



## **ROSEMEAD BEAUTY SCHOOL**

### **2023 EDUCATION CATALOG**

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## CONTENTS

SCHOOL OVERVIEW .....	3
HOURS OF OPERATION AND SCHEDULES .....	4
FACILITIES .....	5
LICENSING AND APPROVALS .....	5
EMPLOYMENT OUTLOOK .....	6
ADMISSIONS AND ENROLLEMENT POLICY .....	6
NON-DISCRIMINATION POLICY .....	8
DISABILITY ACCOMMODATION.....	8
QUALIFICATIONS FOR EXAMINATION AND LICENSURE REQUIREMENTS .....	8
INSTRUCTIONAL AIDS & LIBRARY.....	10
STUDENT GRIEVANCE POLICY .....	10
RECORD RETENTION .....	11
ORIENTATION .....	11
ATTENDANCE POLICY .....	11
GRADUATION REQUIREMENTS .....	13
TERMINATION .....	13
CONDUCT POLICY .....	13
LOST AND DAMAGED PERSONAL ITEMS .....	16
SUSPENSION AND DISMISSAL .....	16
DRESS CODE .....	16
STUDENT PARKING .....	17
STUDENT HOUSING .....	17
COMMUTING .....	17
ADVISING SERVICES .....	18
EMPLOYMENT ASSISTANCE.....	18
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY .....	18
LEAVE OF ABSENCE POLICY .....	21
2022-2023 TUITION AND FEES* .....	22
STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF) .....	22
CANCELLATION, WITHDRAWAL AND REFUND POLICY .....	24
COPYRIGHT INFRINGEMENT AND CIVIL LIABILITIES .....	26
PROGRAM DESCRIPTIONS AND LEARNING OUTCOMES .....	26
SCHOOL CONTACT INFORMATION .....	40

## SCHOOL OVERVIEW

### History

Rosemead Beauty School (RBS) was established in the city of Rosemead, California in 1957 and is designed with an atmosphere for learning the profession of beauty, cosmetology and massage therapy.

### Mission

Rosemead Beauty School's mission is to provide a professional high-quality education and relevant skills to prepare for careers in the beauty, cosmetology and massage therapy industry.

### Educational Objectives

- Provide quality education
- Provide comprehensive curriculum and student services
- Hire and retain experienced and passionate educators to support our students' success
- Promote a positive, inclusive and diverse culture
- Provide a safe and thriving learning environment
- Prepare students for employment in the related field of study

### Administrative Management and Staff

Name	Title
Kenneth Yong	President & CEO
Betty Lam	Chief Financial Officer
Yanna Huang	Admissions
Ying Ying Xie	Student Services
Qibing Liang	Registrar
Christian Lam	IT Support
Gina Wu	Director of Operations

### Instructional Staff

Cosmetology	Nail Care
Alma Aguniaga - Licensed Cosmetologist	Alma Aguniaga - Licensed Cosmetologist
Richter Lao - Licensed Cosmetologist	
Shauna Liu - Licensed Cosmetologist	
Rose Thai – Licensed Cosmetologist	

  

Skin Care	Massage Therapy II
Judy Chien - Licensed Esthetician	Bin (Jack) Yuan - Licensed Massage Therapist
Shauna Liu - Licensed Cosmetologist	Yin Chen - Licensed Massage Therapist
	Xuan Zhu - Licensed Massage Therapist

All cosmetology instructors are licensed by the California Board of Barbering & Cosmetology. All massage therapy instructors are licensed by California Massage Therapy Council. All instructors have a minimum of three years of experience in their respective fields.

## **HOURS OF OPERATION AND SCHEDULES**

The school administrative office is open Monday from 8:30 a.m. to 5:00 p.m. PST. For questions related to admissions, academics, accounting, and student services, please make an appointment or visit the offices during business hours. The administrative office may be reached by phone at (626) 286-2146, or (626) 286-2147.

The school observes the following Holidays: New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day through December 31st of the year. If an observed holiday falls on a Sunday there will be additional time off unless otherwise noted.

### **Addresses where class sessions will be held**

All class sessions will be held at 8531 E. Valley Blvd., Rosemead, CA, 91770

### **Class Schedules and Classroom Hours**

#### **Cosmetology - 1600**

Day class:

Option #1: Tuesday-Thursday 8:30 a.m. to 5:00 p.m. and Friday 8:30 a.m. to 3:00 p.m.

#### **Cosmetology – 1000**

Day class:

Option #1 Monday -Friday 8:30 a.m. to 5:00 p.m.

#### **Skin Care**

Day classes:

Option #1: Monday-Friday, 8:30 a.m. to 5:00 p.m.

#### **Nail Care**

Day classes:

Option #1: Monday-Friday, 8:30 a.m. to 5:00 p.m.

#### **Massage Therapy II**

Day classes:

Option #1: Tuesday-Saturday, 8:30 a.m. to 5:00 p.m.

Night classes:

Option #1 Monday 8:30 a.m. to 5:00 p.m., Tuesday – Friday 5:00 p.m. to 10:00 p.m.

Option #2 Tuesday - Friday 5:00 p.m. to 10:00 p.m., Saturday 8:30 a.m. to 5:00 p.m.

NOTE: RBS reserves the right to make changes to the class start schedule when necessary, in order to accommodate the greatest number of prospective students intending to enroll. If a class is cancelled or a start date is changed, the school will make reasonable efforts to alert the student or prospective student using student contact information on file. In such cases, the student is allowed to “opt” for another start date or is entitled to receive a full refund.

If a program is cancelled subsequent to a student’s enrollment and start of classes, RBS shall provide a full refund of all monies paid, less the \$20 entrance examination fee and \$90 registration fee.

## **FACILITIES**

The school building occupies a total of 5,800 square feet, and includes a laboratory, clinic, classrooms, offices, student dining area, restrooms and student resource center. There is ample student parking and access to public transportation.

The school occupancy level accommodates 150 people at any one time. RBS facilities and classrooms are wheelchair accessible. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss educational and professional plans with school personnel before enrolling.

### **Classrooms and Equipment**

Classrooms can accommodate up to 25 students and each classroom is equipped with the equipment and tools used in each subject area. Classroom equipment and materials are detailed within each program description in this catalog.

## **LICENSING AND APPROVALS**

RBS is a private institution, that it is approved to operate by the bureau (BPPE), 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(l)(1)(2))

### **Approved Programs:**

Cosmetology	1600 Clock Hours or 1000 Hours
Nail Care	400 Clock Hours
Skin Care	600 Clock Hours
Massage Therapy II	600 Clock Hours

The following state agencies set minimum standards for Massage Therapy II, Cosmetology, Nail Care and Skin Care programs in accordance with Education Code Section 94316.22:

**Bureau for Private  
Postsecondary Education**  
1747 North Market Blvd Suite

**Board of Barbering and  
Cosmetology**

**California Massage Therapy  
Council**

225 Sacramento, CA 95834  
(888) 370-7589 Toll-Free  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

2420 Del Paso Road Suite 100  
Sacramento, CA 95834 800-  
952-5210 Toll-Free  
[www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

One Capitol Mall, Suite 320  
Sacramento, CA 95814  
Phone: (916) 669-5336 Fax:  
(916) 669-5337  
[www.camtc.org](http://www.camtc.org)

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818 Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov) Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897(916) 574-8900 or by fax (916) 263-1897.

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

Rosemead Beauty School has never operated as a debtor in possession, never filed for bankruptcy petition, or had a petition of bankruptcy filed against it within the preceding five years that resulted in the reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.)

### **EMPLOYMENT OUTLOOK**

- Cosmetology occupations may include: cosmetologist, salon owner, hairstylist, permanent wave specialist, hair colorist, manicurist, or cosmetician.
- Nail Care occupations may include: salon manicurist, acrylic nail specialist, or manicuring salon owner.
- Skin Care occupations may include: manufacturing, skin care salon, and spa and skin care specialist.
- Massage Therapy II occupations may include: working as a certified massage therapist, a professional practitioner or professional massage therapist.

