

SCHOOL CATALOG

TEMPLE CITY BEAUTY COLLEGE

Address of Instruction

9526 E. Las Tunas Drive
Temple City, CA. 91780

Phone: (626) 810-0189

Text: (626) 464-0322

Catalog Issue

January 1, 2023 through December 31, 2023

Temple City Beauty College is a private institution, that it is approved to operate by the Bureau for Private Postsecondary Education, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. (CEC §94909(a)(2) and §94897(1)(2))

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

IMPORTANT STUDENT INFORMATION

All prospective students will receive this catalog prior to enrollment.

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

Bureau for Private Postsecondary Education
1747 N. Market Boulevard, Suite 225, Sacramento, CA 95834.
P.O. BOX 980818, West Sacramento, CA 95798-0818
Telephone number: (916)574-8900.
Toll free telephone number: (888)370-7589.
Fax: (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement.

A prospective student must note that programs offered in this institution are not accredited by an accrediting agency recognized by the United States Department of Education.

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 toll free, (916) 431-6959, Fax (916) 263-1897**, or by completing a complaint form, which can be obtained on the Bureau's internet web site **www.bppe.ca.gov**.

MISSION STATEMENT

To prepare our students for rewarding careers in the fields of Cosmetology, Esthetics, Manicuring, Teacher Training, and Massage Therapy.

GOALS TO ACHIEVE OUR MISSION:

1. To motivate the desire for learning
2. To provide the skills and knowledge needed to pass the state board examination
3. To teach good behavioral habits for employment
4. To teach communication skills for proper handling of clients

PROGRAM AND INSTRUCTION DESCRIPTION:

COSMETOLOGY: Is described as the training consists of technical (classroom instruction), and practical (hands on instruction), which prepares the student to pass the Board of Barbering and Cosmetology examination for licensure and meet the job skill

demand of the beauty salon. To qualify for a Cosmetology license, a student must complete 1600 hours of training. The first 10% of training are freshman status. As a freshman the student will learn the fundamental skills and knowledge in the subjects listed on Item I of Graduation Requirements below. From 161 hours to 1600 hours, (senior status), the student practices proficiency and speed of all subjects learned on a manikin head, other students, and on customers who know that all work in the school is done by students. Weekly written tests on all the subjects and a final exam enforce the knowledge of the acquired subjects.

ESTHETICIAN: Is described as the technical, (classroom instruction), and practical (hands on instruction), which prepares the student to pass the Board of Barbering and Cosmetology examination for licensure and meet the job skill demand of the facial or beauty salon. To qualify for an Esthetician license, a student must complete 600 hours of which the first 10% of the training are freshman status. As a freshman, the student will learn the fundamental skills and knowledge in the subjects listed on item 10 graduation requirements below. From 61 hours to 600 hours, the student practices proficiency and speed of all required subjects on manikins, other students and paying customers who know that all work in this school is done by students. Weekly written tests on all the subjects and a final examination enforce the knowledge of the acquired subjects.

MANICURING: Is described as the technical (classroom instruction), and practical, (hands on instruction), which prepares the student to pass the Board of Barbering and Cosmetology examination for licensure and meet the job skill demand of the nail or beauty salon. To qualify for the manicure license, a student must complete 400 hours of which the first 10% of the training are freshman status. As a freshman, the student will learn the fundamental skills and knowledge in the subjects listed on item 10 graduation requirements below. From 41 hours to 400 hours, the student practices proficiency and speed of all required subjects on manikins, other students and paying customers who know that all work in this school is done by students. Weekly written tests on all the subjects and a final examination enforce the knowledge of the acquired subjects.

TEACHER TRAINEE: For the preparation of the licensed Cosmetologist, Esthetician or Manicurist to be trained to teach and work effectively as an instructor. The course is taught in 600 hours. There is no licensure requirement at this time. The course includes technical instruction, teacher demonstrations, lectures with class participation and examinations. Practical examination includes the actual performance by the teacher trainee in teaching techniques and principles. The 600 hours will be training under the supervision of an instructor qualified by The Board of Barbering and Cosmetology.

MASSAGE THERAPY: Is described as the technical (classroom instruction), and practical (hands-on instruction), which prepares the student upon graduation to obtain gainful employment as a massage therapist. The massage therapy program consists of 270 hours technical instruction and 330 hours practical instruction for 600 total hours.

The technical and practical instructions meet the curriculum guideline of the California Massage Therapy Council (CAMTC). California has no licensure requirement at this time, but each city has ordinance governing the practice of massage therapy.

GRADUATION REQUIREMENTS

REQUIRED LEVELS OF ACHEIVEMENT FOR ALL COURSES:

Freshman training - 10% of required hours in course taking
Instructor approval before advancing to clinic floor
Examination after each unit of instruction
Weekly practical evaluations
Final written examination before graduation
State Board Mock Test - may be given as a group or individually

I. COSMETOLOGY

Upon completion of minimum 1000 hours and the required subjects below. The student will receive a diploma and qualify to take the California State examination for a Cosmetology license upon completion of the courses in syllabus.

Required Subjects

Laws and Regulations
Health and Safety
Disinfection and Sanitation
Anatomy and Physiology
Hairstyling
Permanent Waving
And Chemical Straightening
Hair coloring and Bleaching
Haircutting
Facial-Manual/Electrical/Chemical
Eyebrow Beautification/Make-up
Manicure/Pedicure
Artificial Nails/Wraps
Communication Skills

II. ESTHETICIAN

Upon completion of minimum 600 hours and the required subjects below. The student will receive a diploma and qualify to take the California State examination for an Esthetician license upon completion of the courses in syllabus.

Required subjects

Laws and Regulations
 Health and Safety
 Anatomy and Physiology
 Preparation Consultation
 Disinfection/Sanitation
 Facials
 Manual Facial
 Electrical Facial
 Chemical Facial
 Waxing/Depilatories
 Make-up

III. MANICURING

Upon completion of minimum 400 hours and the required subjects below, the student will receive a diploma and qualify to take the California State examination for a Manicure license upon completion of the courses in syllabus.

Required Subjects

Barber/Cosmetology Board
 Rules and Regulations
 Cosmetology Chemistry
 Health and Safety
 Disinfection/Sanitation
 Bacteriology/Anatomy/Physiology
 Water and Oil Manicure
 Pedicure
 Acrylic liquid/powder Brush-On Nail
 Artificial Nail Tip
 Nail Repair

IV. TEACHER TRAINING – minimum 600 credit only, there is no license required. The student will receive a diploma.

Required Subjects

Board of Barbering and Cosmetology
 Act and Rules and Regulations
 Instructional Techniques - Method of Instruction
 Organization Techniques
 Lesson Planning
 Techniques of Evaluation - Tests

Conducting Classroom Instruction and

Demonstrations under teacher supervision

Clinic Floor Experience

Supervising and training of students while practicing on live patrons or doll heads

V. Massage Therapy

The student will receive a diploma upon verification of attendance of minimum 600 hours of technical and practical instructions and satisfactory completion of lessons in the required subjects listed in the syllabus.

Required Subjects

Anatomy and Physiology

Contraindications

Health and Hygiene

Business

Ethics and Professionalism

Theory and Hands-on Practice of Bodywork Modalities

GENERAL FACILITY:

Temple City Beauty College is centrally located in Temple City CA., easily accessible by bus. It has over 5200 square feet allowing ample space for theory and practical training for all the courses taught, Cosmetology, Esthetics, Manicuring, Teacher training, and Massage Therapy. Equipment includes dryers, shampoo bowls, heat cap, Marcel Irons, desks, tables, and chairs for student use, massage tables, facial beds and steamers and all equipment and tools required by the state for the necessary learning environment.

LIBRARY:

There are learning materials such as books, videos and DVDS available to students when their schedule allows. The student may check out any library materials by asking their instructor. The student is responsible for any material checked out.

FACULTY AND THEIR QUALIFICATIONS

This institution's instructors meet the employment qualifications set by the Board of Barbering and Cosmetology and CAMTC, including completion of a training program, holding an active license, and having minimum three years of experience in cosmetology, esthetics, manicuring, and massage therapy.

Instructors in this institution are:

Spencer Pao	Instructor	4 years experience, specializing in Cosmetology, Esthetics and Manicuring
Debra Schiava	Instructor	21 years experience, specializing in Cosmetology, Esthetics and Manicuring
Alice Hsu	Instructor	30 years experience, specializing in Cosmetology, Esthetics and Manicuring
Tailin Wang	Instructor	10 years experience, specializing in Esthetics
Qiu Xian Huang	Instructor	6 years experience, specializing in massage therapy
Yun Cheng	Instructor	8 years experience, specializing in massage therapy
Kai Lee	Instructor and Education Consultant	40 years teaching experience at USC, community college teaching credential for health and physical care services and related technologies.

ADMISSIONS:

Applicants for each of the education programs (Cosmetology, Esthetics, Manicuring, Teacher Training, Massage Therapy) must possess a high school diploma, and proof of high school graduation, or GED. This institution does not accept ATB (Ability-to-Benefit) applicants.

All instruction in this institution is given in English. Basic command of English is required to attend Temple City Beauty College. No written documentation of the student's English proficiency is required. The instructor conducts an interview with the student to assess whether the student's English proficiency is adequate to understand instructions in English. The institution does not provide ESL classes.

