

1ST ACADEMY OF BEAUTY CATALOG 2023

JANUARY 1ST, 2023 UNTIL DECEMBER 31ST, 2023

Address where classes are held:

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GENERAL INFORMATION

MISSION

1st Academy of Beauty strongly believes that any person who has the ability, desire and determination to benefit from vocational training programs should be given every opportunity to do so. By enriching lives and educating professionals through original, personalized education in a creative and inspiring environment, 1st Academy of Beauty prepares its graduates with the knowledge and skills necessary to work in the beauty industry. 1st Academy of Beauty's goal is to fulfill the educational expectations of its students and faculty and to provide the community with beauty professionals capable of meeting the challenges in today's world of beauty.

OBJECTIVES

To provide students with the most up-to-date and comprehensive information available in the field of Manicuring, Esthetic, Cosmetology, Barbering, and Beauty.

- To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and practical skills they have learned.
- To maintain an instructive environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions.
- To provide a curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment.
- To teach students proper techniques as well as business ethics.
- To encourage and foster the value of life-long learning in our students.

PROGRAMS OF STUDY

1st Academy of Beauty offers several programs of study. The course of study for students enrolled shall consist of the state mandated technical instructional and practical operations covering all practices constituting the art of cosmetology, barbering, manicuring, esthetician, and teacher training. All programs are offered face to face in residence at the school's location for theory and practical operations in English and Vietnamese. All programs are also offered via distance education for the theory portion of the program through Milady MindTap. Students are allowed to complete up to 50% of their program hours via distance education.

Cosmetology (1600 Clock Hours) Cosmetology Vietnamese (1600 Clock Hours) Cosmetology Theory Only (1600 Clock Hours) Cosmetology Vietnamese Theory Only (1600 Clock Hours)	Esthetician (600 Clock Hours) Esthetician Vietnamese (600 Clock Hours) Esthetician Theory Only (600 Clock Hours) Esthetician Vietnamese Theory Only (600 Clock Hours)
Barbering (1500 Clock Hours) Barbering Vietnamese (1500 Clock Hours) Barbering Theory Only (1500 Clock Hours) Barbering Vietnamese Theory Only (1500 Clock Hours)	Cosmetology Cross-Over (400 Clock Hours) Cosmetology Cross-Over Vietnamese (400 Clock Hours) Cosmetology Cross-Over Theory Only (400 Clock Hours) Cosmetology Cross-Over Vietnamese Theory Only (400 Clock Hours)
Manicuring (400 Clock Hours) Manicuring Vietnamese (400 Clock Hours) Manicuring Theory Only (400 Clock Hours) Manicuring Vietnamese Theory Only (400 Clock Hours)	Barber Cross-Over (400 Clock Hours). Barber Cross-Over Vietnamese (400 Clock Hours) Barber Cross-Over Theory Only (400 Clock Hours) Barber Cross-Over Vietnamese Theory Only (400 Clock Hours)
Advanced Manicuring (600 Clock Hours) Advanced Manicuring Vietnamese (600 Clock Hours) Advanced Manicuring Theory Only (600 Clock Hours) Advanced Manicuring Vietnamese Theory Only (600 Clock Hours)	

A MESSAGE FROM THE PRESIDENT

Dear Student,

Welcome to 1st Academy of Beauty and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering a field of experience that will hopefully provide you with the opportunity for a successful future in the beauty industry. Our objective is to provide each enrolled student with a high-quality program, in an environment conducive to attaining real- world skills, by adopting a straightforward pragmatic methodology. Upon completing their program, the graduate shall be able to function effectively in one of the professions as Hair Stylist, Hair Colorist, Manicurist, Make-up Artist and Esthetician or as a Beauty Salon Operator. Normal career progression can move a graduate to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher or Cosmetology School Owner.

Students will be introduced and provided with structured instruction in a state-of-the-art learning environment. Under these conditions, students acquire hands-on experience and gain the knowledge and techniques needed to successfully complete their program of study. Students are encouraged to utilize the resource library, which can supplement their learning experience. Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. Each student has access to a locker to keep uniforms and private articles. Our students learn to practice managing the reception desk, logging patrons in, answering the telephone and operating the cash register and assisting in operating our supply system. Our objective is to help the students become salon ready.

At 1st Academy of Beauty, we offer you the training required to pass the Board of Barbering and Cosmetology examinations. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part; you will practice shop management, business concepts, and the psychology of personal success.

With prosperity and the aging baby boomers creating a demand for cosmetology services, career opportunities in the field just keep looking better all the time. According to the U.S. Board of Labor statistics, 825,000 people work in the cosmetology industry as barbers, skin-care specialists, hair stylists and nail technicians and expects barbers, hair stylists, manicurists, cosmetologists, and estheticians to experience job growth that is faster than the average for all occupations through 2024.

The excellent outlook for cosmetology career opportunities is based on a number of factors, among them the economy and our increasing population. And as in any equation these days, the baby boomers' figure prominently. Maintaining a youthful appearance is extremely important to many baby boomers, and they are seeking out trained professionals to help them achieve that goal. Some of those baby boomers are even making cosmetology their second career. Although the average age of a student in the field is 22, some retirees are entering the field. They are drawn by the appeal of flexible or part-time hours and a course of study that can be completed in approximately 10 months.

Cosmetology is a profession requiring artistry, practical knowledge, and a high degree of that blend of communication and psychology commonly known as "people skills." It is also a field of growing opportunities. The academy welcomes all people interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff. We will be pleased to answer all your questions. We look forward to assisting you in this new and exciting venture.

Sincerely,

Ms. Phieng Yang, School President

FACILITIES

The facility occupancy level accommodates 50 students at any one time. Prospective enrollees are encouraged to visit the school to discuss personal, educational, and occupational plans with school personnel prior to enrolling or signing an enrollment agreement.

1st Academy of Beauty is spacious (3,300 sq. ft.) Fully air-conditioned, two-story modern facility accessible to all public transportation. The facility consists of combined lecture/lab rooms, workshop areas, administrative offices, student resource library and student and faculty lounge. The facility occupies and the equipment it utilizes fully comply with all Federal, State and Local laws, regulations, and ordinances; this includes those requirements as to fire safety, building safety and health regulations.

