

California Cosmetology Academy Catalog



Cali Cosmo DJH, Inc

Doing Business as (DBA)

‘California Cosmetology Academy’ Catalog

"LEARN THE CRAFT, LAUNCH THE CAREER"

The best hands on training in:

Cosmetology (D.O.T. # 332.271-010, CIP #12.0401, SOC #39-5010)

Esthetician (D.O.T. #332.271-010, CIP #12.0409, SOC #39-5094)

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California Cosmetology Academy

2024 - 2025
Academy Catalog

<https://www.calicosmo.org>
*'Learn The Craft, Launch The
Career'*

Classes Held At :
1760 Fremont Blvd, Suite F2
Seaside, Ca 93955
(831) 884 5050

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Welcome to California Cosmetology Academy!

On behalf of California Cosmetology Academy we would like to congratulate you on making the first step along an exciting path towards a rewarding career in the beauty industry.

At California Cosmetology Academy we pride ourselves on leading the industry in advanced education excellence. We continuously guide our students to their career goals while closely caring for all their educational needs along the way.

We will guide you in everything from innovative cutting edge classroom instruction taught by experienced educators to all hands on and practical training done on the student clinic floor. We are here to guide you along this process of education and lead you to fully prepare for your state board licensing exam, as well as an amazing start to an ever changing, exciting and rewarding career.

The following pages contained in this catalog are detailed important information around the programs we offer. The catalog has been designed for you to have a great understanding about the career path you are setting out to achieve.

For additional information please refer to our website at www.calicosmo.org

As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement.

Academy Location

1760 Fremont Boulevard Suite #F2
Seaside, CA 93955
(831) 884 5050

Disclosure Statement

California Cosmetology Academy is a private post secondary educational Academy providing education in Cosmetology and Esthetician programs.

California Cosmetology Academy is a Post Secondary Academy approved to operate in the State of California by the Bureau for Private Postsecondary Education (also known as BPPE / www.bppe.ca.gov). The Academy is in compliance with the California Private Postsecondary Education ACT. The California Board of Barbering and Cosmetology (BBC) sets a minimum standard for our programs of study and issues licenses to graduates upon passing the Board of Barbering and Cosmetology licensing examinations.

This institution is a private institution, it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

California Cosmetology Academy has been granted approval to teach the below programs of study in the State of California:

<i>Cosmetology</i>	<i>1600 clock hours</i>
<i>Esthetician</i>	<i>600 clock hours</i>

At California Cosmetology Academy all students enrolled in a program of study, who successfully complete that program, will be provided a proof of training for that specific program of study. This proof of training is then used to apply for the State Board Test to receive a license to operate. We do not provide licences, degrees, diplomas. Graduates of California Cosmetology Academy will be required to pass a comprehensive final exam, with a score of 70% or higher to be eligible for graduation. Once a student has completed their program specific final exam, in combination with the completion of required clocked training hours and applied efforts, the student will receive a **Certificate of Completion**.

Please Note:

We strive to make every effort to assure that the utmost accuracy of information is provided within this catalog, all students as well as others who utilize this catalog should note that laws, rules, and policy change from time to time and these changes may alter the information included in this publication. The California Cosmetology Academy always reserves the right to change

regulations, requirements, student rules, schedules, curriculum, tuition, and fees at any time and without notice.

Non - Discrimination Disclosure Statement

In compliance with federal, state, and local government requirements, The Academy does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, handicap or sexual orientation in the administration of its educational programs, Academy administered programs and publications, or employment practices.

About Us

Our Vision

Striving to be the educator of choice for all students wanting to enter into the beauty industry by providing excellence in education and innovation.

Our Mission

We create an extremely high level academic culture that allows all students to thrive in their ability to learn and develop the skill set required to obtain state licensing, as well as advanced training to bring with them when transitioning into the beauty industry.

Our Values

- Excellence in Education is our prime focus everyday
- Dedication to a strong morale schoolwide
- Teamwork and collaboration to maintain top notch innovative thinking
- Exceed students expectations
- Our employees are our most valuable asset and will be treated as such
- Ensure a well maintained culture throughout the Academy that ensures the highest level of integrity and ethics



Programs of Study

California Cosmetology Academy offers industry leading education in Cosmetology and Esthetics programs. We are here to help you with your journey in education on whatever path you may select, we have the program of study to help you realize your career goals.