### **ADMISSIONS AND ENROLLEMENT POLICY**

#### **Admissions Requirements**

Applicants must meet the minimum requirements below for admission to the school:

1. Must be at least 18 years of age
2. Provide proof of completion of secondary education such as a high school diploma, GED or passage of the California high school proficiency exam that the state recognizes as the equivalent of a high school diploma, a transcript showing high school completion, an academic transcript of a student who has successfully completed at least a two year program that is acceptable for full credit towards a bachelor's degree or one of the following for homeschool completion:

a) A copy of a secondary school completion credential for homeschool if state law requires homeschooled students to obtain that credential.

b) A transcript or the equivalent, signed by the parent or guardian of a homeschooled student that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

NOTE: RBS will verify the authenticity of high school diploma or transcripts. If the verification process raises any questions about the diploma presented it will not be accepted as proof of a high school diploma. Applicants may appeal the results of that finding to school administration and must provide new information that would show that the diploma provided does in fact meet the standards for high school graduation in the state the applicant was living in at the time it was issued.

3. Must successfully pass two Wonderlic entrance exams administered at Rosemead Beauty School
  - Basic Skills Wonderlic Test Quantitative (QS1) with a minimum score of 250 out of 500; and
  - Verbal (VS1) with a minimum score of 250 out of 500.

### **Re-Entry**

Students previously withdrawn, who wish to reenroll must first submit a request for reenrollment. They must then meet with the Admissions Representative to discuss the possibility of reenrolling. It is only with the approval of a school official that a student will be allowed to reenroll. Based on the student's prior academic history and the length of time that has elapsed since withdrawal, the school official will determine if the student will be accepted for reenrollment. Students who reenter will reenter under the same SAP status as at the time they left. If a student has been out of school for more than 60 months, the student may be required to retake the full program over.

### **Ability-to-Benefit**

RBS does not enroll Ability-to-Benefit students.

### **Instructional Language**

All programs are taught in English. The English language proficiency of the student should be at the level of a U.S. High School level, as evidenced by the required high school diploma or equivalent. RBS does not provide any English as a Second Language (ESL) instruction.

### **International Students**

Verification of a foreign student's high school documentation must be conducted by an outside agency that is qualified to translate documents into English and confirm academic equivalence to a U.S. high school diploma. The institution does not admit international M1 students. No visa services are provided.

### **Transfer Policy**

RBS does not accept transfer credit from other institutions and does not award credit for prior experiential learning.

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

The transferability of credits you earn at Rosemead Beauty School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the Cosmetology, Nail Care, Skin Care and Massage Therapy II program 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 Rosemead Beauty School to determine if your credits or diploma will transfer.

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

### **Enrollment**

RBS is an open enrollment school. Students may enroll at any time. Cosmetology, Skin Care and Nail Care classes begin Monday of the week, and Massage Therapy classes begin every four months. Upon enrollment, students will be scheduled to attend Orientation. Orientation is scheduled one day before each start date, unless otherwise arranged. All new students must attend Orientation. The Admissions staff conducts Orientation by reviewing the educational program, educational objectives, administrative policies and support services available. Students are issued their textbooks and student kit at this time.

### **NON-DISCRIMINATION POLICY**

Rosemead Beauty School is committed to providing equal education and employment opportunities to all persons and does not discriminate on the basis of sex, race, age, color, national or ethnic origin, religion, marital or parental status, physical or mental disability, sexual orientation, gender identity and expression, group identification or veteran status or on any other basis as prohibited by federal or state law.

### **DISABILITY ACCOMMODATION**

RBS buildings and classrooms are accessible to individuals with disabilities and are compliant with the Americans with Disabilities Act. Students with disabilities and in need of additional accommodations should contact Kenneth Yong at 626-286-2146 for assistance.

### **QUALIFICATIONS FOR EXAMINATION AND LICENSURE REQUIREMENTS**

#### **Cosmetology, Nail Care and Skin Care Students**

The Board of Barbering and Cosmetology shall admit to take the examination for licensure any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:



- (a) Is not less than 17 years of age.
- (b) Has completed the 10th grade in the public schools of this state or its equivalent.
- (c) Is not subject to denial pursuant to Section 480.
- (d) Completed RBS Cosmetology Program – 1600 hours, Cosmetology Program – 1000 hours, Nail Care Program -400 hours, Skin Care – 600 hours

- Present a valid, unexpired driver's license or identification card, containing the photograph of the person to whom it was issued, issued by any state, federal, or other government entity.
- Have a valid Social Security\* number or Individual Taxpayer Identification Number (ITIN) before taking an examination with the California Board of Barbering and Cosmetology.

Visit [http://www.barbercosmo.ca.gov/laws\\_regs/index.shtml](http://www.barbercosmo.ca.gov/laws_regs/index.shtml) for more information about application for examination. A copy of the regulatory oversight restrictions is available onsite at Rosemead Beauty School for viewing upon request.

\*The California Board of Barbering and Cosmetology is now authorized to accept applications for licenses containing an Individual Taxpayer Identification Number (ITIN) in lieu of a Social Security Number (SSN), per Circular Letter #15/02.

### **Massage Therapy II Students**

Applicants for CAMTC certification shall have attended 500 supervised hours total with 100 of those hours satisfying CAMTC specified subjects. Applicants may take and pass the MBLEx before applying for certification through the California Massage Therapy Council (CAMTC):

- Students who desire to apply for MBLEx exam, may contact: FSMTB, P.O. Box 198748 Nashville, TN 37219, Phone: (866) 962-3926 Fax: (615) 846-0153, Email: [mblex@fsmtb.org](mailto:mblex@fsmtb.org)
- Attendance and/or graduation from a California Massage Therapy approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Profession Code section 4600 et. Seq.
- 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: California Massage Therapy Council One Capitol Mall, Suite 320 Sacramento, CA 95814, Phone: (916) 669-5336 Fax: (916) 669-5337, [www.camtc.org](http://www.camtc.org)
  - Students do not need to pass the MBLEx exam to get CAMTC Certificate between 7-1-2021 through 12-31-2022.

### **Unfair Business Practices**

It is an unfair business practice for a person to do any of the following:

- To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is

certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.

- To falsely state or advertise, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a government agency as a massage therapist or massage practitioner.

### **INSTRUCTIONAL AIDS & LIBRARY**

RBS is pleased to offer the following tools for instruction: large flat screen TVs, computers with internet access, visual aids, charts, and multiple dry erase boards, mannequins for student practice, and books and equipment as required by the California Board of Barbering and Cosmetology, and the California Massage Therapy Council.

Additionally, RBS offers a resource center that has books, videos, and DVDs available for borrowing. Material can be borrowed for a week. Please inform the receptionist if you wish to borrow material and fill out the checkout sheet.

### **STUDENT GRIEVANCE POLICY**

Student complaints will be addressed via the processes set forth below.

#### **Informal Procedure**

It is hoped that all student grievances may be resolved quickly and on an informal basis utilizing the school's chain of command through the following procedures:

1. The student should first discuss the complaint with his or her immediate instructor and/or other staff member as deemed appropriate. The selected staff member will then work to resolve the complaint, or refer it to the School President for resolution as deemed appropriate.
2. If the complaint remains unresolved, the student may then discuss the complaint with the School President for resolution.
3. If the circumstances of the complaint prevent using steps 1 or 2, or if the complaint cannot be resolved within five (5) working days, the student may then proceed to file a formal complaint with the School President.

#### **Formal Procedure**

The student shall complete and sign a Complaint Form provided by the school. Forms are also available in the school Administrative Office. Upon receipt of the completed form, the Administrative Office will forward a copy of the complaint to the President and to the individual against which the complaint is made, and will advise the student that an investigation and discussion will begin within seven (7) days of receipt of filing the complaint. The President will attempt to resolve the complaint by discussing matters with all persons who are parties to the complaint. A decision will be made within 14 days of filing the complaint. In the event the complaint is resolved to the satisfaction of all parties, a memorandum stating resolution of the conflict will be sent to all parties and filed in school's complaint log.

