

GRADE CHART

95% - 100%	A Excellent	70% - 74%	D Unsatisfactory
85% - 94%	B Good	below 70%	F Fail
75% - 84%	C Passing		

COSMETICIAN 600

CLOCK HOURS

COSMETICIAN CURRICULUM/DESCRIPTION

This 600-hour program shall consist of technical instruction and practical operations covering all practices of a cosmetician. Successful graduates will have the knowledge and skills needed to pass the required California State Board Examination for Cosmetician(Esthetician) licensure. Entry level positions as a skin care therapist, make-up artist, brow expert, product representative or waxing technician are some of the options that a licensed Esthetician can secure.

COURSE GOALS

The student will learn:

All phases of skin care - including manual and electrical facials; use of cosmetic preparations; daytime, evening, fantasy, and theatrical make up.

Knowledge of product chemistry for safety and patron protection.

Business practices and professional ethics in skin care

Successful graduates will have the knowledge and skills needed to pass the State Board Examination for licensure, and to secure employment as Cosmetician.

COURSE MATERIALS

Milady Standard Esthetics: Fundamentals, 11th Edition - Milady Publishing Corporation

2020 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs

Cosmetician Kit

Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

	<u>Minimum Hours of Technical Instruction</u>	<u>Minimum Practical Operations</u> (do not equal hours)
SUBJECT:		
Cosmetology Act & Board Rules & Regulations	10*	
Cosmetic Chemistry	30*	
Anatomy, Bacteriology/Biology	15*	
Health & Safety (HIV/AIDS & Hepatitis B), MSDS	40*	
Electricity	10*	
Disinfection & Sanitation	10*	10
Facials-Manual	20*	50
Facials-Electrical	20*	50
Chemical Facials	30*	40
Eyebrow Arching, Hair Removal, Tweeze & Wax	25*	50
Make-Up, including skin analysis	30*	40
Corrective Make-up	20*	
Preparation for Employment	15*	
Client & work prep	15*	
Additional Training	60*	10

TOTAL HOURS:

350* THEORY

250 PRACTICAL

***200 of Theory hours can be taken online with Distance Education Application Approval.**

Additional training in: professional ethics, salesmanship, keeping records, payroll deductions, obtaining employment, preparation of employment application, effective communication, compensation packages, and business management.

METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor performance practices with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours the associated practical and written tests.

GRADED ACTIVITIES

Written objective examinations

Practical demonstrations and evaluations of student performance

Mock Board Assessments **GRADE**

CHART

95% - 100%	A Excellent	70% - 74%	D Unsatisfactory	75% - 84%	C Passing
85% - 94%	B Good	below 70%	F Fail		

MANICURING 600 CLOCK HOURS

MANICURING COURSE OF STUDY (600 HOURS)

The Manicuring course consists of six hundred (600) clock hours which includes a minimum of 175 clock hours of technical instruction with the remaining 425 clock hours allotted to the completion of the state board's minimum specified practical operations, additional practical operations and clinic work. This course is 200 hours over the state's minimum requirements to provide students more time to gain and perfect marketable skills – electric nail drill techniques, advanced pedicure and manicure techniques and additional nail enhancements and art skills are taught and mastered. Licensed manicurists secure positions as nail techs, nail artists, pedicurists, product demonstrators and sales representatives.

The student will learn the technical techniques and methods of performing manicuring, pedicuring, nail wraps and repairs, application of acrylic nails, application of nail tips, safety and sanitation requirements. Additional techniques in drill work, nail art, paraffin systems, massage, aromatherapy, and gel systems will be taught by the instructors and practiced by the students. Reception desk duties, professionalism, personal and business ethics, personal grooming and dress, employer/employee relationships, customer relations and communication skills will be modeled and discussed. Technical instruction will be provided to students in each skill prior to the student performing client services (practical operations).

DESCRIPTION OF COURSE

This course covers all phases of hand foot and nail care as well as manicuring and pedicuring. Successful completion of this course and successful passage of the State Board of Examination and Licensure will allow the Manicurist to perform all skills including manicures and pedicures.