Applicant hours and operations from another Cosmetology school are accepted for credit when the proof of training document is provided from the previous Cosmetology school. No credits are given for prior on-the-job experiential learning.

Applicant hours and operations from another Massage Therapy school are not accepted for credit.

This institution does not offer special services to out of country students (visa or I-20's). We admit students from other countries.

This institution does not offer the ability-to-benefit examination.

All eligibility and enrollment requirement information given by the student will be kept in the student school file. We permanently retain all transcripts. The institution shall maintain for a period of 5 years the pertinent student records from the date of completion or withdrawal.

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

STUDENTS RIGHTS AND OBLIGATIONS:

STUDENTS RIGHT TO CANCEL: All funds paid will be refunded if the student is rejected for enrollment. The student who submitted notice of cancellation through attendance at the first class session or the seventh day after enrollment whichever is later has the right to receive a refund of institutional charges including charges for kits, supplies, books, and the STRF fees.

CANCELLATION: Shall occur when written notice of cancellation is given at the institution address. The student may do this by mail, hand delivery, telegram or e-mail. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with pre-paid postage.

WITHDRAWAL FROM COURSE: The student has the right to withdraw from the course at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the agreement, which is until midnight of the 7th day following the first class attended, the institution will remit a refund less a registration fee if applicable, not to exceed \$250.00 within 30 days following the student's withdrawal. There is no refund for the fee paid at the time of enrollment for the kit/supplies/books. School shall provide a pro rata refund of non-federal student financial aid moneys paid for institutional charges to student.

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

The school shall advise each student that a notice of cancellation shall be in writing and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

REFUND POLICY:

The refund shall be the amount paid for instruction multiplied by a fraction, the numerator of which the number of hours of instruction which the student has not received, but for which the student has paid, and the denominator of which is the total number of hours of instruction for which the student has paid. If the amount that the student has paid is more than the amount that the student owes for the time attended, then a refund will be made within 30 days of the official withdrawal. If the amount that the student owes is more than the amount already paid, then the student will have to make arrangements to pay the money owed. The official withdrawal date will be the student's notification date or the institution's determination. The student shall be deemed to have withdrawn from the course when any of the following occurs:

1. The student notifies the institution of withdrawal
2. The institution terminates the student enrollment due to academic failure or for

- violations of its rules and policies stated in the catalog.
3. The student fails to attend classes for 30 day period. Official withdrawal date will be the last date of attendance.
 4. The student fails to return on schedule from an approved leave of absence. Termination will be the scheduled date of return. If any portion of the cost of attendance was covered by the proceeds of a loan, then the refund will be sent to the lender. The remaining amount of refund will first be made to the financial aid programs from which benefits were received, in accordance to the order of priority provided in federal regulation. (Read statement on front enrollment agreement, this institution does not offer loans or financial aid).

PROBATION AND DISMISSAL POLICY:

Probation and dismissal

Students failed to meet the satisfactory academic progress are placed on probation, and will be counseled of actions to take to make up the deficiency. If the student still fails to meet the satisfactory academic progress at the end of the probation period, the student is subject to dismissal and will not be eligible to receive tuition refund.

The following acts are immediate cause for dismissal:

1. Being disrespectful to any staff member
2. Physical abuse of another student, staff member or client
3. Willful disruption in classroom, clinic floor or waiting area
4. Theft of property belonging to another student, client or institution
5. Being under the influence of drugs or alcohol
6. Sale of drugs
7. Carry weapons to school premises

For less severe violations of the institution's rules, the student may be suspended after three written warnings. The student may be dismissed after being suspended three times.

STUDENT ATTENDANCE:

Upon enrollment, the student will inform the institution of his anticipated schedule of attendance, and it will be listed in the enrollment agreement. Students may attend a full-time schedule (40 hours weekly) or a part time schedule (20 hours weekly). The student must notify the institution to change the schedule of attendance. If the change is accepted by the institution, the enrollment agreement will be updated and initialed verifying the change.

LEAVE OF ABSENCE:

The student must notify the institution in writing requesting a leave of absence stating the start date and the return date. This request for leave of absence will be placed in the student's file.

COST FOR EACH PROGRAM:

	Cosmetology	Esthetician	Manicuring	Teacher Training	Massage Therapy
Tuition	\$6,700.00	\$3,500.00	\$1,750.00	\$3,250.00	\$5,000.00
Registration	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Books & Supplies	\$500.00	\$300.00	250.0		
STRF	\$15.00	\$7.50	\$2.50	\$7.50	\$12.50
Total	\$7,465.00	\$4,057.50	\$2,252.50	\$3,507.5	\$5262.50

There is no refund for each program on registration or STRF fees for any period of attendance.

The charges for period of attendance and total charges for the entire educational program are the same.

TOTAL CHARGES MUST BE PAID IN FULL PRIOR TO APPLYING FOR EXAMINATION.

IF STUDENT DECIDES NOT TO TAKE THE EXAMINATION NO REFUND WILL BE HONORED AFTER THE COMPLETION OF HOURS

All charges are due and payable prior to completion of program.

FINANCIAL AID PROGRAMS:

This institution does not participate in any form of financial aid, including, but not limited to, Federal or State financial aid programs.

STUDENT LOANS:

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

PLACEMENT:

This institution does not provide job placement or career services. Notices may be posted on bulletin board if the school is informed of or aware of job opportunities.

STRF statement for the Enrollment Agreement:

"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.”

STRF statement for the Catalog:

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

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

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of no 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 OF TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

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

ASSESSMENT OF TRANSFERRED HOURS AND EXPERIENTIAL LEARNING:

Temple City Beauty College does not charge a fee for the assessment of prior hours or transfer of hours. Our institution does not award any credit for prior experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS

The transferability of credits you earn at Temple City Beauty College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the credits or diploma you earn in Temple City Beauty College is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your 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 Temple City Beauty College to determine if your credits or diploma will transfer.

CREDIT EVALUATION:

The Cosmetology, Esthetician, Manicuring, and Teacher Training Programs accept credits for prior training or experience upon review and verification by the administrator per BPPE guideline.

The Massage Therapy Program is in strict compliance with the guidelines of CAMTC. Pursuant to Procedures Section 1.B., CAMTC does not accept externships, apprenticeships, homework, and self-study or credits through challenge examinations, achievement tests, or experiential learning. This includes prior training or experience.

TIMECARDS:

Students are not allowed to leave the premises unless they are clocked out. If you are taking a lunch you are required to clock out for it. Theory hours and practical operations

must be recorded on a timecard on a daily basis. Your signature is required daily along with an instructor's signature to be valid. Timecards must remain on school premises at all times.

DISCLOSURE AND RETENTION OF EDUCATIONAL RECORDS:

Educational records are defined as files, materials, and documents which contain information directly related to a student are maintained by the school. The institution will maintain students records which are consistent with minimum operating standards specified in CEC Para. 94900 and 5 CCR para. 71920.

Written consent is required before educational records may be disclosed to third parties with the exception of accrediting commissions or government agencies so authorized by law. The administrator must be in the office at all the time during the examination of student files. The school is required to keep your records indefinitely. Records are kept for all students who enrolled whether they completed or withdrawn.

The institution will maintain indefinitely complete and accurate records of the educational programs it has offered and the curriculum for each. The institution also maintains names and addresses of the members of the faculty and records of the educational qualifications of each member of the faculty.

Policy to ensure the confidentiality of student records:

The student may see any of their school records upon request. Access must be granted no later than 15 working days after written request. Students have the right to challenge the contents of their educational records and to enter their view points in the records under established procedures.

Policy for periodically auditing student files:

Student files are audited for accuracy and consistency on a weekly basis by the Chief Academic Officer. The CAO audits all the new files and current files for accuracy and consistency for academic documentation. The CEO audits new and current files for accuracy and consistency for financial and immigration documents. All deficiencies spotted by the legal counsel are reported to the CEO and the CAO

HOUSING:

This institution does not provide housing. This institution does not provide assistance, nor does it have any responsibility to assist students in finding housing. Monthly rent in 2022 for apartments in Temple City, San Gabriel, and Arcadia is approximately \$1,600 for one-bedroom, \$1,900 for 2-bedroom, and \$2,300 for 3-bedroom.

STUDENT SERVICES

This institution does not provide transportation services, housing assistance, or other

services. Temple City Beauty College maintains its focus on the excellency of delivery of educational services. This institution does not have the resources to provide personal counseling assistance to students who encounter personal problems which may interfere with his or her ability to complete coursework.

STUDENTS RIGHTS:

Grievances Procedures - In this institution, a student may go to the school director with any grievance issue. In director's absence, the student may go to any instructor with grievance issues.

APPEAL PROCEDURE:

The student who wishes to appeal any non-satisfactory compliance of rules, or of non-satisfactory progress given after the 3rd warning (due to the death of a relative, injury or illness of the student or other special circumstances), must initiate the process by submitting a written request to the Chief Operating Officer Spencer Pao. The request is given within 10 days of receiving non-satisfactory compliance of rules or non-satisfactory status. The Chief Operating Officer shall review the appeal request and inform in writing the decision that was made within 5 days of receiving it. If the appeal is denied no further action can be taken. In the future if the student wishes to enroll, a processing fee will be applied.

REINSTATEMENT:

If a student prevails the appeal process, they will be reinstated with no additional fees.