EQUIPMENT, TEXTBOOKS & SUPPLIES

The facilities include a freshman room for lectures and practical training, and an audio/visual center which can accommodate video tapes, DVD, CD and whiteboard demonstrations. School has extensive salon and spa amenities for students enrolled in each program. The school is well lit and furnished in a highly attractive manner. A detailed list of textbook and kit contents will be provided to the student. Textbooks will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom for each program. At the beginning of the second week of the freshman training, each student will be issued a complete kit of equipment with a carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The academy is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

LIBRARY

1st Academy of Beauty has established a resource center consisting of textbooks and periodicals providing information in the various cosmetology and beauty related and business administration disciplines offered by the institution. The academy subscribes to the several periodicals that expose students and faculty to the very latest in the cosmetology industry. In addition, 1st Academy of Beauty offers a wide variety of resource material related to general education including textbooks on cultural diversity, communication, elementary statistics, marketing, organizational behavior, cultural diversity and public health and safety. The resource center provides students with access to current publications and a quiet workspace. Computers are available for student use. A resource library containing many audio and visual aids, books, periodicals, magazines on styling, skin care, nail care, motivation, health and wellness for student's reference. Students may check-out reference materials by submitting a request to the Chief Academic Officer or a representative from the office. The academy also provides computer terminals and printer access for students to use as required by the curriculum. Computer access can be reserved through the office of the Chief Academic Officer.

ADMISSION POLICY

We don't accept ABT (ability to benefit) students. Students are admitted as regular students once the following criteria have been met.

- A) Applicant must provide a copy of his/her High School Diploma, GED, California State Proficiency Test or its equivalent. For students currently enrolled in high school, they will be accepted for admission provided they are 16 years of age, completed and passed the 10th grade, take the school admission test with a passing score as stated above and must be 17 years of age when taking the licensure exam.
- B) Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the Board of Barbering & Cosmetology and pass the school admissions test.
- C) The college has not entered into an articulation or transfer agreement with any other college or university.

ORIENTATION CLASS

Orientation classes for students are held each Tuesday morning, 8:30 a.m. until 10:30 a.m. prior to any new class start. All new students, transfers and re-enrolling students are required to attend. Orientation prior to admission. Orientation will be provided for all distance education students online by the course instructor or school director. The orientation is designed to familiarize new and prospective students with the online learning environment.

CREDIT FOR PRIOR EXPERIENTIAL LEARNING

A maximum of 50% of credits may be transferred from another institution for each educational program offered, and students who have previously attended another school or college (within the past 5 years) may receive credit for such attendance when proof of said attendance and transcript is presented at time of enrollment. There are no fees for credit evaluation and all appeals shall be directed to the Chief Academic Officer. Procedures for credit evaluation and the basis for granting credit are as follows.

- (1) 1st Academy of Beauty may grant credit to a student for prior education only if:
 - (A) The prior education is equivalent to the courses in the program of study in which the student will enroll.
 - (B) The prior education demonstrates a balance between theory and practical learning and;
 - (C) The credit awarded for the prior education directly relates to the student's study program and is applied in satisfaction of some of the program requirements.
- (2) All previous education for which credit is sought shall be documented by the student in writing.
- (3) All learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain
 - I. if the student's prior education is equivalent to classes currently offered and
 - II. how many credits may be granted for that experience. This institution will inquire about a person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated, and credit will be granted as determined by the Chief Academic Officer. At this time, the academy does not have any articulation agreements or transfer agreements with other institutions or colleges.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, a professional within the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending, and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill all training demands.

TRANSFER IN

Applicants with non-c previous hours wishing to enroll in 1st Academy of Beauty must submit Proof of Training from the previous California School. If the applicant is transferring from another state, they must contact the state board and complete the paperwork for approval of out- of- State or out- of -country hours and the operation is required. The School Administrative will make a final decision based on the above information.

TRANSFER OUT

A student wishing to transfer out of school must first submit a written request to the School Registrar and next hold an Exit Interview with the School Director. Should the student still wish to withdraw, the School Administrator will process the withdrawal per procedure including completion of the refund calculation. Once all balances due to the school are paid in full, the School Registrar will release the Proof of Training and record of withdrawal to the student.

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without the loss of credit Program hours and provided it is within 5 years from the date of their withdrawal which is an institutional policy. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the academy before the student is accepted for re-enrollment.

NEW STUDENT CLASS-ENROLLMENT

The curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. The freshman class provides training from the very beginning and introduces the basics for those areas that students need to know to pass licensing examinations. From this initial introduction, students learn all fundamentals that are the basics for a career. The hours spent in the freshman class are as follows: Cosmetology 100 hours, Barbering 100 hours, Esthetician 80 hours, and Manicuring 50 hours, Advance Manicuring 50 hours, Crossover courses 30 hours. 1st Academy of Beauty considers the freshman classes to be the foundation for your future career.

TUITION AND FEE SCHEDULE

Program of Study	Cost Breakdown				
Programs are offer in English & Vietnamese as well as residential and online.	Registration Fee	STRF Fee	Supplies Kit and Books	Tuition	Total Charges
	<i>Non-refundable</i>	<i>Non-Refundable</i>	<i>Refundable</i>	<i>Refundable</i>	
Cosmetology	\$125	\$25	\$850	\$10,000	\$11,000
Barbering	\$125	\$20	\$855	\$8,000	\$9,000
Esthetician	\$125	\$12	\$763	\$4,500	\$5,400
Manicuring	\$125	\$5	\$470	\$1,800	\$2,400
Advance Manicuring	\$125	\$7.50	\$368	\$3,000	\$3,500
Cosmetology Crossover	\$125	\$5	\$570	\$1,800	\$2,500
Barber Crossover	\$125	\$5	\$570	\$1,800	\$2,500
Registration Fee	This is a one-time charge for processing the paperwork required for admission into a program and according to California statute shall not exceed \$250. Once paid this fee is non-refundable.				
STRF Fee	STRF stands for Student Tuition Recovery Fund, and the STRF Fee is an assessment of the amount that would be charged to the student per \$1000 of the tuition fee. The fund was created by California statute to relieve or mitigate economic losses suffered by students. The current STRF assessment rate is \$2.50 per one thousand dollars \$1,000 of institutional charges. Please refer to the required statement on the following page for further clarification.				
Supplies Kit and Books	These charges include all applicable sales tax. Once used, kits are not returnable or refundable due to sanitary considerations. The kit's prices include a 9.5% sales tax.				
Tuition Fee	Fee for the tuition.				
Total Charges	Total Charges means the sum of institutional and noninstitutional charges. These are the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program, subject to change.				

The school reserves the right to change the tuition and fees and make subsequent changes without prior notice when necessary. Any change in tuition and fees will not affect students who enrolled before the change.