Career Opportunities

Cosmetology Program:

Cosmetology (D.O.T. # 332.271-010, CIP #12.0401, SOC #39-5010)

California Cosmetology Academy offers students a number of avenues to begin an exciting and rewarding career in the beauty industry in hair, skin and/or nails. Students enrolled in the cosmetology program are preparing themselves not only for state board licensing required but also an entry level position as a hair designer, stylist, haircut and color specialist, future owner of a salon or spa, junior positions in film or fashion.

Esthetics Program:

Esthetician (D.O.T. #332.271-010, CIP #12.0409, SOC #39-5094)

All students will be studying to pass their state board licensing exam. Students enrolled in our skin care program are preparing for an entry level position as an esthetician, skin care specialist, manager or future salon or spa owner. Additional career opportunities include beginning jobs as makeup artist, skincare platform artist or even an esthetics trainer.

Faculty

At the California Cosmetology Academy we have hired Educators for their expertise and passion for what they do in their professional field. All instructors have advanced knowledge and experience in their field and understand the importance of both the theory and practical training that are necessary for a student to be successful in whichever program of study they are enrolled in.

Instructors / Faculty & Qualifications



Mara - Academy Director & Educational Manager

Licensed in cosmetology since 2005, Mara has 20+ years of industry experience spanning educator instruction, admissions, educational management, and school leadership. Mara found her passion for education early in her career and has since developed curriculum, assessed and improved classroom and service floor environments. Mara is deeply committed to the upward growth of students, educators, and staff, embracing challenges as opportunities for improvement and success.

Katie - Academy Admissions & Administrative Representative

Licensed since 2019, Katie brings over six years of industry experience, including more than three years in education and four years in salon management. As the school's Admissions Representative, she excels at connecting with prospective students, creating a comfortable and welcoming atmosphere that makes the enrollment process smooth and efficient. Katie is responsible for conducting tours, organizing enrollment meetings, and gathering all necessary documentation to ensure students can confidently begin their program of choice.

Christina - Academy Esthetics Instructor & Registrar

Licensed in esthetics since 2019, Christina brings over six years of industry experience and three years of teaching experience and has guided students to consistently high state board pass rates. In addition to her passion for esthetics education, she serves as the school registrar, maintaining up to date student files, managing tuition payments, satisfactory academic progress plans, and assisting all students in their state board exam applications. Her dedication to both education and administration ensures students receive the support they need to succeed in their training and professional goals.

Instructors/Faculty and Qualifications

Anya - Academy Cosmetology Instructor

A licensed cosmetologist with 14 years of professional experience and 9 years dedicated to education and instruction, Anya brings passion and creativity to both cosmetology and esthetics education. She thrives on challenging, intricate hair coloring projects and enjoys sharing advanced techniques with her students through creative activities. Anya strives to meet all standards of student success, she creates engaging and interactive theory lessons that challenge students to pull on their creative strengths and learned cosmetology knowledge.

Jessy - Academy Cosmetology Instructor

Licensed in cosmetology since 2017, Jessy brings eight years of industry experience with specialties in clipper cuts, hair coloring and corrective haircolor, and haircutting. She is passionate about creating structured learning environments, engaging demonstrations, and creative approaches to education that guide students to meeting their program goals. With a multifaceted background in haircutting, hair coloring, special event makeup, braiding, extensions, and barbering-style clipper cuts, Jessy brings both skill and enthusiasm to every classroom and service floor experience.

School Accreditation

The School is fully licensed to operate by the following institutions who license and regulate our School:

Bureau for Private Postsecondary Education (BPPE)
1747 North Market Blvd., Suite 225, Sacramento, CA 95834
Phone: (916) 574-8900, Toll Free: (888) 370-7589

Board of Barbering and Cosmetology (BBC)
P.O. Box 944226 Sacramento, CA 94244-2260
(916) 575-7281 Toll-free: (800) 952-5210

The School is not accredited by any accreditation agency recognized by the Department of Education.

Library / Resource Centers

Books : Each student will personally purchase, own and maintain a set of books relevant to their course. All student textbook bundles include a foundations and program specific textbook, theoretical and practical workbooks, as well as an enrollment to our digital platform CIMA, through Milady Training. Milady CIMA is a digital learning platform from Milady, a prominent beauty and wellness education publisher, that provides a comprehensive suite of tools to enhance beauty school instruction and student learning. It includes digital textbooks, interactive multimedia content, progress-tracking features, and dedicated resources for students.