UNANSWERED QUESTIONS

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 Postsecondary Education at

Bureau for Postsecondary Education
1747 N. Market Blvd. Ste 225
Sacramento, CA 95834

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

Web site Address: www.bppe.ca.gov
Telephone and Fax #: (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

SELF-MONITORING:

The Chief Executive Officer (CEO) or his designee is in charge of checking the emails. The files will get checked to see if all enrollment agreements are complete with all the required paperwork. If any new updates or changes are made, the CEO or his designee will update the staff and give copies of new regulations to the staff. The CEO or his designee will go to meetings to keep up with the new procedures or requirements. The CEO or his designee will also be administering staff meetings every quarter to ensure understanding of the information so compliance can be achieved.

COSMETOLOGY COURSE CURRICULUM

COURSE DURATION 1000 HOURS

PROGRAM DESCRIPTION:

This program is described as the technical (classroom) and practical (hands-on) instructions listed in the course syllabus that prepares the student to pass the Board of Barbering and Cosmetology examination for licensure and meet the job skill demands of the beauty salon. To qualify for a cosmetology license, a student must complete minimum 1000 hours of instructions.

Students in the first 200 hours of instruction are classified as freshmen. Freshmen students learn the fundamental skills and knowledge in the subjects listed in the course syllabus. The faculty uses weekly written tests on all the subjects and a final examination to reinforce and assess the students' understanding of the lesson contents and level of skill acquired. From 201 hours to 1000 hours the students practice proficiency and speed of all subjects learned on a manikin head, other students, and on customers who know that all work in the school is done by students.

COURSE GOALS:

Train the student to pass the state board examination
Provide each student with an awareness of the laws and importance of professionalism
Provide adequate and updated information
Provide knowledge and hands-on experiences which will direct the student for job placement in the chosen course of study

COURSE OBJECTIVES:

Develop professional and ethical work attitudes
Develop salesmanship skills in order to build and maintain a clientele
Develop communication skills with employer, co-workers and the public
Prepare the students for various immediate employment opportunities

INSTRUCTIONAL METHODS:

The curriculum consists of a number of lessons to meet the education requirements for licensure by the California Board of Barber and Cosmetology. Each lesson is taught by qualified instructors who teach by lecture, demonstration, audiovisual material, unit handouts of each subject, and procedure sheet handouts for each client service to be taught.

The lessons were designed for students to gain a set of knowledge and skill in the lesson subjects. To achieve these aims, approximately 30% of the hours in each lesson are technical instructions, and 70% practical operations. Technical instruction mean instruction by classroom lecture, examination, or instructor demonstration on a practical operation. Practical operation means actual performance by the student on a doll, a

fellow student, or another person.

A student must complete the minimum hours required for every subject, and must complete at least 1000 hours in total for the program. If a student takes more time than the expected number of hours to complete the required practical operations in a given subject, the student must take additional hours to meet the hour requirements for the other subjects, and the total number of hours for completion of the curriculum will exceed 1000 hours.

Required Subjects

- Laws and Regulations
- Health and Safety
- Disinfection and Sanitation
- Anatomy and Physiology
- Hair Removal and Hairstyling
- Beautification/Make-up
- Skin care
- Manicure/Pedicure
- Communication Skills

Course Syllabus

Lessons and Course Descriptions	Required Hours
Health and Safety and Board Approved Health & Safety Course (B&P) 7389(a)	
Lesson: Anatomy and physiology; introduction to human body structures and how the various organs work	10
Lesson: Health and safety laws, chemicals and health problems caused by chemicals, safe use of electrical devices	40
Lesson: Cautions with chemicals in the shop, patients with HIV, or communicable diseases	30
Lesson: BBC definitions, Board member rules, Board health and safety rules, State licenses	20
Disinfections/Sanitation:	
Lesson: Nail disorders and diseases; safety procedures to protect the health and safety of the client and the cosmetologist from infectious diseases.	50
Lesson: Principle and practice of infection control. How pathogens enter the body. Methodologies of prevention and disinfection	50
Chemical Hair Services	
Lesson: Permanent waving and chemical straightening	70
Lesson: Hair coloring & bleaching, highlight, weave	50
Lesson: Hair coloring/lowlight	70
Lesson: Scalp & Hair treatments	10
Hairstyling Services	
Lesson: Client consultation, and haircutting	30
Lesson: Understanding action of shampoo, procedures for shampooing, rinsing and conditioning	30
	40

Lesson: Finger waving, pin curls, roller curls, com-outs, blow drying, Lesson: Curling with Hot combs and irons, pin curls, barrel curls Lesson: Permanent waving and chemical straightening	50 50
Skin Care	
Lesson: Facials – manual: cleaning, packs, masks Lesson: Facials – chemical Lesson: Eyebrow beautification and makeup	60 30 60
Hair Removal and Lash and Brow Beautification	
Lesson: Hair removal techniques Lesson: Eyebrow beautification and makeup	50 100
Manicure and Pedicure:	
Lesson: water and oil manicure Lesson: pedicuring Lesson: acrylic nails & wraps – liquid and powder Lesson: brush-ons, nail wraps & repairs Lesson: nail wraps & repairs Lesson: Hand/foot/arm/ankle massage	20 10 20 20 20 10
Total	1000

GRADING PROCEDURES:

Student evaluations (grades) are measured on a standard percentile basis and the percentage equated to a letter grade. Student grades are given in accordance with the percentage of correct answers on written tests, and level of competence demonstrated to the instructor on hands-on operations. Students must have a “C” average or better to maintain satisfactory academic status. To help maintain satisfactory academic status, students may retake tests.

GRADING SCALE

90% - 100%	B EXCELLENT
80% - 89%	B ABOVE AVERAGE PERFORMANCE
70% - 79%	C SATISFACTORY PERFORMANCE
60% - 69%	D UNSATISFACTORY

INSTRUCTOR NAMES:

Sandrine Lo
Debra Schiava
Kang Wang
Spencer Pao

TEXTBOOK:

Malady, SB. “Malady Standard Cosmetology,” 13th edition (2015), Malady:
Boston, MA 02210

REFERENCE MATERIAL:

Board of Barbering and Cosmetology Act and Rules and Regulations
Board of Barbering and Cosmetology Safety Rules and Regulations
Board of Barbering and Cosmetology Performance Criteria
Bureau For Private Postsecondary Education

REQUIRED LEVELS OF ACHIEVEMENT:

- Satisfactory completion of 200 hours of freshmen training
- Pass freshmen exit examination, proficiency test, and written test before advancing to clinic floor with the instructor approval
- Examination after each unit of instruction
- Weekly practical evaluations
- Final written examination before graduation
- State board mock test – may be given as a group or individually

Graduation Requirements

Upon satisfactory completion of minimum 1000 hours of the required courses in syllabus, the student will receive a diploma and qualify to take the California State examination for a Cosmetology license.

CAREER OPPORTUNITIES

SALON STYLIST, HAIRCOLOR SPECIALIST, TEXTURE SERVICE SPECIALIST, WIG OR EXTENSION SPECIALIST, RETAIL SPECIALIST, ESTHETICIAN, MAKEUP ARTIST, MANICURIST, DAY SPA TECHNICIAN, SALON MANAGER, SALON OWNER, PRODUCT EDUCATOR, COSMETIC CHEMIST, STYLIST FOR TV AND MOVIES, ARTISTIC DIRECTOR, DESIGN TEAM MEMBER, PLATFORM ARTIST, COMPETITION CHAMPION, EDUCATOR, WRITER, STATE BOARD MEMBER

COURSE SYLLABUS

COURSE NAME: ESTHETICIAN:

COURSE DURATION: 600 HOURS

COURSE DESCRIPTION:

The course is described as the technical (classroom instruction), and practical (hands on instruction), listed in this outline, which prepares the student to pass the Board of Barbering and Cosmetology examination for licensure and meet the job skill demand of the licensed facial or beauty salon.

The first 75 hours of the course are called freshman hours, where the student learns the fundamental skills and knowledge in the subjects listed in this outline. From 76 hours to 600 hours the student practices proficiency and speed of all required subjects on manikins, other students and on paying customers who know that all work is being done by students. Weekly written tests on all the subjects and a final examination enforce the knowledge of these skills. At the end of 600 hours, the student will be prepared for various immediate employment opportunities.

INSTRUCTIONAL METHODS:

This school employs qualified teachers who teach by lecture, demonstration, audio visual materials, unit handouts of each subject and procedure sheet handouts for each client service to be taught.

COURSE GOALS:

For students to pass the State license examination
 To provide each student with an awareness of the importance of professionalism
 To provide adequate and updated information
 To provide experiences, which will direct the student for job placement in the chosen course of study.

COURSE OBJECTIVES:

Develop professional and ethical work attitudes
 Develop salesmanship skills in order to build and maintain a clientele
 Develop communication skills with employer, co-workers and the public
 Develop the working skills required by the state and facial salons.

GRADING PROCEDURES:

Student evaluation (grades), are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a (70%) C average or better to maintain satisfactory academic status.