In the event the complaint is not resolved by the President/CEO, the student can direct the complaint to the following agencies:

### **The Bureau for Private Postsecondary Education**

Physical Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818 Phone Number: (916) 574-8900; Toll Free: (888) 370-7589; Fax Number: (916) 263-1897 [www.bppe.ca.gov](http://www.bppe.ca.gov); Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

### **Board of Barbering & Cosmetology**

2420 Del Paso Road Suite 100 Sacramento, CA 95834 [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

### **California Massage Therapy Council**

One Capitol Mall, Suite 320 Sacramento, CA 95814, Phone: (916) 669-5336 Fax: (916) 669-5337, [www.camtc.org](http://www.camtc.org)

### **RECORD RETENTION**

Current student records are maintained and safeguarded against loss or damage in indexed electronically identifiable file server, and locked, fire-resistant filing cabinets. All institutional records are maintained in accordance with state and federal law, for a minimum period not less than six years. In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution will maintain and safeguard against loss or damage (in indexed electronically identifiable file server, and/or locked fire-resistant filing cabinets) records of the name, address, email address, and telephone number of each student who is/was enrolled in an educational program, for a period of six years from the student's date of completion or withdrawal. Permanent records include of all of the following:

- The certificate and the date on which that certificate was granted.
- The courses and units on which the certificate was based.
- The grades earned by the student in each of those courses.

### **ORIENTATION**

Orientation is mandatory. On or before the first day of classes, the student will have physically visited and toured the school facilities.

### **ATTENDANCE POLICY**

Attendance is measured in clock hours and student attendance in all scheduled activities is expected in order to meet graduation requirements. The following policies and procedures must be followed to ensure clock hours are accurately documented.

### **Clock Hours**

Clock hours are the total number of actual hours per week a student spends attending class or other instructional activities that count toward completing a program of study. A clock hour is a period of time consisting of a 50 to 60-minute class, lecture, or recitation in a 60-minute period.

## **Time Card**

Each student is required to maintain an individual time card. The time card is a way for the staff and students to maintain and track an individual's clock hours, theory hours, and practical operations. Minimum requirements in each category must be met before graduation. Student Daily Records are the property of RBS and are to remain on campus. Students are required to "clock in and out" upon arrival, at lunchtime and departure time, utilizing a biometric (finger scanning) time clock or their contactless proximity card.

## **Lunch (Day Students)**

Students who attend class for over a six (6) hour period are required to take a thirty-minute lunch break. Students are allotted a thirty-minute lunch period to be taken between 12:30 p.m. and 1:00 p.m. Students must notify the instructor and reception desk if they deviate from their scheduled thirty minute lunch, i.e. later or earlier than scheduled, or extended beyond thirty minutes. Failure to clock out or back in from lunch could result in loss of attendance hours for that period. Repeated instances of failure to clock out for lunch may result in a written counseling form, suspension and/or requirement to meet with the school President.

## **Breaks**

Students are allowed up to two 10-minute breaks per class day.

## **Unexcused Absences**

Because credit is calculated by the clock hour, all absences and/or tardiness are considered unexcused. Excessive absences and/or tardiness may result in disciplinary action (see Satisfactory Academic Progress Policy). Students should notify the Administrative Office, supervising instructor, and receptionist of expected absences in advance by completing an electronic Courtesy Form at the reception desk. In the event of an unexpected absence (i.e. illness, emergency), students should call the front desk as soon as possible.

## **Makeup Hours**

Students who miss scheduled school hours due to absence or tardiness are encouraged to attend the scheduled Make Up Hours (not offered on Holidays) to make up missed hours. Making up hours is optional, but students must meet minimum attendance requirements in order to graduate.

## **Tardies**

In order to prevent disruption of ongoing classes, students must arrive and clock in on time. Class starts promptly at 8:30 a.m. for day programs, and 5:00 p.m. for evening programs. No student is permitted to clock in and enter classes while they are in session.

## **Makeup Work**

If a student is absent on test day a grade of zero or “F” will be issued for that test. The student can makeup the missed test. The test must be made up the next available date the student attends school. If student fails to make up test on the next available day, then the zero will be the final grade. If a student takes a test (first time, not makeup) and receives a grade below 70%, the student can retake if they so choose. The student must retake the test the next available day at the institution. Students who miss a test due to an approved Leave of Absence (LOA) or suspension will not receive an initial grade of zero or “F” but must make up the test upon return from the LOA. The school will work with the student to come up with an education plan to take the missed tests within a timely manner.

### **GRADUATION REQUIREMENTS**

All students are required to complete the program and all graduation requirements of the program in order to be considered a completer for purposes of outcomes assessment. When a student has completed the required clock hours, theory hours, and practical operations for his/her course of study with a 70% attendance and 70% cumulative grade average, the student is awarded a diploma certifying his or her graduation.

RBS assists the students in completing the necessary documents to file for the appropriate California State Barbering and Cosmetology Examination. A diploma and Proof of Training document will not be issued to the student until all tuition and fees are paid in full. RBS must provide Proof of Training documents to the State Board prior to the student taking the test. RBS assists students in completing the California Massage Therapy certification applications once students have graduated.

### **TERMINATION**

Any student absent more than a 14 consecutive calendar day period without being on an approved leave of absence (LOA) or other official non-attending status will be subject to withdrawal from RBS. Unofficial withdrawals for clock hour students are determined by the institution through monitoring clock hour attendance daily. Formal termination also may occur in cases where a student fails to return from an official leave of absence. When a student does not return from a leave of absence and does not notify the institution that he or she has mitigating or extenuating circumstances, the withdrawal date would be the student’s last day of attendance, and all refunds will be due 45 days from the determination date. The school’s determination date would be the earlier date of expiration of the LOA or the date the student notifies the institution that he or she will not be returning from the LOA, whichever is earlier. In addition, any student who fails to maintain satisfactory academic progress or fails to abide by the institution’s policies and rules and regulations is subject to termination of enrollment.

NOTE: RBS does not charge a termination fee.

### **CONDUCT POLICY**

Rosemead Beauty School is committed to providing a quality environment free of unlawful harassment, discrimination, and unprofessional conduct. Good conduct is expected of all students. Students must be in compliance with all school rules and regulations and follow the

directions and instructions of staff. RBS does not tolerate unprofessional behavior. Such behavior includes conduct that is unbecoming, discriminating, harassing, rude, vulgar, profane, disrespectful, inappropriate or of a sexual nature. Actions such as academic dishonesty, time clock fraud, refusal of clinic work, cheating, stealing, disruptive pranks, threatening or bringing drugs, alcohol or weapons onto school property, are not tolerated. Students should use their best judgment in posting material on social media. It is against the institution's policy to post videos or pictures of the students or staff without prior consent of the individuals in the video/picture. If RBS becomes aware of social media content that creates a negative reflection on the institution, its students, alumni or staff, disciplinary action will be taken up to and including dismissal. In short, unacceptable behavior, (including complicity or attempts made) which disrupts the educational process and creates a negative reflection on the RBS' reputation or breaches the peace or welfare of the school could result in suspension and discipline up to and including dismissal.

### **Additional Rules and Reminders**

1. School hours are from Monday through Friday 8:30 a.m. to 10:00 p.m., and 8:30 a.m. to 5:00 p.m. on Saturdays
2. A student must clock IN and OUT on their own timecard to record the time arriving to the school and departing from school. Students failing to do so will only receive credit for hours that he/she clocked in.
3. Students too ill to take part in the activities of the school day are requested not to attend. In case of illness or emergency, the student must call in to report his/her absence during the day when the absence occurs.
4. Student who cannot perform customer service due to health reason for a certain time/period will need to provide documentation from their health care provider (doctor's notice to obtain their customer service credit hours.
5. Students are required to be in class for roll call at the start of the scheduled class in a clean prescribed uniform.
6. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.
7. Rigid adherence to the rules of sanitation, disinfection and personal hygiene is required at all times.
8. Students must keep class and clinic workstations clean and sanitary at all times.
9. A minimum of 30 minutes of sanitation must be completed by each student daily.
10. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Student must take all appointments assigned to the student. Failure to take a patron is grounds for dismissal for that day.
11. No student may leave a patron while doing a perm or hair coloring service except in an emergency and if he/she is excused by an instructor.
12. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.

13. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
14. Students are responsible for the return of school materials or equipment loaned to them. Students should not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
15. The school will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.
16. Students must keep a record of hours and services each day as required on the student weekly record of applied effort. Daily timecards will be audited by the school administrators and by authorized governing agencies. Credit will be given for applied effort continuously engaged in training and study of the branch of cosmetology in which the student is enrolled. All work must be checked by an instructor or credit will not be given. Recording of hours and operations on the operation card must be clear and readable.
17. All students will be expected to maintain an average of 70% in theory and in all practical subjects.
18. Students must comply with all instructions and directions given by authorized personnel relative to school activities. No insubordination will be tolerated.
19. A student may be suspended or terminated for unsatisfactory achievement or progress, conduct or for any infraction of the school rules. Depending on the situation, a conference may be held with the student and faculty to resolve the problem. If the school feels that the student cannot benefit from the course, the student will be notified and possibly terminated.
20. Due to absences all assignments, tests, and homework must be made up if required by the instructor in charge of the individual class missed by the student.
21. Students must notify the administrative office immediately of any name, address, or telephone change.
22. Any student absent more than 45 consecutive days will be terminated.
23. Fire drills: During this time, you are in class even though you may be outside for a few minutes during the fire drill. This rule applies to students, faculty and staff.
24. Beepers and cellular telephones: During hours of class, cellular telephones must be turned-off or put on silent. Beepers must be silent.
25. It is mandatory for all students to wear school uniform and shoes at school.
26. Students are to conduct themselves appropriately. No physical or verbal assaults.
27. No eating and drinking in the classrooms.
28. No napping allowed in the classrooms.
29. Students' vehicles parked in the school lot are to be parked in designated spots only.
30. Students who remove their vehicle from the parking lot will not be allowed to park their car in the lot again on that day.
31. All student vehicles must be parked in designated spots by 8:30 a.m. or by closure of the gate depending on availability. These students must be scheduled to attend school at 8:30 a.m. and actually attending class immediately after they park their vehicle.

32. The parking lot is limited and may not accommodate all student vehicles. The school reserves parking spaces for patrons and others.
33. Students who do not cooperate with the parking regulations will be banned from using the parking lot.
34. All California State Board of Cosmetology Rules and Regulations regarding sanitation, sterilization and personal hygiene must be observed and adhered to at all time.
35. No smoking or vaping is allowed in classroom or school premises.
36. No pets or animal are allowed in classroom or school premises.

### **LOST AND DAMAGED PERSONAL ITEMS**

RBS is not responsible for the loss or damage of student's personal property. For mutual protection, other than a wedding ring or watch, students are encouraged not to wear expensive jewelry to school.

### **SUSPENSION AND DISMISSAL**

The following may result in suspension and discipline up to and including expulsion or dismissal:

- Failure to meet Satisfactory Academic Progress (SAP) Policy (See SAP Policy)
- Failure to follow the rules and regulations, code of conduct, or the policies listed in this catalog
- Theft or non-accidental damage to RBS property
- Forgery, alteration or misuse of records or documents
- Cheating, plagiarism or other academic dishonesty
- Physical or verbal abuse of others or any threat of force
- The use, possession, distribution or being under the influence of alcohol, narcotics, or other controlled substances on campus at any time, or off campus at RBS sponsored events. -
- Unauthorized entry into, unauthorized use of, or misuse of RBS property.
- Disorderly, lewd, indecent, obscene or offensive conduct on campus, or at any RBS sponsored event
- Possession or use of explosives or weapons
- Failure to comply with directions of RBS officials acting in performance of their duties
- Obstruction or disruption of the educational process
- Complicity, soliciting or assisting another in any act which would subject another student to discipline
- Attempting to do any of the above

### **DRESS CODE**

In order to prepare students for a career in their fields of study, students enrolled in all programs are expected to maintain high standards of personal hygiene and cleanliness, both in the classroom and when working with clients. Students are required to wear the following at all times: closed-toe shoes, pants that reach at least mid-calves short sleeve shirt, and school uniform. Students nails must be clean and trimmed (Skincare and Massage student nails must



be trimmed short). All hair must be clean and neatly groomed. Students not adhering to Rosemead Beauty School's dress code will be dismissed from class for the day and will be required to make up missed hours.

### **STUDENT PARKING**

The school has a limited parking lot. Therefore, some parking spaces are reserved for clients paying for services, instructors, and staff. Student parking is a privilege and can be revoked upon a student's unwillingness to cooperate with school staff. Students who are late may not use the school parking lot. The school is not responsible for any theft of any vehicle, nor responsible/liable for any accident resulting in vehicle damage and personal injury. The school is not liable for any harm to any person/animal that is in the parking lot. Students may use all day street parking close to the school.

NOTE: ROSEMEAD BEAUTY SCHOOL IS NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE TO YOUR VEHICLE AND IS NOT RESPONSIBLE FOR ANY OTHER PERSONAL INJURY OR LIABILITY TO ANYONE IN THE PARKING LOT.

### **STUDENT HOUSING**

RBS has no responsibility to find or assist a student in finding housing. RBS does not offer housing services and does not operate dormitories or other housing facilities. Housing in the immediate area is available in two story walkup and garden apartments, please visit [www.apartmentguide.com](http://www.apartmentguide.com) for additional information. The average apartment size for a Rosemead, CA apartment is 760 square feet, but this number varies greatly depending on unit type, with cheap and luxury alternatives for houses and apartments alike. Studio apartments are the smallest and most affordable, 1-bedroom apartments are closer to the average, while 2-bedroom apartments and 3-bedroom apartments offer a more generous square footage. The average rent for an apartment in Rosemead is \$2,120. The cost of rent varies depending on several factors, including location, size, and quality. As of December 24, 2022, the average rent for a 1-bedroom apartment in Rosemead, CA is \$1,650.

Sources:

<https://www.rentcafe.com/average-rent-market-trends/us/ca/rosemead/>

<https://www.zumper.com/rent-research/rosemead-ca>

### **COMMUTING**

RBS is located approximately three (3) blocks north of the San Bernardino Freeway 10, exit Walnut Grove, north to Valley Boulevard. The School is one building from the northwest corner of Valley Boulevard and Walnut Grove Boulevard. Public transportation is available on Valley Boulevard. Buses run on the south and north sides of the street at the Walnut Grove intersection of Valley Blvd. Buses run every 15 to 30 minutes servicing from Los Angeles to the El Monte station. Buses also connect with other buses serving the east San Gabriel Valley.

Commuting costs could range from different bus fare to approximately \$6.00 each day depending on the student's proximity from the school.

### **ADVISING SERVICES**

RBS takes a personal interest in each student. Every student is extended the privilege of consulting with the President at any time. Students should schedule appointments with the Administrative Office. RBS offers career, individual and placement counseling. Students are advised on a variety of issues, attendance, academics, and or behavior problems. Advising may also be done on any issue that the student has the need to discuss. Informal advising sessions between student and school personnel are not recorded. Formal advising sessions are documented, and copy given to the student with the original placed in his/her file. Information regarding child-care services, local housing and transportation are posted on the announcement board located on the wall of the corridor.

### **EMPLOYMENT ASSISTANCE**

Employment assistance is provided to students and graduates at no additional charge. RBS establishes relationships with local employers and takes great pride in recommending graduates and helping them to prepare for employment. RBS also maintains a job bulletin board for students to review employment opportunities. RBS cannot guarantee placement or use it as an inducement for enrollment. Salon readiness is covered in our theory curriculum during the course which includes the skills required for successfully completing a resume, interviewing, dressing for success, job search skills and professionalism. These skills are also encouraged to be practiced throughout the program.

### **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at RBS.

**STANDARDS:** To maintain Satisfactory Academic Progress (SAP) as established by this institution students must:

1. Maintain a cumulative academic grade point average (GPA) of "C" (70%) or better at the end of each of the evaluation period. GPA includes grades obtained in exams for theory classes and practical grades obtained on hands on practical exams.
2. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.
3. Students are provided progress reports at each evaluation point, which show their academic, and attendance percentage. If students' academic and attendance percentage are 70% or higher, they are maintaining satisfactory academic progress.

### **Maximum time frame for course attendance**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

Program Name	Hours	Program Length	Max Time Frame
<b>Cosmetology</b>			
30 hrs. weekly	1600	56 calendar weeks	84 calendar weeks
40 hrs. weekly	1000	25 calendar weeks	38 calendar weeks
<b>Nail Care</b>			
40 hrs. weekly	400	10 calendar weeks	15 calendar weeks
<b>Skin Care</b>			
40 hrs. weekly	600	15 calendar weeks	23 calendar weeks
<b>Massage Therapy II</b>			
40 hrs. weekly	600	15 calendar weeks	23 calendar weeks
28 hrs. weekly	600	22 calendar weeks	33 calendar weeks

### Attendance Evaluation

The minimum satisfactory attendance progress is determined by the following criteria:

Program	Evaluation Points (Clock Hours)		
Cosmetology - 1600 Clock Hours	450	900	1250
Cosmetology - 1000 Clock Hours	500	1000	
Nail Care – 400	200	400	
Skin Care – 600	300	600	
Massage Therapy II	300	600	

The evaluations occur before and after the midpoint of each course. If students are meeting the minimum requirements, they are considered making satisfactory progress until the next scheduled evaluation.