FEES FOR EXTRA INSTRUCTION

Students are expected to complete their training within the maximum time allowed as specified in the Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of the course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology: \$10.00, Barbering: \$8.00, Manicuring: \$4.50, Advance Manicure: \$5.00, Esthetic: \$7.50, Cosmetology Crossover: \$9.00, Barbering Crossover: \$9.00.

METHOD OF PAYMENT

The Financial Advisor will develop a personalized payment program for each individual. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available.

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

REFRESHER COURSEWORK

Students requiring preparation for the licensing exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of \$125.00. Students must furnish their own equipment.

STUDENT TUITION RECOVERY FUND STATEMENT

“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.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd, Suite 225 Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at 1st Academy of Beauty is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending 1st Academy of Beauty to determine if your certificate will transfer.

STUDENT SERVICES

1st Academy of Beauty offers student activities and services that enhance the student's learning experience as well as assists students to prepare for employment. Students are provided with the following services:

JOB PLACEMENT

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student names are recorded in the student registrar and the process of follow-up begins. When students take the licensing examination, their results are recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent for interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. All graduates are eligible for job placement assistance and staff members are available to assist students with employment opportunities found in the Jobs Book at the campus. 1st Academy of Beauty does not guarantee employment.

JOB OPPORTUNITIES

The courses of study are designed to prepare students for the state licensing examination and for profitable employment. Cosmetology: SOC Code - 39.5012.00 Hairdressers, Hairstylists, and Cosmetologists; Barbering: SOC Code - 39.5012.00 Barber Stylist, Hairstylists, and Hairdressers; Manicuring: SOC Code- 39-5092.00 Manicurists and Pedicurists; Esthetician: SOC Code- 39-5094.00 Skin Care Specialists, Estheticians, SOC 39-5091.00 Makeup Artists, Theatrical and Performance, SOC 39-1021.01 Spa Managers. Advance Manicuring: SOC Code- 39-5092.00 Manicurists and Pedicurists, Cosmetology Cross-over: SOC Code - 39.5012.00 Barber Stylist, Hairstylists, and Hairdressers. Barber Cross-over: SOC Code - 39.5012.00 Hairdressers, Hairstylists, and Cosmetologists.

CAREER COUNSELING AND PERSONAL ATTENTION

Students are counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstrations and discuss career goals with the students, this activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Attention is given to preparation for the Bureau of Barbering & Cosmetology Examination.

DRUG ABUSE PREVENTION PROGRAM

The Academy makes the following information available to its students, staff and instructors. Any individual associated with 1st Academy of Beauty, who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency: CHARTER HOSPITAL, 6060 PARAMOUNT BLVD, LONG BEACH, CA. 90805. TEL (310) 220-1000.

HOUSING

1st Academy of Beauty does not have a dormitory facility under its control. The institution has no responsibility to find or assist a student in finding housing. Apartment rentals exist within a one-mile radius of the school at an

average monthly cost of one thousand two hundred dollars (\$1,200.00), however, availability of a rental is never guaranteed.

ACADEMIC ADVISEMENT

The course requirements are clearly presented in the institution's catalog. It is the student's responsibility to coordinate any make-up work if the student cannot comply with the chosen program of the student. Any alteration to any program offered by 1st Academy of Beauty has to be preauthorized by the Chief Academic Officer.

HYBRID DISTANCE EDUCATION

1st Academy of Beauty currently offers hybrid distance education through Milady CIMA & its School Learning Management System. Students are allowed to complete up to 50% of their program hours via distance education. The online program is instructor led. Student hours and exams grades will be automatically calculated by CIMA and by the School Learning Management System. All student Satisfactory Academic Progress evaluations will be completed while students are physically on campus. Students are required to attend on-campus class at least once every week for the hours scheduled that day and take a test. If for an approved reason when a student is unable to come to campus, the school may make an exception and provide the student with a live-instructor online proctored test. Academic achievement earned via distance education at 1st Academy of Beauty may not be accepted for reciprocity or eligible for licensure in other states outside of California.

RETENTION OF RECORDS

1st Academy of Beauty will maintain student records for five years, as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon the decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training (proof of training) for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training (proof of training) for which the student has not paid.

TRANSCRIPTS

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The school reserves the right to withhold an official transcript if the student's financial obligation to the school is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The school also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$75.00 for the second copy. Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar. Subject to processing fees/charges. Any student who obtains instruction in a course offered solely through distance education shall be furnished a transcript that identifies the distance education component.

LICENSURE REQUIREMENT

Qualifications to take the Board of Barbering Cosmetology (Board Exams):

Has completed the required hours (based on program) and the state required curriculum.

Be at least 17 years of age.

Has completed the 10th grade in a public school or its equivalent.

Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact the State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.

The California Board of Barbering and Cosmetology may and will most likely perform a background check to determine the eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license. [For more information call the California Board of Barbering and Cosmetology Enforcement Division]

COMPLAINTS AND GRIEVANCE PROCEDURES

It is the policy of this institution to handle grievances in the following manner.

- a. Fill out the grievance form and list all grievances.
- b. Deliver all forms to the instructor in charge.
- c. If you are unable to deliver the form to the instructor you may deliver it to the Director: Ms. Phieng Yang, 8823 Garvey Ave Unit B1, Rosemead, CA 91770. All grievances regardless of the nature will be turned over to the Owner and reviewed.
- d. The Director will evaluate the grievance and set an appointment with the person within 5 days of the receipt of the grievance form. If the grievance is an emergency, you may request to talk to the school Director or call her with an emergency contact at: 626-757-0157.
- e. Any grievances that you cannot work out with the institution you may contact:

If you are experiencing problems with the school or its employees or have any complaints are encouraged to bring the problem to the attention of your instructor. If issues are unresolved, you may request further action should be brought to the attention of the School Director. If a student or any member of the public does not feel that the school has adequately addressed a complaint or concern, a student or member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free number: 1 (800) 370-7589) or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov. Bureau For Private Postsecondary Education: 1747 North Market Blvd., Suite 225 Sacramento, CA 95834 Phone: (916) 574-8900 Toll Free: (888) 370-7589 Main Fax: (916) 263-1897 Licensing Fax: (916) 263-1894

CANCELATION, WITHDRAWAL AND REFUND POLICIES

STUDENT'S RIGHT TO CANCEL

You have the right to cancel this agreement and obtain a refund for any charges paid, including any items such as books, materials and supplies, or any other goods related to the instruction offered in this Agreement, through the attendance of the first-class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you provide written notice of cancellation, or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. You may provide notice of cancellation to the school by email, mail, hand delivery, or by fax. The written notice of cancellation, if sent by mail, is effective when postmarked and properly addressed with postage prepaid to 1st Academy of Beauty, 8823 Garvey Avenue, Unit B1, Rosemead, CA 91770.