GRADING SCALE

90% - 100%	A	EXCELLENT
80% - 89%	B	ABOVE AVERAGE PERFORMANCE
70% - 79%	C	SATISFACTORY PERFORMANCE
0% - 69%	D	UNSATISFACTORY PERFORMANCE

INSTRUCTORS NAMES

Debra Schiava
Tai-Lin Hsu Wang
Alice Hsu
Spencer Pao

TEXTBOOK:

Gerson, Joel "Malady's Standard Esthetics: Fundamentals," (2008), Malady: Boston, MA 02210

REFERENCE MATERIALS:

Board of Barbering And Cosmetology Act And Rules And Regulations
Board of Barbering And Cosmetology Safety Rules And Regulations
Board of Barbering And Cosmetology Performance Criteria
Bureau For Private Postsecondary Education Guide Book

REQUIRED LEVELS OF ACHIEVEMENT:

60 hours or more of freshman training
Pass freshman proficiency test, before advancing to clinic floor
Examination after each unit of instruction
Weekly practical evaluations
Final written examination
State board mock test - group or individual

Esthetician Course Syllabus

Instruction Sequence		
Course Descriptions	Required Hours	
	Lecture	Practical
Laws and Regulations: Lesson: BBC definitions, Board member rules, State licenses, Board health and safety rules	10	
Health and Safety: Disorders and diseases of skin; Principles and practice of skin care, infection prevention and control; Health and safety laws, chemicals and health problems caused by chemicals, safe use of electrical devices Lesson: Esthetician chemistry Lesson: Bacteriology, anatomy, physiology Lesson: Health and safety/hazards/HIV & AIDS Lesson: Electricity Lesson: Disinfection and sanitation procedures	10 20 50 10 10	20
Facials: Skin anatomy, classification and chemistry of skin care products; introduction to facial machines; three methods for skin cleaning, peeling, packing, masking and scrubs. Lesson: Facials – manual: cleaning, packs, masks Lesson: Facials – chemical Lesson: Facials: - electrical	30 20 20	60 55 60
Eyebrow Arching and Hair Removal: Methods and tools for the removal of unwanted hair Lesson: Eyebrow beautification and makeup Lesson: Hair removal – wax & depilatories	25 15	40 50
Make-Up Client consultation, psychological aspects of makeup, selection of makeup colors, products, tools, techniques Lesson: Makeup	20	40
Salon Management: Develop business management skills, ethics, professional image, communication with clients. Lesson: Spa ethics/skills Lesson: Client preparation and record keeping and life skills	15 -	20
Total	255	345

CAREER OPPORTUNITIES

DAY SPA ESTHETICIAN, MEDICAL ESTHETICIAN, MAKEUP ARTIST, MANUFACTURER'S REPRESENTATIVE, SALESPERSON OR SALES MANAGER, COSMETICS BUYER, ESTHETICS WRITER OR EDITOR, TRAVEL INDUSTRY, EDUCATOR, RESEARCHER

COURSE SYLLABUS

COURSE NAME: MANICURE:

COURSE DURATION: 400 HOURS

COURSE DESCRIPTION:

This course is described as the technical (classroom instruction), and practical (hands on instruction), of the subjects listed in this outline, which will prepare the student to pass the Board of Barbering And Cosmetology examination for licensure and meet the job skill demand of the licensed beauty and nail salon. During the first 50 hours called freshman hours, the student will learn the fundamental skills and knowledge of a manicure, pedicure and artificial nails. From 51 hours to 400 hours, the student will practice proficiency and speed in the practical skills learned in the freshman class on manikin fingers, other students and on paying customers who know that all work in the school is done by students. Weekly written tests on all subjects and a final examination enforce the knowledge of the acquired freshman skills.

INSTRUCTIONAL METHODS:

This school employs qualified teachers who teach by lecture, demonstration, audio visual materials, unit handouts for each subject and procedure sheet handouts for each client service to be taught.

COURSE GOALS:

To train the student to pass the Board of barbering And Cosmetology examination
 Provide each student with an awareness of the importance of professionalism
 Provide adequate and updated information
 Provide experiences, which will direct the student for job placement in the chosen course of study

COURSE OBJECTIVES:

Develop professional and ethical work attitudes
 Develop salesmanship skills in order to build and maintain a clientele
 Develop communication skills with employer, co-workers and the public
 Develop the working skills required by the state and manicure salons

GRADING PROCEDURES:

Student evaluation (grades), are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a (70%) "C" average or better to maintain satisfactory academic status.

GRADING SCALE

90% - 100%	A	EXCELLENT
80% - 89%	B	ABOVE AVERAGE PERFORMANCE
70% - 79%	C	SATISFACTORY PERFORMANCE
0% - 69%	D	UNSATISFACTORY PERFORMANCE

INSTRUCTORS NAMES:

Alice Hsu
Debra Shaiva
Spencer Pao

TEXTBOOK:

Malady, SB. "Malady's Standard Nail Technology," 7th edition (2014), Malady: Boston, MA 02210

REFERENCE MATERIAL:

Board of Barbering And Cosmetology Act and Rules and Regulations
Board of Barbering And Cosmetology Safety Rules and Regulations
Board of Barbering And Cosmetology Performance Criteria
Bureau For Private Postsecondary Education

REQUIRED LEVELS OF ACHEIVEMENT:

40 hours of training or more of freshman training
Pass freshman proficiency test and written teat, before advancing to the clinic floor
Examination after each unit of instruction
Weekly practical evaluations and final written examination
State board mock test - group or individual

Manicure Course Syllabus

Instruction Sequence		
Course Descriptions	Required Hours	
	Lecture	Practical
Laws and Regulations: Lesson: BBC definitions, Board member rules, State licenses, Board health and safety rules	10	
Health and Safety: Nail diseases and disorders; Principles and practice of infection prevention and control; Health and safety laws, chemicals and health problems, safe use of nail chemicals Lesson: Cosmetic chemistry Lesson: Health and safety substances Lesson: Bacteriology, anatomy, physiology Lesson: Disinfection and sanitation	10 10 10 10	10
Manicure: Understanding nail chemicals, adhesives; learning the theories and practical techniques in manicuring and pedicure Lesson: water & oil manicure Lesson: Complete pedicure Lesson: Acrylic-liquid and powder nail brush-on Lesson: Artificial nail tips Lesson: Artificial nail repairs	15 10 15 10 50	40 20 80 60 40
Total	150	250

CAREER OPPORTUNITIES

NAIL SALON OWNER, PRODUCT EDUCATOR, PRODUCT CHEMIST, DESIGN ARTIST,
MANICURIST FOR TV AND MOVIES, COMPETITION CHAMPION

COURSE SYLLABUS

COURSE NAME: TEACHER TRAINEE

COURSE DURATION: 600 HOURS

COURSE DESCRIPTION:

This course is for the preparation of the licensed cosmetologist to be trained to teach and work effectively as a cosmetology instructor. The course includes technical instruction teacher demonstrations, lectures with class participation and unit examinations). Practical instruction includes the actual performance by the teacher trainee in teaching techniques and principles. 140 of the 600 hours will be training under the supervision of a Bureau For Private Postsecondary Education qualified instructor.

INSTRUCTIONAL METHODS:

Lecture
 Practical demonstrations
 Audiovisual materials
 Teaching outline procedures

COURSE GOALS:

Train the teacher trainee to be prepared for a teacher examination
 Motivate the teacher trainee with incentive for an above mediocrity attitude in work habits and dedication to the teaching profession
 Develop professional and ethical work attitudes

COURSE OBJECTIVES:

Provide up dated teaching techniques and materials.
 Provide the teacher trainee with the skill and knowledge to be proficient and successful as a Cosmetology Instructor.
 Develop communication skills with employer, co-workers and Cosmetology students

GRADING PROCEDURES:

Evaluations (tests) are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a(70%) "C" average or better to maintain satisfactory academic status.

GRADING SCALE

90% - 100%	A	EXCELLENT
80% - 89%	B	ABOVE AVERAGE PERFORMANCE
70% - 79%	C	SATISFACTORY PERFORMANCE
0% - 69%	D	UNSATISFACTORY PERFORMANCE

INSTRUCTOR NAMES:

Tai-Lin Wang
 Debra Schiava
 Alice Hsu
 Spencer Pao

TEXTBOOK:

Bott, PA, "Teaching your occupation to others: A guide to surviving the first year," 2nd Edition (1997), Pearson Publisher

REFERENCE MATERIAL:

Board of Barbering and Cosmetology Rules and Regulations
 Bureau For Private Postsecondary Education

REQUIRED LEVELS OF ACHIEVEMENT

Examination after each unit of instruction

Pass two performance teaching tests on two practical subjects

Pass two performance teaching tests on two theory subjects

Final written exam and mock performance exam

Teacher Trainee Syllabus

Instruction Sequence		
Course Descriptions	Required Hours	
	Lecture	Practical
Laws and Regulations: Lesson: BBC definitions, Board member rules, State licenses Lesson: Board health and safety regulations	10 40	
Teaching Techniques: Provide the teacher trainees the teaching skill, and professional attitude to instruct cosmetology students to prepare for successful passing of the State Board examination. Lesson: Instructional techniques Lesson: Organizational techniques Lesson: Lesson planning Lesson: Techniques of evaluation Lesson: Conducting classroom and technical Lesson: Instruction and demonstration with 3 or more students Lesson: Supervising and training students	40 30 60 10 140 70 100	50 50
Total	500	100

CAREER OPPORTUNITIES

COSMETOLOGY TEACHER, SUPERVISING INSTRUCTOR, MASTER TEACHER (TRAINS TEACHER TRAINEES)

Massage Therapy Program

Course Name: Massage Therapy Program

Course Duration: 600 hours

Program Description

The program consists of 270 hours of technical and 330 hours of practical instructions for 600 total hours as shown in the program syllabus. The number of instruction hours meet and exceed the curriculum guidelines of the CAMTC. Full-time students taking 40 hours of training per week are expected to finish the program in 4 months. Part-time students taking 24 hours of training per week are expected to complete the program in 6 months.