### Academic Points in Grading System

Qualitative academic progress is measured by a grading system scale as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as “C” or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Numerical grades are considered according to the following scale:

Grading	Letter	Description	Grade Point
90-100%	A	Excellent	4.00
80-89%	B	Above Average	3.00
70-79%	C	Average	2.00
60-69%	D	Below average	1.00
59% or below	F	Fail	0.00

Satisfactory Academic Progress requires a minimum passing score of 70%.

## Academic Evaluation Periods

The Satisfactory Academic Progress Evaluation is performed at specific points in the course.

Program	Evaluation Points (Clock Hours)		
Cosmetology - 1600 Clock Hours	450	900	1250
Cosmetology - 1000 Clock Hours	500	1000	
Nail Care – 400	200	400	
Skin Care – 600	300	600	
Massage Therapy II	300	600	

Students meeting the minimum requirements for academics and attendance at evaluation are making satisfactory progress until the next scheduled evaluation. All evaluations are completed within (7) business days following the established evaluation points.

## Determination of Progress Status

Students meeting the minimum grade and attendance requirements at the evaluation point are making satisfactory academic progress until the next scheduled evaluation.

## Probation Period

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and will be dismissed.

## Re-Entry

Students previously withdrawn, who wish to reenroll must first submit a request for reenrollment. They must then meet with a school official to discuss the possibility of reenrolling. It is only with the approval of the school official that a student will be allowed to reenroll. Based on the student's prior academic history and the length of time that has elapsed since withdrawal, the school official will determine if the student will be accepted for reenrollment. Students who reenter will reenter under the new Satisfactory Academic Progress status. If a student has been out of school for more than 60 months, the student may be required to retake the full program over. Students who withdraw prior to completion of the course and wish to re-enroll within 180

calendar days of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

### **Re-Establishing Satisfactory Academic Progress**

Students can re-establish satisfactory academic progress by working with the institution to develop an academic or attendance plan so that at the next evaluation period, student will have achieved satisfactory academic progress. This plan may include how students can make up hours.

### **LEAVE OF ABSENCE POLICY**

Occasionally, students may experience extended personal, medical, or other problems, which make it difficult to attend classes. The school may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. Documentation to support the reason for the LOA is required for all Leave of Absence requests.

Requests for LOA must be submitted in advance in writing, including the reason for the student's request and include the student's signature. A LOA can only be granted if there is reasonable expectation that the student will return from the LOA. Students must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so. Rosemead Beauty School may grant a LOA to a student who did not provide the request prior to the LOA when unforeseen circumstances make advance LOA requests impossible. Rosemead Beauty School will document the reason for its decision and collect the request from the student later. In all cases, a LOA addendum will be provided for a student's signature upon the student's return with the new program end date.

The written request must include the starting and ending date of leave of absence. Leaves of Absence may be granted for up to 180 days. Under no circumstances can the school grant more than a single (1) LOA within each 12-month period of enrollment. Students will not be assessed additional tuition charges while on an approved leave of absence. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at this time. The School will determine the start date of the approved LOA as the first date the student was unable to attend. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will resume classes where they left off before their Leave to the academic and attendance progress status they held. Students who fail to return from a LOA by their expected return date will be dismissed. In this case, the date of determine for students who fail to return from a LOA will be the day the student is due to return. The refund is calculated is up through the last date of attendance. The Date of Determination is the date the date the student was due to return. Leave of Absence extends contract period and maximum time frame by same number of days taken in LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. Approval of the student's request for a LOA is in accordance with Rosemead Beauty School's policy.

If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as prior to the leave. Hours elapsed during a leave of absence will

extend the student’s contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

### 2022-2023 TUITION AND FEES\*

Program	Cosmetology 1600	Cosmetology 1000	Massage Therapy II	Skin Care	Nail Care
Tuition	\$8,090	\$6,590	\$4,790.00	\$3,990	\$1,340
Registration Fee - (Non-Refundable)	\$90	\$90	\$90	\$90	\$90
Kit/Supplies/Uniform -(Non-Refundable upon removal from original packaging)	\$800	\$800	\$600	\$500	\$350
Entrance Exam – (Non-Refundable)	\$20	\$20	\$20	\$20	\$20
STRF (Non-Refundable) - \$2.50 for every \$1,000 rounded to the nearest \$1,000)	\$22.50	20.00	\$15.00	\$12.50	\$5.00
<b>Total Charges for Period of Attendance</b>	<b>\$9,022.50</b>	<b>7,520.00</b>	<b>5,515.00</b>	<b>4,612.50</b>	<b>1,805.00</b>
<b>Estimated schedule of total charges for the entire educational program</b>	<b>\$9,022.50</b>	<b>7,520.00</b>	<b>5,515.00</b>	<b>4,612.50</b>	<b>1,805.00</b>

\*Effective April 1, 2022, qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Interest charges are not applied to credit balances and billing terms are one year or less. The institution does not impose additional charge for hours if a student goes over the contract end date specified on the enrollment agreement. RBS will not issue a diploma to a student when payments are not paid in full.

RBS does not provide financial aid nor does RBS participate in any Preferred Lender Arrangement (PLA) with a lender of private education loans. RBS currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. RBS does **not** participates in financial aid programs such as: the Federal Pell Grant, and Federal Direct Loan Programs. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

### Payment Plans

RBS does not offer payment plans.

### STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834; P.O. Box 980818, West Sacramento, CA 95798-0818. Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov); Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897; (916) 574-8900 or by fax (916) 263-1897.

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 teachout plan approved by the Bureau or did not complete a chosen teachout plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

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

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

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

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

The Bureau may conduct an investigation to verify whether to grant or deny a claim, and may request any additional information or supporting documentation.

## **CANCELLATION, WITHDRAWAL AND REFUND POLICY**

### **Student's Right to Cancel**

Students have the right to cancel their enrollment agreement for a course of instruction, without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. Notice of cancellation shall be in writing and may be made by mail, email or hand delivery and shall be addressed to school President Mr. Kenneth Yong [kenyong823@gmail.com](mailto:kenyong823@gmail.com) or 8531 E. Valley Blvd., Rosemead, CA, 91770. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed and postage paid. Students who wish to withdraw after the class start date should notify the school President Mr. Kenneth in writing by mail, email or hand delivery at [kenyong823@gmail.com](mailto:kenyong823@gmail.com) or 8531 E. Valley Blvd., Rosemead, CA, 91770.

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. You will be given a notice of cancellation form on or before the first day of class, but you can use any written notice that you wish.

If RBS has given the student any equipment, including books or other materials, the equipment shall be returned to the school within 10 days following the date of the notice of cancellation. If the equipment is not returned—including books or other materials—in good condition (re-issuable as new) within the 10 day period, RBS may deduct the documented cost of the equipment from any refund that may be due to the student. Once the equipment is paid for, it is the students to keep without further obligation. If the student cancels his or her Enrollment Agreement, RBS will refund any money that was paid, less a nonrefundable registration fee not



to exceed \$250.00 and any deduction for equipment not timely returned in good condition (re-issuable as new), within 45 days after the notice of cancellation is received.

### **Withdrawal Date**

A student's withdrawal date is the date of a student's last physical date of attendance as recorded in the institutional records. Refunds calculated for purposes of the Institutional Refund Policy are based on a student's withdrawal date.

### **Determination of Withdrawal Date**

The school will review its attendance reports weekly and decide within 14 days of absence, if the student will be returning to school or not. This will be the date of the institutional determination of withdraw from school for purposes of making institutional refunds.

### **Determination of Withdrawal from School**

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

- The date the student notifies the School Director of intent to withdraw.
- The date the school terminates the student's enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date the student fails to attend classes for 14 consecutive class days and fails to inform the school of withdrawing.
- A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

If a student is absent for three consecutive weeks and are not on an approved leave of absence, he/she will be deemed unofficially withdrawn.