Technical Instruction is by way of instruction, demonstration, lecture, class participation, studying textbooks and related information, writing outlines, classroom use of audio and visual film, tapes, slides, downloads and examinations.

Practical Operations are the actual performance by the student of complete services on another person, a student or mannequin.

Instructional Techniques and Methods include students attending regularly scheduled theory classes (lecture), reading assigned chapters in their textbooks and other printed materials, performing actual practical operations (services) on another person, a student or mannequin. Taking and passing assigned tests with a grade point average of 75% [C] or better.

COURSE EDUCATION GOALS

The goals of the Manicuring Course of study are to prepare students for the state licensing examination and to become profitable as a Nail Technician. The knowledge and skills will prepare licensed technicians for work as a Nail Technician, Manicurist, Pedicurist, Nail Artist, Podiatrist Assistant, Product Demonstrator, Salon/Spa Owner, Spa/Salon Manager, or Health/Beauty Sales Representative. D.O.T. #331.674-010, (CIP #12.0410, S.O.C. #39-5092

COURSE PERFORMANCE OBJECTIVES

The objectives of the Manicuring course are for students to: Acquire knowledge of laws and regulations created by California State Board of Cosmetology and Department of Consumer Affairs; Understand sterilization and sanitation procedures; Acquire knowledge of general theory relative to nail structure and chemistry; Master theory relative to practical manicuring and pedicuring procedures; Acquire the ability to perform all required practical operations with a level of performance equal to 75% which is a [C] grade or better; Acquire business management skills and techniques common to nail technicians and manicurists.

COURSE LICENSING REQUIREMENTS

A Manicurist License will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring Course as described above and passed the Manicurist State Board Examination with an overall average of 75%.

COURSE MATERIALS

Milady Standard Nail technology, 7th Edition – Milady Publishing Corporation

2020 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs Manicure Kit

Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

<u>SUBJECT</u>	Minimum Hours Of Technical Instruction	Minimum Practical Operations (do not equal hours)
Cosmetology Act & Board Rules & Regulations	10*	
Cosmetology Chemistry	20*	
Health & Safety, Hazardous Substances, HIV/AIDS	15*	
Anatomy, Physiology,	20*	
Disinfection & Sanitation, Bacteriology	30*	120
Manicures	15*	60
Pedicures	10*	60
Massage & Reflexology Techniques	10*	140
Advanced Pedicures	20*	20
Artificial Nails		
Liquid & Powder Brush - on	15*	100 nails
Nail Tips	10*	100 nails
Nail Wraps & Repairs	15*	100 nails
Nail Art	10*	100 nails
Aromatherapy; Spa Therapies	10*	
Business Practices	30*	
Employment Preparation	25 *	
	TOTAL HOURS: 265 THEORY	335 PRACTICAL

***200 of Theory hours can be taken online with Distance Education Application Approval**

LABORATORY TO INCLUDE INSTRUCTION:

Basic operating rules for tools and equipment, station set-up and operation, mannequin care and handling, performance, patron relations and salesmanship, scientific hand and arm massage, dry, water and oil manicures including hand and arm massage, complete pedicures including foot and ankle massage, artificial nails, including liquid gel, and powder brush-on, nails tips, nails tips, nails wraps and nail repairs.

GRADED ACTIVITIES

Written objective examinations
 Practical demonstrations and evaluations of student performance
 Mock Board Assessments

GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on standard percentile basis and the percentage equated to a letter grade. Students must maintain a "C" (75%) average or better to maintain satisfactory academic status. The system detailed below is the system utilized by the school.