Program Objectives

The Massage Therapy Program is designed for those individuals who seek to help others through meaningful manipulation of the soft-tissue muscles of the body to alleviate pain and stress, rehabilitate injuries, and to help improve overall wellness of the clients.

Instructional Methods

The program embodies rigorous theory instructions and comprehensive practical training. The Massage Therapy Program does not offer instructions through online or distance learning. Theory instructions are taught by an instructor physically present in class to explain topics of massage therapy by lectures and demonstrations. Practical trainings are hands-on learning by students practice on a fellow student under close supervision of the instructor onsite. Class sizes are kept small so that students will benefit from close supervision by the instructor to acquire the knowledge and master the finesse of massage therapy.

Learning Outcome

Upon successful completion of the Massage Therapy Program, the graduate will have a good understanding of the anatomy and physiology of the body, be prepared to take the MBLEX or CAMTC certification examination, and will have acquired the knowledge, skills and professional attitude to perform different massage modalities with confidence for gainful employment or establish one's own massage therapy business.

CAMTC Certification

- Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Graduates of the Massage Therapy Program desired to obtain certification by CAMTC must meet all requirements as listed in California Business and Professions Code Section 4600 et. Seq.
- California Business and Professions Code section 4611 makes it an unfair business practice for anyone not certified by CAMTC to use the titles: Licensed, Certified, Certified Massage Therapist, Certified Massage Practitioner, CMT, or CMP.

**Table 1. Massage Therapy Syllabus
600 hours**

	Instruction Hours	
	<u>Technical</u>	<u>Practical</u>
<u>Anatomy and Physiology</u>		
Overview of the Human anatomy and Physiology Introduction to medical terms, integumentary, skeletal, muscular, nervous, digestive, cardiovascular, endocrine, urinary, and reproductive systems	18	
Human Anatomy and Physiology I Skin and skeletal systems	16	
Human Anatomy and Physiology II Muscular and circulatory systems	24	
Human Anatomy and Physiology III Nervous, endocrine, respiratory, digestive, urinary and reproductive systems	22	
<u>Contraindications</u>		
Musculoskeletal pathologies and contraindications for massage	10	
Client endangerment areas and precautions	10	
Adaptive massage techniques for common pathologies	10	
Disease processes and medication	10	
<u>Health and hygiene</u>		
Standard precautions for infectious diseases and HIV/AIDS	5	
Client and therapist hygiene	5	
Infection control and sanitation	5	10
<u>Business</u>		
Laws and regulations	10	
Career development from novice to professional	5	
Business organization and operational skills	5	
<u>Ethics</u>		
Ethical standards of massage	10	
Professional communication skills	5	
<u>Hands-on Massage</u>		
Client assessment and preparation	5	
Massage fundamental	5	30
Palpation assessment	5	20
Swedish	10	30
Shiatsu	10	30
Lymphatic massage	10	30
Deep tissue	10	30
Reflexology	5	30
Myofascial	5	30
Chair massage	5	20

Additional Subjects

Self-care	5	
Nutrition and herbal supplements	10	
Asian bodywork	5	35
Athletic/Sport massage	5	15
Spa treatments	5	10
Massage for special populations	2	8
Total Hours	270	330

Technical means instruction by classroom lecture, examination, or instructor demonstration on a massage operation. Practical means actual performance by the student on a fellow student under supervision of the instructor.

CAREER OPPORTUNITIES

Spas and salons, wellness centers, chiropractic offices, sports teams, educator of massage therapy, Spa or massage therapy business owner.

Curriculum and Course Description**A. Anatomy and Physiology****Overview of the Human anatomy and Physiology (Technical 18 hrs)**

Prerequisite: none

Students will be given an overview of the 12 systems of the human body, the structure and physiological functions of organs in each system. The students will learn the basic medical terminology, nomenclature of the body planes and orientations of the body to communicate with medical professionals.

Human Anatomy and Physiology I (Technical 16 hrs)

Prerequisite: Overview of Human Anatomy and Physiology

Students will learn the structure and basic functions of the integumentary system, and the sensory receptors in the skin. The functions and structures of the axial and appendicular skeleton and the movable joints are described.

Human Anatomy and Physiology II (Technical 24 hrs)

Prerequisite: Overview of Human Anatomy and Physiology

Students will learn the composition of the cardiovascular system, interaction of the lungs and heart in blood circulation, and the parts and functions of the lymphatic system. The students will learn to name the structure and functions of the three types of muscle tissues, and what happens during a muscle contraction.

Human Anatomy and Physiology III (Technical 22 hrs)

Prerequisite: Overview of Human Anatomy and Physiology

This course gives the students a basic understanding of the structure and functions of the nervous, endocrine, respiratory, digestive, urinary, and reproductive systems.

B. Contraindications

Musculoskeletal pathologies and contraindications for massage (Technical 10 hrs)

Prerequisite: Massage fundamentals

Learn the musculoskeletal illness, injury and endangerment sites and how they predispose a client contraindication or caution for massage.

Client endangerment areas and precautions (Technical 10 hrs)

Prerequisite: Massage fundamentals

Learn to identify medical conditions of the client and use precautions or exercise avoidance of sites in the body that are vulnerable to massage strokes.

Adaptive massage techniques for common pathologies (Technical 10 hrs)

Prerequisite: Massage fundamentals

Learn to compassionately interview clients with physical, emotional and health-related challenges. Learn to apply variation of pressure, speed, duration or frequency of massage best suited to the client's health condition.

Disease processes and medication (Technical 10 hrs)

Prerequisite: Introduction to Human Anatomy and Physiology

Introduction to common illnesses and medications used by the client that may be contraindicated for massage, or required modification of massage techniques.

C. Health and Hygiene

Standard precautions for infectious diseases and HIV/AIDS (Technical 5 hrs)

Prerequisite: Overview of the Human anatomy and Physiology

Understand and recognize the types of infectious bacterial, viral, and autoimmune diseases. Learn the universal precautions to prevent transfer of pathogens between therapist and client, client to client, tools, linens, and lubricant to client.

Client and therapist hygiene (Technical 5 hrs)

Prerequisite: None

Students learn ways to control spread of pathogens through disinfection of equipment and supplies, oil or lotion dispensers. Hand washing techniques and personal cleanliness are emphasized.

Infection control and sanitation (Technical 5 hrs, Practical 10 hrs)

Prerequisite: None

Through theory and practice, students learn to implement procedures to ensure health and safety of the clients and massage therapist to meet the strict regulatory requirements. Hands-on practices are taught to keep cleanliness of the linen and massage table/chair, and contamination control of oil and cream.

D. Business**Laws and regulations** (Technical 10 hrs)

Prerequisite: None

Student will learn the laws and guidelines governing the practice of massage therapy in California, responsibilities, disciplinary actions, health requirements, laws of touch, and standards of practice massage therapists must observe under the law.

Career development from novice to professional (Technical 5 hrs)

Prerequisite: None

Learn to prepare a resume, present yourself in interview, keep up to date of various massage modalities, and maintain an ethical and positive attitude with clients and coworkers.

Business organization and operational skills (Technical 5 hrs)

Prerequisite: None

This course provides the students an understanding to start and maintain a successful massage practice. Learn regulatory compliance procedures, record keeping, marketing strategies, client referral and retention, how to recruit, conduct interview, and hire professional staff.

E. Ethics**Ethical standards of massage** (10 hrs)

Prerequisite: None

Students will be taught the rules of conduct, honesty and integrity, ethics of touch, boundaries of therapist-client relationship, and scope of massage business practices.

Professional communication skills (Technical 5 hrs)

Prerequisite: None

Learn to communicate with the client clearly, accurately, and effectively within a professional setting to foster a relaxing environment during massage sessions. Develop the ability to, listen, properly asking and answering questions, recognizing

body language, refraining from flirtations, and addressing concerns of the client.

F. Hands-On Massage

Client assessment and preparation (Technical 5 hrs)

Prerequisite: Overview of the Human anatomy and Physiology

Students will be taught to interview and identify a client's needs to develop the appropriate massage techniques. Communicate to the client the massage therapy plan before proceeding and the outcome at conclusion of massage session.

Massage fundamentals (Technical 5 hrs, Practical 30 hrs)

Prerequisite: Overview of the Human anatomy and Physiology

This course is designed to provide students with an overall identification of the scope of practice of massage and bodywork in relation to a wellness model. Introduction to the theory, preparation, application of the major massage strokes, and safety measures. Introduction to the rudiments of Western and Asian massage techniques.

Palpation assessment (Technical 5 hrs, Practical 20 hrs)

Prerequisite: Client assessment and preparation

Students will learn to evaluate the health of a person's muscles and other soft tissues by palpating these muscles with the fingers and hands. Develop appropriate massage techniques based on the assessment to alleviate the pain, stiffness and discomfort.