PRO RATA REFUND POLICY

1st Academy of Beauty also provides a pro-rata refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance and has completed 60 percent or less of the period of attendance in their program. The pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal.

(2) Except as provided for in subdivision (3), all amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.

(3) Except as provided herein, all amounts that the student has paid shall be subject to refund excluding the one hundred- and twenty-five-dollar (\$125.00) registration fee, Student Tuition Recovery Fund fee, and any unreturned/used books, supplies or equipment. This non-refundable amount shall not total more than two hundred and fifty dollars (\$250.00). Books, supplies and equipment are considered non-refundable once they have been opened or used.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration 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 date. 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. The official withdrawal date is determined by a student's notification to the school as described above. 1st Academy of Beauty shall pay or credit all refunds within 45 days of a student's cancellation or withdrawal.

CANCELLATION/WITHDRAWING FROM SCHOOL

Cancellation or withdrawal shall occur when you provide written notice of cancellation to the Institution shown on this Agreement, or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Students may commence this action by providing the notice by email, mail, hand delivery, or by fax. The written notice of cancellation, if sent by mail, is effective when postmarked and properly addressed with postage to the school's address.

Determination of withdrawal from school: Determination is based when a student notifies the school that he/she wishes to cancel by providing a cancellation notice. Additionally, if a student has failed to attend classes for seven days and has failed to inform or contact the school, the school may automatically withdraw the student and the date of withdrawal shall be the last date when physical attendance was recorded. If a student has failed to return from an approved leave of absence, the school will initiate the cancellation/withdrawal and the date will be the last day attended prior to the start of the approved leave of absence.

Determination of cancel/withdrawal date: The cancel/withdrawal date is the date when a student communicates his/her desire to cancel by email, mail, hand delivery, or by fax. If the school has initiated the cancellation/withdrawal, the date shall be the last date when physical attendance was recorded.

NOTICE OF STUDENT RIGHTS

- You may cancel your contract for school without any penalty or obligation on the fifth business day following your first-class session as described in the Notice of Cancellation form that will be given to you at the first class you go to.
- Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
- After the end of the cancellation period, you also have the right to stop school at any time and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
- If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number below for information.
- If you are experiencing problems with the school or its employees or have any complaints are encouraged to bring the problem to the attention of your instructor. If issues are unresolved, you may request further action should be brought to the attention of the School Director. Students who complain verbally and are not satisfied with the resolution may submit their complaint in writing.

ACADEMIC POLICIES

GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to all programs consisting of **600 hours or more** at 25%, 50%, 75% and 90% of the course hours scheduled to complete.

All other courses consisting of **600 hours or less** students are issued evaluation forms at 45% and 90% of the course hours scheduled to complete. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

LETTER GRADE AND GRADE POINT SYSTEM

1st Academy of Beauty grades on a 4.0 scale system. Following are the letter grade/numerical equivalents of the institution's system.

Letter Grade	GPA	Percentage	Indicator
A	4.0	90-100 %	Excellent
B	3.0	80-89 %	Good
C	2.0	75-79 %	Satisfactory
D	1.0	60-74 %	Unsatisfactory
F	0.0	Below 59 %	Failing

ACADEMIC GRADING POINT GRADES FOR PRACTICAL WORK

Letter Grade	GPA	Percentage	Indicator
A	4.0	100% - 95%	Excellent
B	3.0	94% - 85%	Good
C	2.0	84% - 75%	Satisfactory
D	1.0	74% - 65%	Unsatisfactory
F	0.0	64% - 00 %	Failing

ATTENDANCE POLICIES

Students are required to attend school according to their student schedule as indicated by their enrollment agreement. Full time enrollment is defined as 24-40 hours or more per week. Part-time enrollment is defined as 16-23 hours per week.

Students must clock in and out using their attendance timecard and instructors will visually monitor the attendance of every student. Failure to meet the required hours of training will result in denial of graduation status.

STUDENT CLOCK HOUR POLICY

The Bureau of Barbering and Cosmetology recognizes clock hours that are determined by timeclock punched hours of attendance. As a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. A thirty (30) minute lunch break is taken when a student attends a minimum of a 6-hour class day or more. If you are attending less than a 6-hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total. Maximum Hours online is 50% for Hybrid Distance Education.

Milady CIMA:

- Each student will have unique log in information provided by the school administrator. CIMA system will generate the hours of Attendance accordingly.
- For hours to count, the student must be engaged in the digital textbooks; turn pages, do activities & quizzes.
- The time you see displayed is not what you will receive. Audited hours will remove all inactivity and dead time.
- Special Circumstance such as system errors, School Director will do the audit and make the correction as necessary.
- Tests & Quizzes can be taken as many times as needed. Passing score is 70%. Retaking them multiple times will not count against you, but CIMA may not be counting the time for multiple attempts.

School Learning Management System:

- Each student will have unique log in information provided by the school administrator.
- For hours to count, the student must be engaged in the reading; videos, do activities, quizzes & final chapter tests.
- Tests & Quizzes can be taken as many times as needed. Passing score is 70%. Retaking them multiple times will not count against you, but the system may not be counting the time for multiple attempts.

On Campus Policy for Distance Education Students must participate in learning activities while physically present at the contracted campus at least once every ten-business day for the length of a scheduled class day as outlined in the enrollment contract. There is no more than five days between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation. 1st Academy of Beauty shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

INSTITUTION'S STANDARDS FOR STUDENT ACHIEVEMENT

Considering the varied capabilities of individual students, some students may progress from one phase of training to another at different rates. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

SATISFACTORY ACADEMIC PROGRESS

Standards: The achievement of academic standing consistent with graduation requirements. This institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ($2/3 \times 30 = 20$).
3. Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 21 or more days, up to 60 days, are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness.
4. Complete the course within one and one-half (1½) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete it within 60 weeks.
5. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period. A student will be considered to be making satisfactory progress until the next evaluation.

Evaluation Periods: For Cosmetology & Barbering Students only: Students compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

The point at which 25% of the course is scheduled to be completed.

The point at which 50% of the course is scheduled to be completed.

The point at which 75% of the course is scheduled to be completed.

The point at which 90% of the course is scheduled to be completed.

At the point of actual completion, or at which each additional 400 clock hours are scheduled to be completed, beyond graduation date.