95% - 100%	A Excellent	85% - 94%	B Above Average
75% - 84%	C Satisfactory	74% - 70%	D Unsatisfactory
Below 70%	F Failure		

MANICURING 400 CLOCK HOURS

MANICURING CURRICULUM DESCRIPTION:

The 400 hours teaches the art and science of manicuring. The student will learn to perform the skills, methods and techniques of beautifying the hands through manicuring, applying artificial nails, nail wrapping and massaging. He/ She will also improve the appearance of the feet with pedicure techniques. Successful graduates will have the knowledge and skills needed to pass the required California board examination for manicurist licensure. Graduates who obtain their licenses can secure entry level manicuring positions at salon and spas.

COURSE GOALS

The student will learn:

All phases of nail beautification - including nail tips, nail wraps and acrylics.
 Knowledge of product chemistry for safety and patron protection Business practices and professional ethics in nail care.

Successful graduates will have the knowledge and skills needed to pass the California State Board Examination for licensor and to secure employment as a manicurist.

COURSE MATERIALS

Milady Standard Nail Technology, 7th Edition - Milady Publishing corporation

2020 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs.

Basic Manicuring kit Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

<u>SUBJECT</u>	<u>Minimum Hours Of Technical Instruction</u>	<u>Minimum Practical Operations (do not equal hours)</u>
Cosmetology Act & Board Rules & Regulations	10*	
Cosmetology Chemistry	10*	
Health & Safety, Hazardous Substances, HIV/AIDS	25*	
Anatomy, Physiology,	10*	
Disinfection & Sanitation, Bacteriology	20*	30
Manicures	30*	30
Pedicures	30*	30
Massage Techniques	5*	80
Artificial Nails		
Liquid & Powder Brush - on	15*	60 nails
Nail Tips	10*	60 nails
Nail Wraps & Repairs	15*	60 nails
Nail Art	10*	20 nails
Preparation for Employment including: Professionalism, Application/Resume Development, Interview Preparation and Job search skills	15*	
Additional training	25*	
	TOTAL HOURS:	230* THEORY 170 PRACTICAL

*125 of Theory hours can be taken online with Distance Education Application Approval

Additional training Including: professional ethics, personal hygiene, grooming, salesmanship, normal clean-up duties, keeping records, modeling, desk and reception, payroll deductions, compensation packages, obtaining employment, preparation of employment application, consumer safety, licensing requirements, business management.

GRADED ACTIVITES

Written objective examinations

Practical demonstrations and evaluations of student performance

Mock Board Assessments

GRADE CHART

95% - 100%	A Excellent	70% - 74%	D Unsatisfactory
85% - 94%	B Good	below 70%	F Fail
75% - 84%	C Passing		

BARBERING 1500 CLOCK HOURS

BARBERING CURRICULUM DESCRIPTION

Completing 1500 hours of applied effort including the following technical and operational requirements set forth by BBC, successful graduates will have the knowledge and skills needed to pass the required California state board examination for licensure and secure employment as a barber. Clipper, shears and razor cuts for men & women, shaves, color and chemical services are taught and practiced.

COURSE GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of barbering and barber shop management

Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Barbering and principles of hair design and styling, hair goods, and hair coloring

Demonstrations by students that they have met all the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

“CROSSOVER” STUDENTS

Per BBC, effective July 1, 2015, there is no longer a Barber Crossover curriculum. Licensed cosmetologists who want a Barber License must complete 200 hours in shaving theory & practical skills.

COURSE MATERIALS

Milady Standard Professional Barbering, 5th Edition - Milady Publishing Corporation

2020 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs Barbering Kit

Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT

<u>SUBJECT</u>	<u>Minimum Hours of Technical Instruction</u>	<u>Minimum Practical Operations (do not equal hours)</u>
Laws, Regulation	20*	
Chemistry	20*	
Health and Safety	45*	
Electricity	5*	
Hairstyling	65*	240
Hair Cutting	20*	250
Shaving	100*	120
Client Prep	10*	
Anatomy and Physiology	15*	
Disinfection and Sanitation	25*	100
Scalp Manipulations & shampooing	5*	20
Hair Waving and Straightening (Chemical)	40*	105
Hair Coloring, Tinting & Bleaching	60*	50
Men's Skin Analysis	10	
Men's Facial	25*	25
Preparation for Employment including:	25*	
Additional training	10*	
TOTAL HOURS:	535* THEORY	965 PRACTICAL

***335 of Theory hours can be taken online with Distance Education Application Approval**

METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aides, actual on-the-floor performance of barber practices with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours the associated practical assignments and written tests.