Swedish massage (Technical 10 hrs, Practical 30 hrs)

Prerequisite: Massage fundamentals

This course teaches students the five primary massage techniques (effleurage, petrissage, friction, vibration, and tapotement) involving the use of hands, forearms or elbows to relax tension in the superficial layers of the muscles.

Shiatsu (Technical 10 hrs, Practical 30 hrs)

Prerequisite: Massage fundamentals

This course teaches students how to use the fingers, thumbs, palm, forearms and knees to apply pressure to various areas of the body to relieve pain and stimulate the circulatory, lymphatic and hormonal systems. Learning the contra-indications for Shiatsu is an integral part of the instruction.

Lymphatic massage (Technical 10 hrs, Practical 30 hrs)

Prerequisite: Massage fundamentals

Learn the palpation techniques and application of massage strokes for stimulating

drainage of major lymph ducts to enhance release of excess fluid and toxins.

Deep tissue (Technical 10 hrs, Practical 30 hrs)

Prerequisite: Massage fundamentals

Learn to apply firm pressure and slow strokes to reach deeper layers of muscle and fascia to mitigate chronic aches and pain and contracted areas such as a stiff neck and upper back, low back pain, leg muscle tightness and sore shoulder.

Reflexology (Technical 5 hrs, Practical 30 hrs)

Prerequisite: Massage fundamentals

Learn to use reference maps of different pressure points to apply appropriate pressure to the feet, but also to the hands and ears to promote relaxation and alleviate pain.

Myofascial Massage (Technical 5 hrs, Practical 30 hrs)

Prerequisite: Massage fundamentals

Learn to apply light manual pressure to find stiff or tightened myofascia (connective tissues surrounding muscles) that cause pain and rigidity of the affected muscles. Learn the hand strokes and stretching techniques to reduce muscle pain and tightness by easing the tension, sensitivity and rigidity of the myofascia.

Chair massage (Technical 5 hrs, Practical 20 hrs)

Prerequisite: Massage fundamentals

Learn to relieve tension in the muscles with kneading and acupressure without using oils on the back, neck, arms, and hands of the client sitting in a chair.

Self-care (Practical 5 hrs)

Prerequisite: Massage fundamentals

Students will be taught techniques to protect oneself from risks of injury and maintain wellness to ensure a long and healthy career in massage therapy. Topics include proper body mechanics in massage, techniques for minimizing repetitive stress injuries, thumb massage, body exercises and nutrition

Nutrition and herbal supplements (Technical 10 hrs)

Prerequisite: None

Learn the common Western and Asian nutrition and herbal supplements that the massage therapists and clients may use to promote good health and body energy.

Asian bodywork (Technical 5 hrs, Practical 35 hrs)

Prerequisite: Massage Fundamentals

This instructor will use hand-outs and audiovisual aids to teach students the methods to provide relief of pain, fatigue, and improvement in the health and well-being of a person based on traditional Chinese medical principles. One or more Asian massage techniques including but not limited to Shiatsu, Chi Nei Tsang, and acupressure are taught in this lesson.

Athletic/Sports massage (Technical 5 hrs, Practical 15 hrs)

Prerequisite: Massage fundamentals

Students will learn stretching and applying pressure on muscles and connective tissues deep within the body to promote flexibility and reduce pain resulting from physical activities.

Spa treatments (Technical 5 hrs, Practical 10 hrs)

Prerequisite: Massage fundamentals

Students learn to apply massage as a complement to clients at the spa before or after a therapeutic bath to relieve stress, muscle and joint pain.

Massage for special populations (Technical 2 hrs, Practical 8 hrs)

Prerequisite: Massage fundamentals

Students learn to integrate the Swedish and Shiatsu massage techniques to provide pain relief and relaxation to the geriatric, pregnant, HIV/AIDS, cancer and trauma, and other clients with physical limitations

Satisfactory Academic Progress

Satisfactory academic progress is required of the students. A satisfactory academic progress is measured by a student's academic achievement and attendance.

- **Academic Achievement**

Written and practical examinations are given as frequently as deemed necessary by the instructor to assess the knowledge and skills acquired by the students. Written examinations and hands-on skill assessments are evaluated and graded within 2 academic days according to the following scale:

90 – 100	A	Excellent
80-89	B	Good
70-79	C	Satisfactory
69 and below	D, F	Unsatisfactory

Students failed to achieve 70% or higher score on a written examination or a skill assessment are required to retake the examination.

Student records are kept permanently in school.

- **Attendance**

The Massage Therapy Program is designed for full-time (40 hours a week) students to satisfactorily complete the 600 hours of technical and practical instructions in 4 calendar months, and within 6 calendar months for the part-time (24 hours a week) students. Full time students are expected to complete the program within 6 calendar months. Part-times students are expected to complete the program within 8 calendar months. Requests for leave of absence, or extension of time to complete the program hours are granted only to students who present evidence of hardship such as illness, personal, or childcare problems.

- **Probation and dismissal**

Students failed to meet the satisfactory academic progress are placed on probation, and will be counseled of actions to take to make up the deficiency. If the student still fails to meet the satisfactory academic progress at the end of the probation period, the student is subject to dismissal and will not be eligible to receive tuition refund.

Graduation Requirements

A diploma of completion is awarded to a student who has satisfied the following requirements:

1. Completed 250 hours technical instructions and 350 hours of practical operations for 600 total hours.
2. Achieved a C grade-point average or higher score on all written and practical examinations.
3. All tuition and fees are paid in full.

Tuition and Fee Schedule

	1 st Payment	2 nd Payment	3 rd Payment	Total Payment
Tuition	\$2,000.00	\$1,500.00	\$1,500.00	\$5,000.00
Registration	\$250.00	\$0.00	\$0.00	\$250.00
Books/Supplies	\$0.0	\$0.0	\$0.0	\$0.0
STRF	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$2,250.00	\$1,500.00	\$1,500.00	\$5,250.00

Refund Policy

The \$250.00 registration fee is not refundable. Fee for the books/supplies is not refunded after the student took possession of the book/supplies. The school provides a pro rata refund to students who have completed 60% or less of the period of attendance in the event the student withdrew or dismissed from the Massage Therapy Program. No tuition refund is given to a student who has attended 60 percent or more of the enrollment period. Any tuition refund due to the student is refunded within 45 days from

the date of signing of withdrawal by the student.

Policy of Discrimination and Sexual Harassment

Temple City Beauty College is committed to a non-discrimination policy. Harassment or intimidation of a student, staff, or guest because of the person's race, sex, age, national origin, color, religion, native language, physical or mental disability is strictly prohibited. Harassment and intimidation include abusive, foul, or threatening language, or behavior. Acts of discriminatory treatment, harassment, or intimidation on any of these bases, if substantiated, constitute ground for dismissal or termination of employment.

Due to sensitive nature of massage therapy, Temple City Beauty College strictly enforces a zero-tolerance policy for sexual harassment. Sexual harassment is defined as any sexual advance, request for sexual favors, and other verbal or physical conducts that creates an intimidating, hostile, humiliating, or sexually offensive environment.

Dress Code

- Clothing must be clean and in good repair.
- Comfortable but looks professional and not provocative
- Neckline no more than two inches below the collarbone
- Both tops and pants should never be too short or too tight

Hygiene Standards

- Clothing must be clean and in good repair.
- Shower daily, or as frequently as necessary to keep the skin clean and free of odors.
- Keep breath odor free by frequent rinsing of mouth or brushing of teeth.
- Wash hands with soap and water 20-30 seconds prior to and after each massage practice session.
- Put a clean sheet on the massage table before each massage session.
- Wipe down the massage table or chair with disinfectant after each massage session.
- Do not participate in the practical training session if you have or suspect to have a transmissible disease such as a flu or skin infection.

Draping Standards

- A professional conduct must be maintained during practice sessions.
- The person receiving the massage must be given sufficient privacy to dress or undress to his/her comfort level.
- Cover the person receiving massage with sheets, towels, and blankets to provide warmth, comfort, and modesty.
- The genitals, the pubic and breast areas of the person receiving the massage must be draped by a sufficiently large body towel or sheet.
- During massage, ensure the towel or sheet does not shift to cause exposure of the genitals and the breast area.

Student Code of Conduct

A student is subject to suspension and/or dismissal for

- Unsatisfactory academic progress
- Academic fraud or cheating
- Non-conformance to the school Policy of Discrimination and Sexual Harassment
- Conduct that violates the school policies and procedures, interferes with the learning or business operations of the school
- Entering school under the influence of drugs or alcohol
- Carrying weapon to school
- Vandalism or theft of school or student properties

Grievances

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 800, Sacramento, CA 95814. WWW.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.

Instructors

Qiu Xian Huang	Certified by CAMTC
Yun Cheng	Certified by CAMTC
Kai Lee	PhD in Medical Physics from UCLA Professor at USC School of Medicine for 40 years Community College Teaching Credential

Facilities and Equipment

Temple City Beauty College allocated approximately 3,000 square feet of space on the second floor of a 2-story building exclusively for the Massage Therapy Program. Exclusiveness of the Massage Therapy Program on the second floor assures privacy and minimizes interference with other activities in the school. Additional privacy is provided by room dividers to form cubicles with massage tables and chairs for student practicum. There are 2 rest rooms and a large break room. A kitchen adjoining the break room has full complement of cooking facilities.