Example: For the 1000 clock hour Cosmetology course, a student will be evaluated at the increments in which the students is scheduled to reach 250, 500, 750, and 900 clock hours, if applicable; at the point of which the student is scheduled to reach an additional 400 clock hours beyond scheduled completion, or at actual completion.

Evaluation Periods: For the Cosmetology Crossover, Barber Crossover, Esthetician, Manicuring, and Advance Manicuring Courses the evaluations will be performed as follows: The point at which 45% of the course is scheduled to be completed; the point at which 90% of the course is scheduled to be completed.

Example: For the 400-clock hour Manicurist course, a student will be evaluated at the increments at which the student is scheduled to reach 180 and 360 clock hours.

Special Note: The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement. Example: A student enrolled at 100 hours per month would be scheduled to complete a 600-hour course in 6 months, a 400-hour course in 4 months and a 1000-hour course in 6 months, allowing no absences. For example, a student enrolled in a 40 week, 1000 clock hour program would be evaluated for SAP after the 6th week, the 12th week; the 19th week and the 22nd week. These dates would correspond to the point at which the student was scheduled to have completed 250, 500, 750, and 900 clock hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 400 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

ACADEMIC PROBATION AND DISMISSAL

Students who fail to meet SAP standards during a given evaluation period will be placed on academic/or attendance probation for one additional evaluation period. Students remain eligible to receive aid during the probation period and will be considered as making SAP progress during the probationary period. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic/and or attendance progress and may be terminated at the discretion of the institution. In the event such students are allowed to continue with instruction, aid eligibility will be reinstated only after the student has reestablished SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3 & 4 of this policy. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.

All disciplinary matters will come before the Administration, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This may result in the dismissal of the charge, probation, suspension for a particular length of time, dismissal of the student, or other appropriate action. Termination may also be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance, and/or c) the student conduct and regulations policy.

APPEAL PROCEDURES

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

EXCUSED ABSENCES

Students are expected to be on time to class every day and complete the required work to the best of their ability, when students must be absent from class, the student should call the school prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return. If a student has a planned absence, they should request permission in writing seven days in advance. Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. The excused absence policy was implemented for students who may experience unexpected or unforeseen problems. The time is required to be made-up in order for students to meet the graduation requirements of their program of study. All other absences will be considered unexcused.

Communication must be made with your instructor or academy administration for an absence to be considered “excused”. This information will be provided to the Student Services department, which will then be documented as excused. Leave of absences are not considered excused but are deemed temporary leave.

LEAVE OF ABSENCE POLICY

All “Leave of Absence” (LOA), requests must be submitted in writing thirty days in advance to the Student Services Department. The request must include the reason for the leave of absence (in general), the expected return date and the student's signature. Submission of an LOA request does not automatically reflect the school's approval. An LOA may be limited to a specific number of days (NOT TO EXCEED 60 DAYS). Only one LOA will be granted for a student during any 12-month enrollment period. If the student's leave of absence is not approved, the student should then discuss the remaining options with school administration. If the LOA is approved, the student may return prior to or at the end of the LOA and resume training without paying any additional tuition. Students requesting LOA's must understand that upon return, a revised course completion date will be established, which will delay their graduation date. At no time can the school back date a leave of absence. Therefore, it is important that you carefully plan any LOA prior to taking time off from school. Time taken on a leave of absence does not count in the satisfactory academic and attendance formula; unexcused absences do.

UNSATISFACTORY ATTENDANCE AND UNEXCUSED ABSENCES

Re-occurring absences could result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain a 70% attendance performance in order to prevent their training from possibly being interrupted. Due to the nature and scope of the training, the school does differentiate between an excused and a non-excused absence in computing the maximum number of allowable absences. Unsatisfactory attendance occurs when a student misses more than 30% of the maximum time frame of the program. Excessive unsatisfactory attendance will lead to “probation” status and could lead to more severe attendance matters. A student is removed off probation status whenever they have brought his/her attendance to the required 70%, this would include any make-up hours and or make -up assignments and any tests. Continuous excessive absences may also result in suspension or termination of classes.

TARDINESS

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS. A tardy student will be marked daily as being tardy. Any combination of four documented events of unexcused tardiness will be considered as one (1) absence.

CUTTING CLASSES – LEAVING EARLY

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she LEAVES EARLIER THAN 30 MINUTES PRIOR TO THE CLOSE OF CLASS. The instructor should be notified prior to an early departure to be approved and consider an excused absence. Deliberate acts of cutting classes will be considered as unexcused absences.

MAKE-UP WORK AND ATTENDANCE

Make-up work must be requested from and scheduled with your instructor to assure proper credit. Students must make up work/attendance for proper credit towards graduation. All work and attendance must be completed on the school premises. Make-up assignments and/or tests will be administered by the appropriate instructor or appointed staff member for those who need to make up for academic grades/ credit units.

TIMECARD CREDIT

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

1. Each Theory must be initiated in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the timecard reflecting hours are in Theory hours earned either online or in-person.
3. The portions of the timecard concerning operations are to be applied to the efforts of the students as they manually perform practical subjects.

PROGRAMS DESCRIPTIONS

All programs are offered face to face in residence at the school's location for theory and practical operations in English and Vietnamese. All programs are also offered via distance education for the theory portion of the program through Milady MindTap. Students are allowed to complete up to 50% of their program hours via distance education.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides, and examination. Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

COSMETOLOGY

Cosmetology	1600 Clock Hours CIP # 12.0401, SOC # 39-5012
Cosmetology (Theory Only)	1600 Clock Hours CIP # 12.0401, SOC # 39-5012
Cosmetology (Vietnamese)	1600 Clock Hours CIP # 12.0401, SOC # 39-5012
Cosmetology (Vietnamese – Theory Only)	1600 Clock Hours CIP # 12.0401, SOC # 39-5012

These are certificate programs (below college level). Students in these programs are required to complete 290 hours of classroom instruction and 1,310 hours of practical training. The full-time course is to be completed in 40 to 64 weeks.

DISTANCE EDUCATION: Students may earn up to 800 hours (50%) of the program.

DESCRIPTION OF COURSE: This course covers all aspects of cosmetology, skin care, manicuring and pedicuring. Successful completion of this State Program Examination and licensure will allow the cosmetologist to perform all skills such as Hair Stylist, Chemical Applications, Manicuring and Pedicuring Services.

COURSE FORMAT: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, must take and pass assigned tests with a grade point average of 70% (C) or better.

