconduct to the Title IX Coordinator, Cari Eisele. An incident report will be filled out and the coordinator can offer counseling and facilitate support resources.

### **Notifying the police**

The survivor has the right to choose whether to file a police report. Notifying the Police is a separate and distinct process from notifying the school and Title IX coordinator. The Police can assist in reviewing options and identifying and facilitating support resources that include: medical attention; legal procedures (including no contact or restraining orders). Timely reporting to the police is an important factor in successful investigation and prosecution of sexual violence cases. .

Reporting sexual violence to the police will assist in gaining information that may lead to the arrest of an offender or aid in the investigation of other incidents. The investigation and prosecution, or discipline, of the offender may help prevent future incidents. Reporting the incident does not mean a sexual violence survivor is obligated to take the offender to court (i.e., prosecute). In addition to, or instead of, possible criminal prosecution, a survivor may also choose to pursue a complaint through applicable CAofB procedures. Although CAofB strongly encourages all members of its community to report violations of this policy to law enforcement, it is the survivor's choice whether or not to make such a report and survivors have the right to decline involvement with the police.

### **CAofB Procedures for Investigating and Resolving a Complaint**

The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy. Please report domestic violence, dating violence, sexual assault, or stalking promptly to the Title IX Coordinator, Coral Trujillo-12471 Valley View St, Garden Grove, Ca, 92845 (714) 897-3010 x3

The trained Title IX coordinator handles investigation and resolution of complaints against students or staff under this policy. Consultation with the appropriate offices will investigate and work to resolve the matter.

Whether or not criminal charges are filed, the school or a person may file a complaint under the Policy on Sexual Misconduct, Stalking, and Dating and Domestic Violence. Reports of all domestic violence, dating violence, sexual assault and stalking made to CAofB will automatically be reported to the Title IX Coordinator regardless of whether the complainant chooses to pursue criminal charges.

CAofB disciplinary process will include a prompt, fair, and impartial investigation and resolution by the Title IX coordinator and the board of directors. All parties involved along with witnesses will be interviewed. Procedures in cases of alleged domestic violence, dating violence, sexual assault, and stalking provide that:

1. The accuser and the accused individual each have the opportunity to make statements to the Title IX coordinator their account of the incident.
2. The accuser and the accused individual each have the opportunity to be accompanied by an advisor of their choice

- at any stage of the process and to be accompanied by that advisor at any meeting. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting.
3. A decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the accused individual violated CAofB policy?"
  4. The accuser and the accused will be notified simultaneously in writing within 30 days of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final and they will also be made aware when such results become final. Disciplinary action could be a change of schedule, suspension or termination from school.

### **Confidentiality**

CAofB will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the best of its ability. All reports and information concerning conduct that is inconsistent with this policy will be handled discreetly, with facts made available to those who need to know to respond, investigate, and/or resolve the matter.

When a complainant does not consent to the disclosure of his or her name or other identifiable information of the alleged perpetrator, CAofB's ability to respond to the complaint may be limited. In cases when a complainant requests anonymity or does not wish to proceed with an investigation, the Title IX Coordinator will determine whether CAofB has an obligation to proceed with the investigation against the complainant's wishes based on concern for the safety or well-being of all the students and staff at CAofB. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. CAofB does not publish the name of crime victims.

### **Protective Measures and Sanctions**

Regardless of whether a survivor chooses to report a crime to CAofB or local law enforcement, the Title IX Coordinator, will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, safe-space zones, adjustment of course schedules, a leave of absence. These remedies may be applied to one, both, or multiple parties involved. Violations of these directives and/or protective measures will constitute violations that may lead to disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by CAofB. Written notice of these accommodations will be issued.

In all cases, investigations that result in a finding that, more likely than not, a violation of the Policy on Sexual Misconduct, Stalking, and Dating and Domestic Violence occurred will lead to the initiation of disciplinary procedures against the accused individual.

Disciplinary sanctions that may be imposed for violations of the Policy on Sexual Misconduct, Stalking, and Dating and Domestic Violence include, but are not limited to written warnings, loss of privileges, mandatory training or counseling, probation, suspension, expulsion, for a staff member or student. And, termination of employment of a staff member. Sexual assault, domestic violence, dating violence, and stalking are criminal acts, which also may subject the perpetrator to criminal and civil penalties under federal and state law.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incidents. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

Name of Institutions: Coral Trujillo-Director of Relations  
Career Academy of Beauty  
12471 Valley View St. Garden Grove, CA, 92845  
714) 897-3010

A student or employee who reports to the Title IX Coordinator that they have been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student or employee's rights and options.

## **Resources for Survivors of Domestic Violence, Dating Violence, Sexual Assault & Stalking Confidential Advice and Counseling Services**

The following resources are available to discuss incidents and issues related to sexual misconduct on a confidential basis. These confidential sources can advise individuals about resources, services, and options available both on- and off-campus. Because of the confidential nature of the relationship, disclosing information to or seeking advice from a confidential counselor does not constitute reporting an incident to CAofB and therefore will not result in any formal response or intervention by CAofB.