There are 4 sets of custom-made massage tables and chairs. A Dell Model XPS computer with internet access is available for use by the students. There is a whiteboard, an Epson Model EX3220 projector and a projection screen for instructional uses. Individual seats and long tables are provided for the students during technical instructions. A Nanhai steamer model D-207P Model Hot Cabinet is placed adjacent to the kitchen area to provide wet hot towels.

Libraries and other Learning Resources

Temple City Beauty College maintains a collection of books, pamphlets, DVDs, and articles related to massage therapy on the computer. The library holding include laws and regulations, health and sanitation, anatomy and physiology, ethics, bodywork, and business.

Temple City Beauty College
 9526 Las Tunas Drive, Temple City, CA 91780
 Telephone: (626) 464-0322
 Email: templecitybeautycollege@gmail.com

ENROLLMENT AGREEMENT

CAMTC School Code

Copy of a current valid government issued photographic identification is required for enrollment.
--

THIS FORM IS TO BE COMPLETED BY STUDENTS REGISTERING FOR CLASSES. INSTRUCTION IS PROVIDED AT THE ABOVE ADDRESS

PROGRAM NAME: **MASSAGE THERAPY**

PLEASE TYPE OR PRINT CLEARLY. ALL FIELDS MUST BE COMPLETELY FILLED

Full Legal Name: _____ STUDENT ID NO. _____

Social Security #: _____ DOB(mm/dd/yyyy) _____

Residential Address: _____ Home Telephone: _____

City _____ State _____ Zip Code _____ Mobile Telephone: _____

Email Address: _____ Emergency Contact: _____

PROGRAM LENGTH IN HOURS: _____ 600 hours _____

SCHEDULED START DATE: _____ SCHEDULED COMPLETION DATE _____

Period of Enrollment Agreement is the same as the Scheduled Start and Completion Date

“STUDENTS RIGHT TO CANCEL”

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

You must exercise your right to cancel or withdraw on or before the first day of class or on _____.

CLASSROOM PROGRAMS:

Cosmetology 1000 hours, Esthetician 600 hours, Manicure 400 Hours, Teacher Training 600 Hours, Massage Therapy 600 hours. Basic Command English is required. English Language translation to enhance instruction is available at student's request at no additional charge.

Any institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

STUDENT RIGHTS POLICIES

As a student you have certain rights. We will keep your student records private.

Payment Schedule

All students will make payments for the amount of hours that will be completed in the month. Full time students 40 hours per week=**160 hours per month**, Part time students 20 hours per week=**80 hours per month**.

Last Revision: 12/28/2022

Updated: 3/2/2023

REFUND POLICY

The amount refunded is prorated. 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 a student attended, or was scheduled to attend prior to withdrawal. The refund will be only on the hours they didn't complete but had paid for. The \$250.00 application fee is non-refundable.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 10 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 14 days after the date of the student's completion or withdrawal from, the educational program in which the student was enrolled.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at Temple City Beauty College is at the complete discretion of an institution to which you may seek to transfer, Acceptance of the certificate you earn at Temple City Beauty College is also at the complete discretion of the institution to which you may seek to transfer. Acceptance of the proof of training you earn in Temple City Beauty College is also at the complete discretion of the institution which you may seek to transfer. If the proof of training that you earn at this institution is not accepted at institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contracting an institution to which you may seek to transfer after attending Temple City Beauty College to determine your proof of training will transfer."

Student Tuition Recovery Fund:

"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, if the student enrolled in institution, prepaid tuition, 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 residency program."

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

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

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

PRIOR TO SIGNING THIS ENROLLMENT AGREEMENT

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Students Initials _____ I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

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 toll-free, or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

CAMTC Certification

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Graduates of the Massage Therapy Program desired to obtain certification by CAMTC must meet all requirements as listed in California Business and Professions Code Section 4600 et. Seq.

California Business and Professions Code section 4611 makes it an unfair business practice for anyone not certified by CAMTC to use the titles: Licensed, Certified, Certified Massage Therapist, Certified Massage Practitioner, CMT, or CMP.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 800, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.

ENROLLMENT AGREEMENT FEES

	1 st Payment	2 nd Payment	3 rd Payment	Total Payment	
Tuition	\$2,000.00	\$1,500.00	\$1,500.00	\$5,000.00	
Registration	\$250.00	\$0.00	\$0.00	\$250.00	Non-refundable
Books/supplies/equipment/uniform	\$0.00	\$0.00	\$0.00	\$0.00	
STRF of \$2.50 for every \$1,000 of institutional charge	\$12.50	\$0.00	\$0.00	\$12.50	
Total	\$2,262.50	\$1,500.00	\$1,500.00	\$5,262.50	Required to pay to complete program

1. TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE \$ 2,250.00
2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$ 5,262.50
3. THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$ 2,262.50

YOU ARE RESPONSIBLE FOR THIS AMOUNT, IF YOU GET A STUDENT LOAN YOU ARE RESPONSIBLE FOR REPAYING THE LOAN PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution.

The enrollment agreement is legally binding when signed by the student and accepted by the institution.

My signature below certifies that I have read, understood, and agreed to my rights and responsibilities and that the institution's cancellation and refund policies have been clearly explained to me. I understand that this is a legally binding contract when signed by me and accepted by the institution. This document contains a statement of the institution's cancellation and refund policy and how it applies, I acknowledge that this is not a public school.

I understand that this is a legally binding contract. My Signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

STUDENT SIGNATURE: _____ DATE SIGNED: _____

FOR OFFICE USE ONLY

SCHOOL OFFICIALS SIGNATURE _____ DATE SIGNED: _____

Temple City Beauty College

9526 E. Las Tunas Drive
Temple City, California 91780

Massage Therapy Program Notice

Pursuant to the California Business and Professions Code Section 4615, Temple City Beauty College has explained to me that as of the date of my signing the Enrollment Agreement on _____ the Massage Therapy Program at Temple City Beauty College has not been approved by the California Massage Therapy Council (CAMTC). I confirm that I understand and received this signed written notice that education completed at the school cannot be used to satisfy any of the requirements for certification as a massage therapist or massage practitioner in California unless

- (1) my education was completed on or after the date CAMTC received the school's initial application, and
- (2) CAMTC ultimately approves the school.

Name of student: _____ (print)

Student signature: _____ Date _____

Name of school official: _____ (print)

School official signature: _____ Date: _____

Appendix

Distance Learning

Temple City Beauty College offers technical instructions via the internet. Technical instruction means didactic instruction by qualified faculty through lectures, demonstrations, classroom participations, or examinations. Technical instruction has been traditionally taught by an instructor with students present in the classroom or workshop. We offer students the option to take part of or all the required hours of technical instruction through online learning. Students take part in online instruction attend classes at a distance **in real time** with students physically present in the classroom. In addition to seeing demonstrations and listening to lectures by the instructor, online students have the capability to ask questions. Likewise, the instructor may converse with the offsite students via the internet. The instructor takes roll calls to record the student's attendance.

Students the option to take the theory portion of the Cosmetology, Esthetician, and Manicure programs via online instruction. Massage Therapy Program is offered onsite only with both the students and instructor physically present in school.

Syllabus of the specific courses for each program to deliver online are given as follows.

Cosmetology

- **Education Program Title:** Online Cosmetology Technical Instruction
- **Education Objectives:**
 1. Learn the rules and laws regulating the practice of cosmetology in California
 2. Learn the health risks in cosmetology and the procedures to safeguard biological, chemical, and electrical hazards.
 3. Learn the sanitation and sterilization techniques to minimize biohazards in skin, hair, and nail procedures
 4. Acquire a general understanding of the human anatomy and physiology essential to cosmetology
- **Length of Education Program:**

Laws and Regulations	20 hours
Health and Safety Considerations	90
Disinfection/Sanitation	25
BBC approved Health & Safety Course	10
Anatomy and Physiology	17
- **Sequence and Frequency of Lessons:**

Lessons are given in the following general sequence:

1. Laws and Regulations
2. Health and Safety Considerations
3. Disinfection/Sanitation
4. BBC approved Health & Safety Course
5. Anatomy and Physiology

At the discretion of the instructor, the sequence of certain topics may be rearranged to coordinate with the needs of the students and the flow of instruction.

Online and in-person classes are held simultaneously on Monday, Tuesday, Wednesday, Thursday, and Friday of each week for 2 to 4 hours depending on the subject. The class time is to be arranged for each term. Upon completion of each online session, the instructor enters into the student record the number of hours the student actively participated in.