The date the student fails to return as scheduled from an approved leave of absence is the withdrawal date and shall be charged up through the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

### **Institutional Refund Policy**

Students may withdraw from a course of instruction at any time. If the student withdraws from the course of instruction after the cancellation period, the institution provides a pro rata refund of tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed, there will be no refund due to the student. Refunds shall be the amount paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which was not received but for which was paid, and the denominator of which is the total number of hours of instruction which has been paid. An applicant who is not accepted by

the institution is entitled to a refund of all monies except a nonrefundable application fee not to exceed \$250.00.

### **Equipment**

If the school has given you any returnable unused equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 30-day period, the school may deduct its documented cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. Beauty supplies and equipment are not returnable items due to sanitary reasons. Therefore, once you have received any beauty equipment, its cost is charged to your account. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. PLEASE NOTE: Manicure kits are not returnable, once students have opened the received and opened the seal on the kit.

### **Refunds**

Any refund due after application of the institutional refund policy will be made as soon as possible but not later than 45 days from the determination of date of withdrawal.

### **COPYRIGHT INFRINGEMENT AND CIVIL LIABILITIES**

Misuse of copyrighted materials is prohibited. Students may face jail, or fines up to \$250,000.00, or both under the civil or criminal court system. Students are strictly prohibited to use any of the institutional equipment to copy, download, or distribute any copyrighted material. Unauthorized use of the institutional equipment may be grounds for disciplinary action by RBS up to and including dismissal from school.

### **PROGRAM DESCRIPTIONS AND LEARNING OUTCOMES**

#### **COSMETOLOGY PROGRAM (1600 CLOCK HOURS)**

SOC Code 39-5012.00

The Cosmetology Program is a 1,600-hour clock hour based program designed to train students in the practical skills, theoretical knowledge, and professional attitudes necessary to obtain licensure in California and for competency in entry-level positions in the Cosmetology profession. The program covers all phases of cosmetology, including: styling, coloring, skin care, and manicuring and pedicure mandated by the California Bureau of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act.

#### Learning Objectives

The objective of the Cosmetology Program is to offer training that prepares each student to acquire the knowledge and skills necessary to pass the California State Board Exams and be successful in the beauty industry. Upon completion of the course requirements, the determined graduate will be:

- Prepared to pass the State of California Licensing Examination

- Able to perform skills in the areas of hair cutting, hair styling, hair coloring, skin care, make-up application and manicuring
- Able to communicate effectively with colleagues, supervisors and guests
- Able to project professionalism
- Able to perform basic analytical skills to be able to advise clients on total look concepts
- Able to apply academic learning, technical information and related matter to assure sound judgements, decisions and procedures

Occupations

According to the American Association of Cosmetology Schools, there are a wide variety of professional careers a graduate can pursue after earning a diploma from a cosmetology school and getting their license. These include: Haircolor Specialist, Salon Owner/Manager, Makeup Artist, Lash Artist, Fashion Show Stylist, Platform Artist and Educator, Perm Specialist, Nail Care Artists, School Instructor, Salon Coordinator, Salon Sales Consultant, Manufacturer Sales Representative, Director of Education Distributor’s Sales Representative, Photo and Movie Stylist, Beauty Magazine Writer, Beauty Magazine Editor, Cosmetology School Owner, Beauty Care Marketing, Salon Franchisee, Salon Chain Management, Beauty Care Distributor, Salon Computer Expert, Beauty Care PR Specialist, Research Chemist, Beauty Product Designer, Beauty Business Consultant, and Trade Show Director.

Graduation Requirements

- Completion of 1600 hours; including required theory hours, and practical operations hours in Cosmetology
- Attendance of at least 70% of the scheduled length of time it takes to complete the program
- Minimum 70% academic grade average
- Completed of all written and practical exams
- Applicants must also be able to receive massage
- Make satisfactory arrangements for payment of all debts owed to RBS
- Payment in full of all tuition and fees

Upon successful completion of the program, students will be awarded a diploma noting the specific program of study and the graduation date.

The curriculum for students enrolled in a cosmetology course shall consist of 1,600 hours of technical and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. RBS instructional program meets or exceeds these requirements. Exceeds means that during your training you may complete more services than what is listed, however, no additional hours, over the 1600 is required by the Board of Barbering and Cosmetology.

COSMETOLOGY CURRICULUM REQUIREMENT (1600 TOTAL CLOCK HOURS)	MINIMUM THEORY HOURS	MINIMUM PRACTICAL HOURS
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**Hair Dressing - 1100 Hours**

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

<b>HAIRSTYLING</b>	<b>65</b>	<b>240</b>
The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.		
<b>PERMANENT WAVING AND CHEMICAL STRAIGHTENING</b>	<b>40</b>	<b>105</b>
The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.		
<b>HAIR COLORING AND BLEACHING</b>	<b>60</b>	<b>50</b>
The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.		
<b>HAIR CUTTING</b>	<b>20</b>	<b>80</b>
The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.		
<b>Health and Safety – 200 Hours</b>		
The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject matter as follows:		
<b>LAWS AND REGULATIONS</b>	<b>20</b>	<b>-</b>
The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.		
<b>HEALTH AND SAFETY CONSIDERATIONS</b>	<b>45</b>	
The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.		
<b>DISINFECTION AND SANITATION</b>	<b>20</b>	
The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of		
<b>ANATOMY AND PHYSIOLOGY</b>	<b>15</b>	<b>-</b>
The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.		
<b>Esthetics – 200 Hours</b>		
The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:		
<b>MANUAL, ELECTRICAL AND CHEMICAL FACIALS</b>	<b>25</b>	<b>40</b>

The subject of manual, electrical and chemical facials shall include, but is not limited to, the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

<b>EYEBROW BEAUTIFICATION AND MAKEUP</b>	<b>25</b>	<b>30</b>
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The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.

**Manicuring and Pedicuring - 100 Hours**

The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject matter as follows:

<b>MANICURING AND PEDICURING</b>	<b>10</b>	<b>25</b>
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The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

<b>ARTIFICIAL NAILS AND WRAPS</b>	<b>25</b>	<b>120 (nails)</b>
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Artificial nails including acrylic, liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.

(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.

**COSMETOLOGY COURSE SYLLABUS - (1000 CLOCK HOURS)**

SOC Code 39-5012.00

Description

The Cosmetology curriculum consists of one thousand (1000) clock hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in entry-level job skills, obtain licensure, and obtain gainful employment in the field of cosmetology or related career fields.

Learning Objectives

Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude, a sense of personal integrity, and self-confidence.
- Practice effective communication skills, visual poise, and proper grooming.

- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform the basic manipulative skills in the areas of hair care, skin care, and nail care.
- Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

### Grading Procedures

Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures as set forth in the Practical Grading Sheet. Students must maintain a written grade average of 70 percent or higher and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Grading	Letter	Description	Grade Point
90-100%	A	Excellent	4.00
80-89%	B	Above Average	3.00
70-79%	C	Average	2.00
60-69%	D	Below average	1.00
59% or below	F	Fail	0.00

Satisfactory Academic Progress requires a minimum passing score of 70%.

### Requirements for successful completion

- Completion of 1000 hours; including required theory hours and practical hours of technical instruction and practical training covering all practices constituting the art of cosmetology
- Attendance of at least 70% of the scheduled length of time it takes to complete the program
- Minimum 70% academic grade average
- Completed of all written and practical exams
- Make satisfactory arrangements for payment of all debts owed to RBS
- Payment in full of all tuition and fees

Upon successful completion of the program, students will be awarded a diploma noting the specific program of study and the graduation date.