The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, razor cutting, hair processing, blow waving and sales techniques safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations). Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

EDUCATIONAL GOALS: The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetology. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator.

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS - NOT HOURS)
1100 Hours of Technical Instruction and Practical Training in Hair Dressing		
<p>Hairstyling: The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.</p>	65	240
<p>Permanent Waving and Chemical Straightening: The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.</p>	40	105
<p>Hair Coloring and Bleaching: The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.</p>	60	50
<p>Hair Cutting: The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.</p>	20	80
200 Hours of Technical Instruction in Health and Safety		
<p>Laws and Regulations: The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	20	
<p>Health and Safety Considerations: The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of</p>	45	

<p>matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.</p>		
<p>Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	20	
<p>Anatomy and Physiology: The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Human Anatomy, Human Physiology.</p>	15	
<p>200 Hours of Technical Instruction and Practical Training in Esthetics</p>		
<p>Manual, Electrical and Chemical Facials: The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	25	40
<p>Eyebrow Beautification and Make-up: The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: skin</p>	25	30

analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.		
100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring		
Manicuring and Pedicuring: The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10	25
Artificial Nails and Wraps: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.	25	120 Nails

The minimum combined total clock hours of 400 includes the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: The program does not have a final test or examination and internship or externship. All students must complete Theory and Operations as required by the Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When the student has completed the specified minimum required hours and operations upon the completion of the Sixteen hundred (1600) hour course. Where warranted, not more than 50 hours may be utilized to correct individual student deficiencies. When the student has completed all required theory hours, practical operations and a cumulative total of clock hours required for the course which encompass both theory and practical training, with a GPA (Grade Point Average) of (70%) "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Program examination.

LICENSING REQUIREMENTS: A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course, as described above, and has passed the State Program Exam with an overall average of 75%.

BARBERING

Barbering	1500 Clock Hours CIP # 12.0401, SOC # 39-5011
Barbering (Theory Only)	1500 Clock Hours CIP # 12.0401, SOC # 39-5011
Barbering (Vietnamese)	1500 Clock Hours CIP # 12.0401, SOC # 39-5011
Barbering (Vietnamese – Theory Only)	1500 Clock Hours CIP # 12.0401, SOC # 39-5011

These are certificate programs (below college level) Students in these programs are required to complete 265 hours of classroom instruction and 1,235 hours of practical training. The full-time course is to be completed in 38 to 62 weeks.

DISTANCE EDUCATION: Students can earn up to 750 hours (50%) of the program.

DESCRIPTION OF COURSE: This course covers all aspects of the code, including razor cutting, hair processing, shaving and blow waving and sales techniques. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Barber to perform all skills as a Hair Stylist, Chemical Applications, sales technique services.

COURSE FORMAT: The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, razor cutting, Shaving technique, hair processing, blow waving and sales techniques safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

EDUCATIONAL GOALS: The Barbering course is designed to prepare students for the state licensing examination and for profitable employment as a Barber. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator.

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS - NOT HOURS)
1100 Hours of Technical Instruction and Practical Training in Hair Dressing		
<p>Hairstyling: The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.</p>	65	240
<p>Permanent Waving and Chemical Straightening: The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.</p>	40	105
<p>Hair Coloring and Bleaching: The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.</p>	60	50
<p>Hair Cutting: The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.</p>	20	80
200 Hours of Technical Instruction and Practical Training in Shaving		
<p>Shaving Preparation and Performance: The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.</p>	100	40
200 Hours of Technical Instruction in Health and Safety		

Laws and Regulations: The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
Health and Safety Considerations: Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.	45	
Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	
Anatomy and Physiology: The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Human Anatomy, Human Physiology.	15	

The minimum combined total clock hours of 400 includes the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: The program does not have a final test or examination and internship or externship. All students must complete Theory and Operations as required by the Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Cosmetician with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

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

ESTHETICIAN

Esthetician	600 Clock Hours CIP # 12.0401, SOC # 39-5092.
Esthetician (Theory Only)	600 Clock Hours CIP # 12.0401, SOC # 39-5092.
Esthetician (Vietnamese)	600 Clock Hours CIP # 12.0401, SOC # 39-5092.
Esthetician (Vietnamese – Theory Only)	600 Clock Hours CIP # 12.0401, SOC # 39-5092.

These are certificate programs (below college level) Students in these programs are required to complete 170 hours of classroom instruction and 430 hours of practical training. The full-time course is to be completed in 15 to 24 weeks.

DISTANCE EDUCATION: Students can earn up to 300 hours (50%) of the program.

DESCRIPTION OF COURSE: This is a specialty course covering all aspects of skin care and make up. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the graduate Esthetician to perform facials (manual & electrical), eyes brow arching and hair removal (other than by electrolysis), make- up artist, and skin care product representative.

COURSE FORMAT: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the procedures and terminology used in performing all Cosmetician services will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facial, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

EDUCATIONAL GOALS: Esthetician course is designed to prepare students for the state licensing examination and for profitable employment as an Esthetician, skin care specialist, product demonstrator, or make- up artist.

The minimum combined total clock hours of 400 includes the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors. Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
350 Hours of Technical Instruction and Practical Training in Facials		
<p>Manual, Electrical and Chemical Facials: The subject of manual, electrical and chemical facials shall include, but is not limited to, the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights, and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	70	140
<p>Preparation: The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.</p>	15	
200 Hours of Technical Instruction in Health and Safety		
<p>Laws and Regulations: The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	10	
<p>Health and Safety Considerations: The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical</p>	40	

skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.		
Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	
Anatomy and Physiology: The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15	
50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up		
Eyebrow Beautification: The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25	50
Make-up: The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.	20	40

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: The program does not have a final test or examination and internship or externship. All students must complete Theory and Operations as required by the Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Cosmetician with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

MANICURING

Manicuring	400 Clock Hours CIP # 12.0401, SOC # 39-5092.
Manicuring (Theory Only)	400 Clock Hours CIP # 12.0401, SOC # 39-5092.
Manicuring (Vietnamese)	400 Clock Hours CIP # 12.0401, SOC # 39-5092.
Manicuring (Vietnamese – Theory Only)	400 Clock Hours CIP # 12.0401, SOC # 39-5092.

These are certificate programs (below college level) Students in these programs are required to complete 110 hours of classroom instruction and 290 hours of practical training. The full-time course is to be completed in 10 to 15 weeks.

DISTANCE EDUCATION: Students can earn up to 200 hours (50%) of the program.