**National Domestic Violence Hotline:** 800-799-SAFE

**RAINN** (Rape, Abuse, and Incest National Network):

(800) 656-HOPE: online hotline <http://www.rainn.org>

**Garden Grove Police Department- (714) 741-5704**

**CAofB Title IX Coordinator- Coral Trujillo -714-897-3010 x3- In Administration office**

The following website provides sex offenders information in our <http://maganslaw.ca.gov>

**Restraining Orders** - Any person who obtains an order of protection is encouraged to provide a copy to Cari Eisele, Title IX coordinator at 12471 Valley View St, Garden Grove, Ca, 92845. CAofB staff will be made aware of the “no contact” or restraining order so they are aware to look out for that person. 911 will be called if necessary.

**Missing student policy:** If a student does not attend school for 3 days without contacting the academy then the school will attempt to make contact with them or their families. CAofB will advise the direct family to file a missing person report with the police department.

The institution does not maintain any special relationship with State and local police and do not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

**Emergency Evacuation-** All students should familiarize with the evacuation procedures posted on the bulletin boards places around the school. In the student break room, by the second time clock and in the theory rooms.

In the case of an emergency the school will notify students by text or verbally in the building at the time. All staff is familiar with the CAofB emergency plan and can assist students to assure their safety.

### **Timely Warnings**

A timely warning will be issued by the Director on a case by case basis when the situation arises that, in the judgment of the Director, constitutes an ongoing threat to our campus community. The warning will be issued in the following manner.

\*Verbal warning first to all students and staff inside the building.

\* By push notifications through Text directly to all active/enrolled students and staff.

\*By e-mail to all active/enrolled students and staff through their email accounts.

### **Testing the Emergency Response & Evacuation Procedure:**

CAofB will review the procedure annually. An emergency evacuation drill will be planned either announced or unannounced for the students and staff. Staff will follow the Emergency Evacuation Plan and directions to conduct the drill.

### **Definitions –**

**Domestic Violence** means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. A family or household members are spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing together or have in the past resided together in the same single dwelling unit. Domestic Violence includes:

- a. *Physical Abuse* – Pushing, slapping, kicking, choking, and beating,
- b. *Emotional/Verbal Abuse* – verbal intimidation, credible threats, following and stalking, acting out in anger, and

- c. *Sexual Abuse or Battery* – Any unwanted touching or forcing of someone to engage in a sexual act against his or her will.

**Dating Violence** – is violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

- a. A dating relationship must have existed within the past 6 months,
- b. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties,
- c. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship, and
- d. The term does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

**Sexual Violence** – sexual violence is one incident a *Sexual Battery*

1) As used in this chapter:

- (a) “Consent” means intelligent, knowing, and voluntary consent and does not include coerced submission. “Consent” shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.
- (b) “Mentally defective” means a mental disease or defect which renders a person temporarily or permanently incapable of appraising the nature of his or her conduct.
- (c) “Mentally incapacitated” means temporarily incapable of appraising or controlling a person’s own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance administered without his or her consent or due to any other act committed upon that person without his or her consent.
- (d) “Offender” means a person accused of a sexual offense in violation of a provision of this chapter.
- (e) “Physically helpless” means unconscious, asleep, or for any other reason physically unable to communicate unwillingness to an act.
- (f) “Retaliation” includes, but is not limited to, threats of future physical punishment, kidnapping, false imprisonment or forcible confinement, or extortion.
- (g) “Serious personal injury” means great bodily harm or pain, permanent disability or permanent disfigurement.
- (h) “Sexual battery” means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose.
- (i) “Victim” means a person who has been the object of a sexual offense.
- (j) “Physically incapacitated” means bodily impaired or handicapped and substantially limited in ability to resist or flee.
- (k) A Lewd or Lascivious Act committed upon or in the presence of a person younger than 16 years of age.
- (l) Luring or enticing a child (m) Sexual Performance by a Child

**Stalking** – occurs when a person willfully, maliciously, and repeatedly follows, harass, or cyber stalks another person. Aggravated stalking occurs when that person makes a credible threat to that person through stalking. Also, to place under surveillance with the intent to kill, injure, harass or intimidate another person.

**Consent**- *Consent* is when someone agrees, gives permission, or says "yes" to sexual activity with other persons. *Consent* is always freely given.

**This institution does not provide on-campus housing.**

**Policy for preparing the annual disclosures of crime statistics.**

The Disclosure of Crime Statistics report is done by the institution’s director. We contact the Garden Grove Police Department District for statistics and refer the institution’s Daily Incident Log annually. The results of the statistical report for the year are updated on the Campus Security Act Disclosure form. Annual reports are updated by October 1 of each year. The crimes on campus report is available online at CAofB.com. Crimes on campus records are available to the public in the administration office without inclusion of personally identifying information about the victim.

9/01/2021

*This Catalog/Policies are subject to change at anytime and may be revised as necessary.*

*We thank you for considering our school for your professional training. We are excited to share your passion and look forward to assisting you in any way to meet your beauty industry career goals.*

Dayna Pattison, Diane Kendall & Cari Eisele  
Career Academy of Beauty Owners