<b>Cosmetology Course Theory and Practice Requirements</b>		
<b>Subjects</b>	<b>Clock Hours</b>	
	<b>Theory Hours</b>	<b>Practice</b>
<b>One hundred hours (100) in health and safety</b>		

Health and Safety Laws and Regulations	20	
Hazardous Substances	5	
Chemical Safety	10	5
Safety Data Sheets	10	
Protection From Hazardous Chemicals	10	10
Preventing Chemical Injuries	5	10
Preventing Communicable Diseases	10	5
<b>SUBJECT TOTAL</b>	<b>70</b>	<b>30</b>
<b>One hundred (100) hours in disinfection and sanitation</b>		
Disinfection procedures to protect the health and safety of consumers and the technician	20	30
Proper disinfection procedures for equipment used in establishments	20	30
<b>SUBJECT TOTAL</b>	<b>40</b>	<b>60</b>
<b>Two hundred fifty five (255) hours in chemical hair services</b>		
Coloring	20	40
Straightening	10	20
Waving	10	20
Bleaching	20	40
Hair analysis	10	10
Predisposition and strand tests	5	5
Safety precautions	10	10
Formula mixing	5	10
Use of dye removers	5	5
<b>SUBJECT TOTAL</b>	<b>95</b>	<b>160</b>
<b>Two hundred forty five (245) hours in hairstyling services</b>		
Arranging	5	10
Blow drying	10	10
Cleansing	5	10
Curling	10	10
Dressing	10	10
Hair analysis	10	10
Shampooing	10	10
Waving	10	10
Nonchemical straightening	5	10
Hair cutting: use of shears, razors, electrical clippers and trimmers, thinning shears, for wet and dry cutting	20	60
<b>SUBJECT TOTAL</b>	<b>95</b>	<b>150</b>
<b>One hundred fifty (150) hours in skin care services</b>		
Chemical and Manual facials and massaging	15	20
Stimulating	10	15

Exfoliating	5	10
Cleansing, or beautifying the face, scalp, neck, or body by the use of hands	5	10
Esthetic devices	10	20
Cosmetic Products	5	10
Esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue	5	10
<b>SUBJECT TOTAL</b>	<b>55</b>	<b>95</b>
<b>Fifty (50) hours in hair removal and lash and brow beautification</b>		
Tinting and perming eyelashes and brows and applying eyelashes to any person	10	15
Removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays	10	15
<b>SUBJECT TOTAL</b>	<b>20</b>	<b>30</b>
<b>One hundred (100) hours in manicure and pedicure</b>		
Water and oil manicures	10	20
Hand and arm massage, foot and ankle massage	5	10
Nail analysis	5	10
Artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs	10	30
<b>SUBJECT TOTAL</b>	<b>30</b>	<b>70</b>
<b>TOTAL THEORY and PRACTICE</b>	<b>405</b>	<b>595</b>
<b>COURSE TOTAL</b>	<b>1000</b>	

All course instruction is provided under the active and direct supervision of qualified instructors, and meet or exceed the minimum requirements for approval set forth herein, and be substantially related to the cosmetology profession.

#### Prerequisites

- The Cosmetology course does not have prerequisites.

#### Instructional Materials and References

- Textbooks: MILADY Cosmetology, 13th edition
- A comprehensive resource center of references, periodicals, books, texts, audio/video, and online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

#### **NAIL CARE PROGRAM (400 CLOCK HOURS)**



SOC: 39-5092.00

The Nail Care program is a 400-hour clock-hour based program designed to train the student in basic nail skills, impeccable health and safety protocols, proper sanitation habits, business skill, communication skills, and the professionalism necessary to obtain a California license and secure a job in Nail Technology or a related field.

#### Learning Objectives

The objective of the Nail Care program is to offer training that prepares each student to acquire the knowledge and skills necessary to pass the California State Board Exams and be successful in the beauty industry. Upon completion of the course requirements, the graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence
- Practice effective communication skills, visual poise, and proper grooming
- Respect the need to deliver worthy service for value received in an employer-employee relationship
- Perform the basic manipulative skills in the area of nail care
- Perform the basic analytical skills to determine appropriate nail care services to achieve the best total look for each client
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures

#### Occupations

According to the American Association of Cosmetology Schools, there are a wide variety of professional careers a graduate can pursue after earning a diploma from a cosmetology school and getting their license. These include: Nail Care Tech in Salon (resort/spa), Nail Specialist, Product Specialist, Product Sales Rep, Platform Artist, Competitive Nail Tech for Industry Competitions, and Salon Owner.

#### Graduation Requirements

- Completion of 400 hours; including required theory hours, and practical operations hours in Nail Care Program
- Attendance of at least 70% of the scheduled length of time it takes to complete the program
- Minimum 70% academic grade average
- Completed of all written and practical exams
- Applicants must also be able to receive massage
- Make satisfactory arrangements for payment of all debts owed to RBS
- Payment in full of all tuition and fees

Upon successful completion of the program, students will be awarded a diploma noting the specific program of study and the graduation date.

#### State Requirements

The curriculum for students enrolled in the Nail Care program shall consist of 400 hours of technical and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. RBS instructional program meets or exceeds these requirements. Exceeds means that during your training you may complete more services than what is listed, however, no additional hours, over the 400 is required by the Board of Barbering and Cosmetology.

NAIL CARE CURRICULUM REQUIREMENT (400 TOTAL CLOCK HOURS)	MINIMUM THEORY HOURS	MINIMUM PRACTICAL HOURS
<p><b>Nail Care - 300 Hours</b> The required subjects of instruction in Nail Care shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:</p>		
<b>MANICURES AND PEDICURES</b>	<b>60</b>	<b>60 (180 nails)</b>
<p>The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.</p>		
<p><b>Health and Safety - 100 Hours</b> The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction and practical operations for each subject matter as follows:</p>		
<b>LAWS AND REGULATIONS</b>	<b>10</b>	<b>-</b>
<p>The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations</p>		
<b>HEALTH AND SAFETY CONSIDERATIONS</b>	<b>25</b>	<b>-</b>
<p>The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishment, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.</p>		
<b>DISINFECTION AND SANITATION</b>	<b>20</b>	<b>10</b>
<p>The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1 and 980.3.</p>		
<b>BACTERIOLOGY, ANATOMY AND PHYSIOLOGY</b>	<b>20</b>	<b>-</b>
<p>The Subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.</p>		
<p>(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers.</p>		

**SKIN CARE (600 CLOCK HOURS)**

SOC Code 39-5094.00

The Skin Care program is 600-hour program consisting of classroom and clinical experience required for California State Board licensing. The program is designed to prepare graduates to function effectively in a diverse, competitive, and growing Esthetics industry. The Esthetics industry promotes the wellbeing of the customer or client through the provision of specialized facial, hand, skin, and body treatments. There is a high expectation of proficiency and excellence in the skills and professionalism of practitioners, and service provision is customized to the needs of individual clients.

### Learning Objectives

The objective of the Skin Care program is to offer training that prepares each student to acquire the knowledge and skills necessary to pass the California State Board Exams and be successful in the beauty industry. Upon completion of the course requirements, the graduate will be able to:

- Perform a variety of specialized body and skin care treatments following correct procedures and precautions and supporting client needs (including and not limited to facials, hair removal, and non-permanent make up applications).
- Use a range of specialized equipment and products, in compliance with established state, industry, and other related standards, regulations, policies, and procedures.
- Apply relevant knowledge of skin care treatments and services
- Identify business skills and activities required for the successful establishment and operation of a small esthetic business in a salon or spa environment
- Select and recommend the use of esthetic products and product ingredients to clients, taking into account health status and identified needs
- Establish and maintain professional relationships in adherence to standards and ethics associated with the profession

### Occupations

According to the American Association of Cosmetology Schools, there are a wide variety of professional careers a graduate can pursue after earning a diploma from a cosmetology school and obtaining a license. These include: Skin Care Therapist, Spa Technician, Facialist, Skin Care Technician, Makeup Artist, Lash Artist, Wax Specialist, Makeup Designer, Makeup Specialist, Product Specialist, Product Sales Rep, and Salon Owner.

### Graduation Requirements

- Completion of 600 hours; including required theory hours, and practical operations hours in Skin Care Program
- Attendance of at least 70% of the scheduled length of time it takes to complete the program
- Minimum 70% academic grade average
- Completed of all written and practical exams
- Applicants must also be able to receive massage
- Make satisfactory arrangements for payment of all debts owed to RBS
- Payment in full of all tuition and fees

Upon successful completion of the program, students will be awarded a diploma noting the specific program of study and the graduation date.

### State Requirements

The curriculum for students enrolled in the Skin Care program shall consist of 600 hours of technical and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. RBS instructional program meets or exceeds these requirements. Exceeds means that during your training you may complete more services than what is listed, however,

no additional hours, over the 600 is required by the Board of Barbering and Cosmetology.