GRADED ACTIVITIES

Written objective examinations

Practical demonstrations and evaluations of student performance

GRADECHART

95% - 100%	A Excellent	70% - 74%	D Unsatisfactory
85% - 94%	B Good	below 70%	F Fail
75% - 84%	Passing		

SCHOOL RULES AND REGULATIONS

The following set of rules and regulations have been designed to help ensure your success, and define the areas of obligation to which both the student and staff must adhere. Any violation of the rules and regulations will result in disciplinary action, up to and including suspension, probation, and/or termination.

I. ATTENDANCE POLICY/TIME CARDS

- A. Regular attendance plays a vital role in the successful operation of the academy and the development of our students. It is an important aspect to maintain professionalism and customer service.
- B. Students must notify their instructor if they will be unable to attend for the day, or if the student will be tardy.
- C. Students are expected to attend all sessions of the program in which they are enrolled as per their class schedules. 75% of attendance is required to maintain SAP for California Beauty Academy students.
- D. **Under no circumstances are student time cards to be removed from the school.**
- E. **Under no circumstance shall a student clock in or out for another student.**
- F. Students may not leave class without the permission of the instructor.
- G. No student is allowed to leave the building unless clocked out. Any student clocked in and is not present within the building may lose credit for the entire day, and may be subject to disciplinary action at the discretion of the instructor or school director.
- H. Lunch breaks are 30 minutes when the student schedule exceeds 6 hours. Each student may get a 15-minute break after 2 hours, and a second 15 minute-break at the 6th hour of an 8 hour day.

II. DRESS CODE /UNIFORMS

- A. No student will be allowed to clock in and remain on campus without the proper uniform.
- B. School uniform must be worn at all times while clocked in.
- C. Clothing must be clean, pressed, black pants without any holes, and solid black shirts.

III. PERSONAL CONDUCT

- 1. Students must complete the required hours of their program and pass all tests before being allowed to work on paying clients.
- 2. Any student who refuses customer service will be sent home.
- 3. All services must be paid for according to the institution's prices and approved by an instructor prior to beginning the service.
- 4. School products used by students during personal services must be paid for in advance and approved by the instructor.
- 5. Students are responsible to return all equipment and materials to the school after all services.
- 6. Refer any unsatisfied client to an instructor to resolve the situation.
- 7. Eating, drinking and chewing gum in work areas and classrooms are not allowed.
- 8. SMOKING is prohibited anywhere in the building. Smoking is not allowed within 20 feet of a building entrance.
- 9. No alcohol or illegal drugs are allowed on campus. Any student under the influence of such substance must clock out and seek a safe ride home. Violation of this rule may result in a student being reported to local authorities.
- 10. Sexual harassment will not be tolerated. Any incident of harassment should be immediately reported to the instructor and/or to the school director.
- 11. There are no personal phone calls allowed either while in class or working on a client. Should your family need to contact you, they may call on the school phone at (714) 633-7170.
- ~~12. No students are allowed behind the front desk unless they are assigned by the instructor.~~
- 13. Abusive, vulgar, profane language by a student is not allowed.

STUDENT'S SERVICE PRICE LIST -THE FOLLOWING PRICES PERTAIN TO SERVICE OF ANY KIND PERFORMED BY HAIR CALIFORNIA STUDENTS FOR WHICH THEY ARE ACCRUING OFFICIAL TIME CLOCK HOURS TOWARDS THE COMPLETION OF THEIR PROGRAM.