DESCRIPTION OF COURSE: This is a specialty course covering all aspects of Manicuring and Pedicuring. Successful completion of this course and successful completion of the State Program Examination and Licensure will allow the Manicurist to perform such skills as, Manicuring, Pedicuring, Acrylic Nails, Nail Tip Applications, Nail wraps and Repairs.

COURSE FORMAT: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing manicuring, pedicuring, nail wraps and repairs, application of acrylic nails, application of nail tip, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

EDUCATIONAL GOALS: The Manicuring course is designed to prepare students for the state licensing examination and for profitable employment as a Manicurist, Nail- care specialist, and product demonstrator.

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
300 Hours of Technical Instruction and Practical Training in Nail Care		
<p>Manicures and Pedicures: The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.</p>	60	60 & 180 Nails
100 Hours of Technical Instruction and Practical Training in Health and Safety		
<p>Laws and Regulations: The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	10	
<p>Health and Safety Considerations: The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.</p>	25	
<p>Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.</p>	20	10

Anatomy and Physiology: The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10	
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The minimum combined total clock hours of 400 includes the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: The program does not have a final test or examination and internship or externship. All students must complete Theory and Operations as required by the Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

ADVANCED MANICURING

Advanced Manicuring	600 Clock Hours CIP # 12.0401, SOC # 39-5092.
Advanced Manicuring (Theory Only)	600 Clock Hours CIP # 12.0401, SOC # 39-5092.
Advanced Manicuring (Vietnamese)	600 Clock Hours CIP # 12.0401, SOC # 39-5092.
Advanced Manicuring (Vietnamese – Theory Only)	600 Clock Hours CIP # 12.0401, SOC # 39-5092.

These are certificate programs (below college level) Students in these programs are required to complete 180 hours of classroom instruction (lecture, classroom participation, and/or examination) and 420 hours of practical training (the actual performance by the student of a complete service on another person or on a mannequin).

DISTANCE EDUCATION: Students can earn up to 300 hours (50%) of the program.

DESCRIPTION OF COURSE: This is a specialty course covers all aspects of Manicuring and Pedicuring, and Advance nail technique. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Manicurist to perform such skill as, Manicuring, Pedicuring, Acrylic Nails, Nail Tip Applications, Nail wraps and Repairs, Gel Enhancements, Gel Polishes, Nail Arts.

COURSE FORMAT: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing manicuring, pedicuring, nail wraps and repairs, application of acrylic nails, application of nail tip, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

EDUCATIONAL GOALS: The Manicuring course is designed to prepare students for the state licensing examination and for profitable employment as a Manicurist, Nail- care specialist, and product demonstrator.

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
420 Hours of Technical Instruction and Practical Training in Nail Care		
<p>Manicures and Pedicures: The subject of Manicures, Pedicures, Spa Manicures, & Spa Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps, repairs, nail analysis, Gel Enhancements, Gel polishes and Nail Arts</p>	75	95 & 265 Nails
180 Hours of Technical Instruction and Practical Training in Health and Safety		
<p>Laws and Regulations: The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	10	
<p>Health and Safety Considerations: The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.</p>	25	
<p>Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.</p>	20	60

Anatomy and Physiology: The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10	
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The minimum combined total clock hours of 400 includes the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: The program does not have a final test or examination and internship or externship. All students must complete Theory and Operations as required by the Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

BARBER CROSSOVER

Barber Crossover	400 Clock Hours CIP # 12.0401, SOC # 39-5011
Barber Crossover (Theory Only)	400 Clock Hours CIP # 12.0401, SOC # 39-5011
Barber Crossover (Vietnamese)	400 Clock Hours CIP # 12.0401, SOC # 39-5011
Barber Crossover (Vietnamese – Theory Only)	400 Clock Hours CIP # 12.0401, SOC # 39-5011

These are certificate programs (below college level) Students in these programs are required to complete 35 hours of classroom instruction and 365 hours of practical training. The full-time course is to be completed in 10 to 15 weeks.

DISTANCE EDUCATION: Students can earn up to 200 hours (50%) of the program.

DESCRIPTION OF COURSE: This course covers all aspects of the code, including razor cutting, hair processing, shaving and blow waving and sales techniques. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Barber to perform all skills as a Hair Stylist, Chemical Applications, sales technique services...

COURSE FORMAT: The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, razor cutting, Shaving technique, hair processing, blow waving and sales techniques safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

EDUCATIONAL GOALS: The Barbering course is designed to prepare students for the state licensing examination and for profitable employment as a Barber. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator.

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS - NOT HOURS)
1. Shaving (Includes 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)	100	120
2. Laws and Regulations (Includes the Barbering and Cosmetology Act and the Board's Rules and Regulations)	20	
3. Health and Safety Considerations (Includes Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B)	45	
4. Disinfection and Sanitation (Includes Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments)	20	30
5. Anatomy and Physiology (Human Anatomy, Human Physiology)	15	

The minimum combined total clock hours of 400 includes the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: The program does not have a final test or examination and internship or externship. All students must complete Theory and Operations as required by the Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Cosmetician with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

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

COSMETOLOGY CROSSOVER

Cosmetology Crossover	400 Clock Hours CIP # 12.0401, SOC # 39-5012
Cosmetology Crossover (Theory Only)	400 Clock Hours CIP # 12.0401, SOC # 39-5012
Cosmetology Crossover (Vietnamese)	400 Clock Hours CIP # 12.0401, SOC # 39-5012
Cosmetology Crossover (Vietnamese – Theory Only)	400 Clock Hours CIP # 12.0401, SOC # 39-5012

These are Certificate programs (below college level) Students in these programs are required to complete 127 hours of classroom instruction and 273 hours of practical training. The full-time course is to be completed in 10 to 15 weeks.

DISTANCE EDUCATION: Students can earn up to 200 hours (50%) of the program.

DESCRIPTION OF COURSE: This course covers all aspects of cosmetology, skin care, manicuring and pedicuring. Successful completion of this State Program Examination and licensure will allow the cosmetologist to perform all skills such as Hair Stylist, Chemical Applications, Manicuring and Pedicuring Services.

COURSE FORMAT: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, must take and pass assigned tests with a grade point average of 70% (C) or better.

The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, razor cutting, Shaving technique, hair processing, blow waving and sales techniques safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

EDUCATIONAL GOALS: The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetology. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator.