<b>SKIN CARE CURRICULUM REQUIREMENT (600 TOTAL CLOCK HOURS)</b>	<b>MINIMUM THEORY HOURS</b>	<b>MINIMUM PRACTICAL HOURS</b>
<b>Facials - 350 Hours</b>		
The required subjects of instruction in Facials shall be completed with the minimum hours of technical		
<b>MANUAL, ELECTRICAL AND CHEMICAL FACIALS</b>	<b>70</b>	<b>140</b>
The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.		
<b>PREPARATION</b>	<b>15</b>	<b>-</b>
The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.		
<b>Health and Safety - 200 Hours</b>		
The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject-matter as follows:		
<b>LAWS AND REGULATIONS</b>	<b>10</b>	<b>-</b>
The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.		
<b>HEALTH AND SAFETY CONSIDERATIONS</b>	<b>40</b>	<b>-</b>
The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.		
<b>PHYSIOLOGY DISINFECTION AND SANITATION</b>	<b>10</b>	<b>-</b>
The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.		
<b>ANATOMY AND PHYSIOLOGY</b>	<b>15</b>	<b>-</b>
The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.		
<b>Hair Removal and Makeup - 50 Hours</b>		
The required subjects of instruction in Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:		

<b>EYEBROW BEAUTIFICATION</b>	<b>25</b>	<b>50</b>
The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.		
<b>MAKE-UP</b>	<b>20</b>	<b>40</b>
The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.		
(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.		

## **MASSAGE THERAPY II (600 CLOCK HOURS)**

SOC: 31-9011

The Massage Therapy II course of study consists of 600 clock hours covering the modalities of Asian bodywork and health science classes. The minimum requirement for state certification by the California Massage Therapy Council (CAMTC) as a Massage Therapist in the State of California is 500 hours and passage of the Massage and Bodywork Licensing Exam (MBLEx). The program prepares the graduate with the skills, knowledge and work habits needed to obtain an entry-level position in Massage Therapy.

*Note: In California, a student does not need to pass MBLEx test to get "California Massage Certificate" until 12-31-2022.*

### Course Description

This comprehensive massage therapy course prepares students to become successful practicing bodyworkers by giving them a broad knowledge of both therapeutic and clinical techniques. Students learn an eclectic style of therapeutic massage covering the modalities of Asian bodywork and health science classes, which gives them a solid foundation for mastering many different bodywork techniques. They are taught a wide range of bodywork therapies that includes reflexology, acupuncture, deep tissue, myofascial techniques, lymphatic and sports massage, and injury techniques,. The program includes courses in anatomy, physiology, pathology and kinesiology, as well as integrative assessment and documentation. Students gain a solid understanding of the body, enabling them to effectively communicate with other health care professionals and create comprehensive treatment programs for their clients. Professional ethics and communication are incorporated, along with training in laws and regulations.

### Learning Objectives

- Demonstrate an understanding of the professional conduct required to be a Massage Therapist
- Perform proper draping techniques
- Demonstrate an understanding of universal precautions
- Demonstrate a thorough understanding of body mechanics
- Show an understanding of Anatomy and Physiology for Body-workers
- Be competent in the hands-on skills related to Circulatory Massage techniques
- Demonstrate an understanding of, and be able to assess, contraindications to massage
- Demonstrate an understanding of the theories and philosophy of massage
- Have an understanding of the physiological benefits of massage
- Successfully demonstrate competency and understanding of the required skills when participating in clinic or other externship opportunities. Such competencies include adhering to professional standards

- and ethics, conscientious client assessment, practical application techniques and appropriate self-care
- Explore personal career goals as they relate to developing their career as a Massage Therapist.
- Prepare for the Massage and Bodywork Licensing Exam (MBLEx).

#### Prerequisites

The Massage Therapy II course does not have prerequisites.

#### Graduation Requirements

- Completion of 600 hours; including required theory hours, and practical operations hours in massage therapy
- Attendance of at least 70% of the scheduled length of time it takes to complete the program
- Minimum 70% academic grade average
- Completed of all written and practical exams
- Applicants must also be able to receive massage
- Make satisfactory arrangements for payment of all debts owed to RBS
- Payment in full of all tuition and fees

Upon successful completion of the program, students will be awarded a diploma noting the specific program of study and the graduation date.

**All 500 clock hours of education required for CAMTC Certification are provided under the active and direct supervision of qualified instructors, and meet or exceed the minimum requirements for approval set forth herein, and be substantially related to the massage profession:**

A. In-person supervised 310 clock hours addressing the following subjects:

(1) 250 hours of Hands-On Massage including, but not limited to, client assessment and interview, client draping, massage application, and planning and administering an individualized therapeutic massage.

(2) 20 hours of Anatomy & Physiology Lab.

(3) 10 hours of Ethics including, but not limited to, standards of ethical practice, California laws and rules, informed consent, therapeutic relationship, and confidentiality.

(4) 30 hours of additional subject matter which may include, but is not limited to, any combination of:

- Kinesiology Lab including, but not limited to, palpation, movement, range of motion, and end feel.
- Reflexology & Acupressure.
- Basic Shiatsu
- Sport Massage
- Swedish Massage
- Lymphatic Massage
- Massage in the Spa setting
- Asian Bodywork Application
- Self-Care
- Clinical Massage Techniques

B. In-person supervised 190 clock hours addressing the following subjects:

- 60 hours of Anatomy & Physiology Theory including, but not limited to, orientation to the human body; integumentary, skeletal, fascial, muscular, nervous, cardiovascular, and other body systems; and kinesiology.

- 35 hours of Contraindications including, but not limited to, pathology, endangerment areas, skin disorders, and medications and massage.
- 20 hours of Health & Hygiene including, but not limited to, therapist hygiene, blood and airborne pathogens, infection control, and universal precautions.
- 15 hours of Business including, but not limited to, professional development, obtaining and maintaining credentials, and adhering to laws and regulations.
- 100 hours of additional subject matter which may include, but is not limited to, any combination of:
  - Massage Theory
  - Massage History
  - Medical Terminology
  - Kinesiology Theory

#### Instructional Materials

- Theory & Practice of Therapeutic Massage by Mark F. Beck , 6th Edition
- Theory & Practice of Therapeutic Massage –Workbook by Mark F. Beck, 6th Edition

#### Permit Requirements

To practice massage in an establishment a permit/business license is required and must be secured by the local police department. RBS has surrounding city permit information and will assist with completing necessary documents to file for the appropriate local city permits and licenses.

#### Certification

California Business and Professions Code sections 4600 et. Seq. designate many qualifications set for certification. Applicants must meet the educational requirements in the law from a CAMTC approved school:

- Have passed a CAMTC approved exam
- Have passed a background check
- Not violated any provisions of the law

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et. seq.”

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](http://www.camtc.org), phone (916) 669- 5336, or fax (916) 669-5337.

#### Unfair Business Practices

- (1) Pursuant to California Business and Professions Code section 4611, It is an unfair business practice for a person to do any of the following:
  - (a) To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
  - (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

## Draping Policy

During massage sessions, the patron's genitals, pubic area, anus, and female patron's breasts below a point immediately above the top of the areola must be fully draped always while any employee of the business or establishment is in the massage therapy room or cubicle with the patron. No massage therapy shall be provided to a patron that results in intentional contact, or occasional and repetitive contact with the genitals, anus, or areola of a patron.

<b>MASSAGE THERAPY II COURSE</b>	<b>Theory</b>	<b>Practical</b>	<b>Non-Massage Lab</b>
Historical Overview of Massage	5		
Laws and Regulations	5		
Professional Ethics for Massage Professional	5		5
Anatomy and Physiology	60		30
Kinesiology	20		5
Infection Control & Safety Practice	20		5
Swedish (Classic) Massage	10	10	
Rhythm and Pressure as AP	10	10	
Mastery of Basic Massage	10	20	
Palpation Assessment	5		5
Clinical Massage Techniques	10	20	
Lymphatic Massage	5	20	
Sport Massage	5	20	
Reflexology/ Acupressure	20	20	
Basic Shiatsu/ 16 Movement	10	20	
Massage in the Spa Setting	10	30	
Passive and Active Joint	10	20	
Other Therapeutic Techniques	10	20	
Massage Business Admin	15		
Effects, Benefits, Indications and Contraindications	20		
Asian Bodywork Application	5	10	
Self-Care	5	5	
Intro to System Massage	5	10	
Preparing the Client for a Massage	5		5
6 Major Categories of Mass	5	20	
<b>Total by Category</b>	<b>290</b>	<b>255</b>	<b>55</b>
<b>TOTAL HOURS</b>	<b>600</b>		

## **SCHOOL CONTACT INFORMATION**

<b>Role</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
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