Perm.....	\$10.00 each
Tints.....	\$10.00 each (add \$5.00 for extra solution)
Bleach.....	\$10.00 (e.g. tips, highlights, etc.)
Foil Weave.....	\$10.00
Cap Frost.....	\$10.00
Waxing.....	\$ 5.00 per service

SENIOR STUDENTS MUST BE GRANTED SPECIAL PERMISSION BY SENIOR FLOOR INSTRUCTOR TO USE NON-SCHOOL PROVIDED PRODUCTS.

SENIORS can work on immediate family members at a 40% discount from regular prices.

14. Tools, equipment and working areas must be clean and sanitary at all times.
15. Soiled towels are not to be left in the salon area.
16. Practice towels will be issued with kits and students are responsible for laundering and bringing towels to class. Towels are to be kept in a clean, covered container/bag.
17. The floor must be swept immediately after cutting hair.
18. Students will refrain from gossiping, vulgarity, profanity or discussing personal matters while in school.
19. **All operations must be checked and signed by an instructor upon completion to receive credit.**
20. It is the student's responsibility to replace kit items that are lost, stolen, or deficient.
21. Students' tools and equipment must be at the school and available to work on clients at all times.
22. Students must conduct themselves in a courteous professional manner and shall not create discord among other students or staff.
23. All homework must be turned in on time for credit towards your grade.
24. Re-tests are to be done within three days at the discretion of the instructor.
25. The school is not responsible for any personal items, equipment or any other property that the student may have on the premises. All property belonging to the student that is on school premises is there at the sole risk of the student whether left in lockers or anywhere else on school property.
26. A student cheating on assignments or on a test may be terminated at the discretion of the instructor or director.
27. Cell phone usage is not allowed while on the clock and it must be on vibrate mode.
28. Social media: You are welcome to "friend" California Beauty Academy on **Facebook** and **Instagram**. Please do not post comments about or pictures of fellow students, instructors, clients or any others affiliated with Hair California Beauty Academy on your Social Media accounts without written permission.
29. Parking Lot Disclaimer: California Beauty Academy is not responsible for damages to, loss of, or thefts from vehicles parked on school premises.
30. No visitors will be permitted in the school except at the discretion of the supervisor. Persons dropping off or picking up a student are to wait outside of the school.

IV. DISCIPLINARY ACTION

1. Any violation will be addressed to the student, documented, and kept in the student file.
2. A student may be sent home and may lose credit for the entire day at the discretion of the instructor or school director.
3. A student may be suspended and/or placed on probation for a length of time at the discretion of the instructor or school director.
4. A student may be terminated at the discretion of the school director.

Rules and regulations are intended to prepare the student for the workforce, enable the student to grow and conduct themselves in a professional manner, successfully compete in the job market, maintain an active employment status, and meet deadlines that are necessary for every day's life tasks and responsibilities.

REVISIONS

July 10, 2014	Cosmetician and Barber course outlines updated to the latest state requirements
Dec 1, 2014	All course outlines updated, SAP policy changed and Admission requirements updated.
Dec 30, 2014	2015 updates.
Aug 5, 2015	Edits & Refund Policy updated
November 25, 2015	2016 updates and revisions
December 20, 2015	2016 revisions
January 13, 2016	Manicuring 600 hours; kit cost changes
May 6, 2016	FSA Updates
December 30, 2016	2017 updates and requirements
July 19, 2017	Tuition, School Rules and Regulations, Address for classes
August 2, 2017	Tuition, Federal Financial Aid
August 9, 2017	Instructors, Crossover Applicants, Transferring to Hair California, Tuition, Brush Up for State Board Exam, Maximum Time Frame, Federal Financial Aid
January 10, 2018	NACCAS Review Updates
July 1, 2018	Non-Accreditation revisions
August 15, 2018	BPPE Revisions
October 01, 2019,	BPPE Revisions.
November 07, 2019	School Name changes
February 19, 2020	2020 Updates
October 01, 2020	Course prices update
April 27, 2021	Academy & BPPE revisions

I, _____, have read all the school rules and regulations and agree to abide by them. I have also received a copy of the school catalog.

(Student's Signature)

(Instructor's Signature)

(Date)