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS - NOT HOURS)
1.The Cosmetology Act and the Bureau's Rules & Regulations	10	
2. Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	05	
3.Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics and communicable diseases, including HIV/AIDS and Hepatitis B.)	20	
4.Theory of Electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment)	05	
5. Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through -out the entire training period and must be performed before use of all instruments and equipment.)	10	10
6. Bacteriology, anatomy, and physiology.	05	
7. Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs.)	10	
8. Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling.) (A) Thermal Styling (B) Press and Curl	05	
9. Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	10	
10. Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	05	

11. Haircutting (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.)	02	
12. Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.) (A) Hair coloring (B) Bleaching	20	
13. Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	02	
14. Facials (A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.)	02	30
(B) Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.) however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.)	07	25
(C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, uppermost layer of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.)	10	25
15. Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)	05	20
16. Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	05	10

17. Manicuring and Pedicuring		
A) Water and Oil Manicure, including nail analysis, and hand and arm massage.	05	10
B) Complete Pedicure, including nail analysis, and foot and ankle massage.	01	05
C) Artificial Nails:		
1. Liquid and Powder Brush-on	05	50 nails
2. Artificial Nail Tips	03	50 nails
3. Nail Wraps and Repairs	02	20 nails

The minimum combined total clock hours of 400 includes the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: The program does not have a final test or examination and internship or externship. All students must complete Theory and Operations as required by the Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: The student has completed all required theory hours, practical operations and a cumulative total of clock hours required for the course which encompass both theory and practical training, with a GPA (Grade Point Average) of (70%) "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Program examination.

LICENSING REQUIREMENTS: A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course, as described above, and has passed the State Program Exam with an overall average of 75%.

STAFF AND FACULTY

President/Director (CEO): Phieng Yang Financial Adviser (COO): Helen Pham Director of Education (CAO): Phieng Yang Receptionist: Ronnie Ho

Admission Officer: Uyen Pham Placement: Helen Pham

All faculty have at least 3 years education/ Experience as Instructors

MS. NATALIE CAO INSTRUCTOR

Licensed Cosmetologist & Barber 5-10 year

MS. PHIENG YANG INSTRUTOR

Licensed Barber & Cosmetologist 5- 6 year

MS. CHAU TO INSTRUCTOR

Licensed Cosmetologist 10-12 year

HELEN PHAM INSTRUCTOR

Licensed Cosmetologist 3-4 year

ADMISSIONS: Prospective students may obtain information on Tuesday through Saturday between 8:30 am-5:00p.m. Person to contact Ms. Uyen Pham /Mr. Ronnie Ho (Admissions) PH: (626) 288-0000

FINANCIAL: Applicants or students may secure financial information Tuesday through Saturday between 8:30 am-5:00 p.m.

Person to contact: Ms. Helen Pham (Financial Advisor) PH: (626) 288-0000

PLACEMENT ASSISTANCE: Wednesday and Thursdays between: 10:00 a.m. through 12:00 p.m. Person to contact: Ms. Helen Pham (Placement) PH: (626)288-0000.

DISCLOSURE STATEMENTS

All information included in this catalog is printed in font size 11. (CEC §94908)

This school catalog is updated at least once a year or whenever changes to college policies take place. (5, CCR §71810(a))

It is the policy of the school to always provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students and any interested persons. (CEC §94909(a) and §94909(c))

1st Academy of Beauty is a private institution, that is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with minimum state standards as set forth in the CEC and 5, CCR. This approval does not imply that the Bureau endorses the institution's programs, or that the institution exceeds minimum state standards. (CEC §94909(a)(2) and §94897(l)(1)(2))

1st Academy of Beauty does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). (CEC §94909(a)(12))

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement. (CEC §94909(a)(3)(B))

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798. www.bppe.ca.gov Phone: (916) 574-8900 or by fax (916) 263-1897. (CEC §94909(a)(3)(A))

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). (CEC §94909(a)(3)(C))

This institution is not approved by the U.S. Immigration and Customs Enforcement (I.C.E.) to participate in the Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visas, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for student status. (5, CCR §71810(b)(3))

1st Academy of Beauty does not participate in federal and state financial aid programs. (CEC §94909(a)(10))

1st Academy of Beauty is not approved to participate in ANY form of financial aid. (5, CCR §71810(b)(6))

If a student obtains a loan to pay for an educational program, the student will have the responsibility of repaying the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds. (CEC §94909(a)(11))

1st Academy of Beauty is not approved to participate in Federal or State Student Aid programs. (5, CCR §71810(b)(6))

1st Academy of Beauty does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities. (5, CCR §71810 (b)(13)(A))

There are available housing options located reasonably near the institution's facilities. The average cost for including a room or apartment rental varies from \$550 for a room per month to \$2,450 per month for a 2-

bedroom house. Students will find rental information on Craig's List Los Angeles at <http://losangeles.craigslist.org/>(5, CCR §71810 (b)(13)(B))

1st Academy of Beauty has no responsibility to find or assist a student to find housing. (5, CCR §71810 (b)(13)(C))

The School Director is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting <https://osar.bppe.ca.gov>.

1st Academy of Beauty is not accredited. (CEC §94909(a)(16))

1st Academy of Beauty does not offer degree programs. (CEC §94909(a)(16))

1st Academy of Beauty offers all its programs via distance education. (5, CCR §71810 (b)(11))

All programs are offered face to face in residence at the school's location for theory and practical operations in English and Vietnamese. All programs are also offered via distance education for the theory portion of the program through Milady MindTap. Students are allowed to complete up to 50% of their program hours via distance education.

1st Academy of Beauty students are required to speak English or Vietnamese when an instructional setting necessitates the use of English or Vietnamese for educational or communication purposes. English language and Vietnamese language proficiency is documented by the admission interview and receipt of prior education documentation and the successful completion of the school's entrance exam. (5, CCR §71810(b)(4))

All classes are taught in English or Vietnamese. (5, CCR §71810(b)(5))

CLASS SCHEDULES: 2023

On-Campus Instructional Schedules: Tuesday – Saturday from 8:30 am - 5:00 pm, Closed Monday & Sunday

Theory Only/Hybrid Class Schedules:

Theory class: Students do the learning from home through Milady CIMA & School Learning Management System at their own time.

Instructional class: Students can choose one of these 2 schedules on campus:

*Morning: Tuesday-Saturday: 8:30 am-12:30pm *Afternoon: Tuesday – Saturday: 1:00pm-5:00pm * All Day: 8:30 am - 5:00pm

*Flexible Schedule: must be approved by the school director. Calendar/Holidays

CALENDAR/HOLIDAYS

The Academy is closed on Mondays & Sundays, and the following holidays: Dr. Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after, the Monday of Christmas week through Monday after New Year's week. A `special' holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.