- **Textbooks and other Written Materials:**

Textbook:

Malady, SB. "Malady Standard Cosmetology," 13th edition (2015), Malady: Boston, MA 02210

References:

Board of Barbering and Cosmetology Act and Rules and Regulations
 Board of Barbering and Cosmetology Safety Rules and Regulations
 Board of Barbering and Cosmetology Health and Safety Course
 Board of Barbering and Cosmetology Health and Safety Student Exam Booklet
 Board of Barbering and Cosmetology Performance Criteria
 Bureau for Private Postsecondary Education

- **Sequential and Detailed Outline of Subject Matter**

- | | |
|-------------------------|----------|
| 1. Laws and Regulations | 20 hours |
|-------------------------|----------|

Board of Barbering and Cosmetology Act
 Rules and regulations of BBC
 State licensing requirements
 Health and safety rules

- | | |
|-------------------------------------|----------|
| 2. Health and Safety Considerations | 90 hours |
|-------------------------------------|----------|

Safety precautions with electrical equipment
 Procedures for safe use of hazardous chemicals
 Safe keeping of chemicals in use and in storage
 Bacteriology and communicable diseases
 HIV/AIDS & hepatitis B
 Health & safety data sheets

3. Disinfection/Sanitation 25 hours

Introduction to bacteria, viruses, and parasites
 How pathogens enter the body
 Universal precautions
 Procedures for disinfecting instruments and environment

4. BBC approved Health & Safety Course 10 hours

Understanding the mission and purpose of BBC
 Resources on BBC website
 Safe use of chemicals and electrical devices
 Protection from communicable diseases
 Physical and sexual abuse awareness

5. Anatomy and Physiology 17 hours

Basic human anatomy and physiology
 The integumentary system – skin, hair, nail and exocrine glands

- **Skill to be learned**

1. Knowledgeable of the California laws and regulations governing cosmetology practices
2. General theory of the anatomy and physiology related to skin, hair, and nail
3. Understand the health hazards and precautionary procedures in cosmetology
4. Knowledge of sanitation and sterilization techniques in all phases of skin, hair and nail cares

- **Instructional Method**

Technical instructions are given online using the software Zoom. Homework assignments are given to the students and graded by the instructor via Google Classroom

- **Specific skills to be learned and measured**

1. Outcome of the skills to be learned is measured by students satisfactorily completing their homework assignments
2. After completion of each module, the students are required to take a written examination in school proctored by an instructor.
3. Credit for theory hours for fulfillment of the BBC requirements for cosmetology are awarded only after the student passed the written examination with a score of 70% or higher.

Esthetician

- **Education Program Title:** Online Esthetician Technical Instruction
- **Education Objectives:**
 1. Learn the rules and laws regulating the practice of esthetician in California
 2. Learn the health risks in skin care and the procedures to safeguard biological, chemical, and electrical hazards.
 3. Learn the sanitation and sterilization techniques to minimize biohazards in skin and hair procedures
 4. Acquire a general understanding of human anatomy and physiology essential to esthetician
- **Length of Education Program:**

Laws and Regulations	10 hours
Health and Safety Considerations	55
Disinfection/Sanitation	10
BBC approved Health & Safety Course	10
Anatomy and Physiology	24
- **Sequence and Frequency of Lessons:**

Lessons are given in the following general sequence:

1. Laws and Regulations
2. Health and Safety Considerations
3. Disinfection/Sanitation
4. BBC approved Health & Safety Course
5. Anatomy and Physiology

At the discretion of the instructor, certain topics may be rearranged to coordinate with the needs of the students and the flow of instruction.

Online and in-person classes are held simultaneously on Monday, Tuesday, Wednesday, Thursday, and Friday of each week for between 2 to 4 hours depending on the subject at a time to be arranged.. The class time is to be arranged for each term. Upon completion of each session, the instructor enters into the student record the number of hours the student actively participated in.

- **Textbooks and other Written Materials:**

Textbook:

Malady, SB. "Malady Standard Cosmetology," 13th edition (2015), Malady: Boston, MA 02210

References:

Board of Barbering and Cosmetology Act and Rules and Regulations
 Board of Barbering and Cosmetology Safety Rules and Regulations
 Board of Barbering and Cosmetology Health and Safety Course
 Board of Barbering and Cosmetology Health and Safety Student Exam Booklet
 Board of Barbering and Cosmetology Performance Criteria
 Bureau for Private Postsecondary Education

- **Sequential and Detailed Outline of Subject Matter:**

1. Laws and Regulations 10 hours

 Board of Barbering and Cosmetology Act
 Rules and regulations of BBC
 State licensing requirements
2. Health and Safety Considerations 55 hours

 Safety precautions with electrical equipment
 Procedures for safe use of hazardous chemicals
 Bacteriology and communicable diseases
 HIV/AIDS & hepatitis B
 Health & safety data sheets
3. Disinfection/Sanitation 10 hours

 Introduction to bacteria, viruses, and parasites
 How pathogens enter the body
 Universal precautions
 Procedures for disinfecting instruments and environment
4. BBC approved Health & Safety Course 10 hours

 Understanding the mission and purpose of BBC
 Resources on BBC website
 Safe use of chemicals and electrical devices
 Protection from communicable diseases
 Physical and sexual abuse awareness
5. Anatomy and Physiology 24 hours

 Basic human anatomy and physiology
 The integumentary system – skin, hair, nails and exocrine glands

- **Skill to be learned:**

1. Knowledgeable of the California laws and regulations governing practices of skin care
2. General theory of the anatomy and physiology related to makeup and care of the skin and hair
3. Understand the health hazards precautions in esthetician procedures
4. Knowledge of sanitation and sterilization techniques in all phases of esthetician procedures

- **Instructional Method:**

Technical instructions are given online using the software Zoom. Homework assignments are given to the students and graded by the instructor via Google Classroom

- **Specific skills to be learned and measured:**

1. Outcome of the skills to be learned is measured by students satisfactorily completing their homework assignments
2. After completion of each module, the students are required to take a written examination in school proctored by an instructor.
3. Credit for theory hours for fulfillment of the BBC requirements for esthetician are awarded only after the student passed the written examination with a score of 70% or higher.

Manicure

- **Education Program Title:** Manicure Technical Instruction Online
- **Education Objectives:**
 1. Learn the rules and laws regulating the practice of manicure in California
 2. Learn the health risks in nail care and the procedures to safeguard biological, chemical, and electrical hazards.
 3. Learn the sanitation and sterilization techniques to minimize biohazards in manicuring procedures
 4. Acquire a general understanding of human anatomy and physiology related to manicuring
- **Length of Education Program:**

Laws and Regulations	10 hours
Health and Safety Considerations	25
Disinfection/Sanitation	20
BBC approved Health & Safety Course	10
Anatomy and Physiology	10
- **Program Objectives:**

Learn the laws and regulations of manicure practices in California

Learn the health hazards and safety precautions associated with manicuring procedures

Learn the cleaning and sterilization of manicure apparatus and work environment

Learn the human anatomy, physiology, and chemistry pertain to nail cares
- **Sequence and Frequency of Lessons:**

Online and in-person classes are held simultaneously on Monday, Tuesday, Wednesday, Thursday, and Friday of each week for between 2 to 4 hours depending on the subject at a time to be arranged.

Lessons are given in the following general sequence:

1. Laws and Regulations
2. Health and Safety Considerations
3. Disinfection/Sanitation
4. BBC approved Health & Safety Course
5. Anatomy and Physiology

At the discretion of the instructor, certain topics may be rearranged to coordinate with the needs of the students and the flow of instruction.

Upon completion of each online session, the instructor enters into the record of each student the number of hours the student actively participated in.

- **Textbooks and other Written Materials:**

Textbook:

Malady, SB. "Malady Standard Cosmetology," 13th edition (2015), Malady: Boston, MA 02210

References:

Board of Barbering and Cosmetology Act and Rules and Regulations
 Board of Barbering and Cosmetology Safety Rules and Regulations
 Board of Barbering and Cosmetology Health and Safety Course
 Board of Barbering and Cosmetology Health and Safety Student Exam Booklet
 Board of Barbering and Cosmetology Performance Criteria
 Bureau for Private Postsecondary Education

- **Sequential and Detailed Outline of Subject Matter**

- | | |
|--|----------|
| 1. Laws and Regulations | 10 hours |
| Board of Barbering and Cosmetology Act | |
| Rules and regulations of BBC | |
| State licensing requirements | |
| 2. Health and Safety Considerations | 25 hours |
| Safety precautions with electrical equipment | |
| Procedures for safe use of hazardous chemicals | |
| Bacteriology and communicable diseases | |
| HIV/AIDS & hepatitis B | |
| Health & safety data sheets | |
| 3. Disinfection/Sanitation | 20 hours |
| Introduction to bacteria, viruses, and parasites | |
| How pathogens enter the body | |
| Universal precautions | |
| Procedures for disinfecting instruments and environment | |
| 4. BBC approved Health & Safety Course | 10 hours |
| Understanding the mission and purpose of BBC | |
| Resources on BBC website | |
| Safe use of chemicals and electrical devices | |
| Protection from communicable diseases | |
| Physical and sexual abuse awareness | |
| 5. Anatomy and Physiology | 10 hours |
| Basic human anatomy and physiology | |
| The integumentary system – skin, nails and exocrine glands | |

- **Skill to be learned**

1. Knowledgeable of the laws and regulations in California for manicure and pedicure practices
2. Recognize skin and nail conditions and disorders
3. Understand the health hazards and safety practices in manicuring, pedicuring, and artificial nail procedures

- **Instructional Method**

Technical instructions are given online using the software Zoom. Homework assignments are given to the students and graded by the instructor via Google Classroom

- **Specific learning outcomes**

1. Outcome of learning is measured by students satisfactorily completing their homework assignments
2. After completion of each module, the students are required to take a written examination in school proctored by an instructor.
3. Credit for theory hours for fulfillment of the BBC requirements are given only after the student satisfactorily passed the written examination with 70% or higher score.