Resource Center : Resources provided to enhance the learning environment are a State Board Study Theory facility which contains study areas and computers for access to online resources. These are open and available to students during their regular course hours. Access is organized by the course instructors.

Student Resources : Cali Cosmo does not provide any Student Services.

Class Schedules

At California Cosmetology Academy we offer daytime classes, your schedule will be determined depending upon which program of study you choose to enroll in. We offer enrollments each calendar month for both Cosmetology and Esthetician. Please contact our campus directly for updated and specific scheduled educational program start dates. (831) 884-5050

Observed Holidays for Academy Closure

California Cosmetology Academy observes the following holidays and seasonal breaks. CCA provides closure dates according to each calendar year :

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day

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- Columbus Day / Indigenous Peoples' Day
- Veterans Day
- Fall Break
- Winter Break
- Spring Break
- Summer Break

Admissions

Procedures

As a prospective student, you are required to physically visit The California Cosmetology Academy. The purpose of the required visit will be to discuss your personal education goals and career plans with campus staff prior to enrolling or signing an enrollment agreement. We will meet with you, provide a campus tour and answer any questions you may have. We want to make sure in advance that California Cosmetology Academy, our programs and our educational philosophy are the proper fit for you before you make a final decision to enroll.

As a prospective student we encourage you to review our Academy catalog and read through all information we have to provide before signing an enrollment agreement.

Aptitude & Ability Requirements

It is our policy to enroll students who have the aptitude and ability to learn, benefit from and are able to find employment in their prospective program of study. Students must meet specific requirements prior to signing an enrollment agreement for admissions to California Cosmetology Academy.

Required Program Costs

- Cosmetology Program Schedule of Total Charges :
 - The schedule of total charges for the period of attendance, and estimated schedule of total charges for the entire educational program is \$23,950.00.
 - The cost of total charges is subject to change.
- Esthetics Program Schedule of Total Charges :
 - The schedule of total charges for the period of attendance, and estimated schedule of total charges for the entire educational program is \$15,950.00.
 - The cost of total charges is subject to change.

Exclusions

California Cosmetology Academy does not admit students on the basis of challenge examinations or achievement tests.

California Cosmetology Academy does not accept transfer program credit for any prior experiential learning programs, which might include externships, internships, work experience or apprenticeship programs.

California Cosmetology Academy does not offer 'English as a second Language' programs.
All California Cosmetology Programs and materials are provided and taught in English.

English Equivalency

California Cosmetology Academy only instructs in English

California Cosmetology Academy requires students to be proficient in English for both learning and examinations. This proficiency is essential for academic success. Students with a High School Diploma, GED, or a higher degree from the United States are exempt from proving English proficiency.

However, applicants who are not native English speakers must demonstrate English proficiency, regardless of their academic background, residency in English-speaking countries, or immigration status.

Applicants educated outside the United States can be exempt from this requirement if their high school education was primarily in English, they completed four years of English language/literature studies with a minimum average grade of 2.5 on a 4.0 scale, and their transcript shows no ESL coursework.

Applicants must meet or exceed the following test scores, and only the most recent scores from the past five years will be considered:

TOEFL: 80 iBT
Duolingo: 110

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Waiver requests for these tests will not be entertained. For details about these tests, including dates, locations, and costs, visit the respective websites:

TOEFL: [ETS website - https://www.ets.org/toefl.html](https://www.ets.org/toefl.html)

Duolingo: [Duolingo English Test website - https://englishtest.duolingo.com/applicants](https://englishtest.duolingo.com/applicants)

For more information on these requirements, please contact the registrar.

VISA Services

California Cosmetology Academy does **not** provide VISA services nor vouch for student status.

Provisions

Prior to signing Enrollment Agreement prospective students must:

- Visit and tour the campus
- Complete an interview with campus admissions staff
- Possess a valid U.S. high school diploma, a GED, a High School Certificate of proficiency issued by a state that recognizes it as equivalent to a high school diploma, or high school transcripts verifying the graduation date.
- Possess a valid Social Security Card
- Possess a valid government issued photo Identification card or driver's license.

If you are at least 17 and a high school graduate , you must provide the following documents to the Academy:

- A valid U.S. high school diploma, a GED, a High School Certificate of proficiency issued by a state that recognizes it as equivalent to a high school diploma, or high school transcripts verifying the graduation date.
- A valid government issued photo identification card or driver's license

If you are at least 18 years of age, an immigrant to the United States of America and have completed a high school or its equivalent in your country of origin, you must provide the following documents to the school:

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- A copy of your secondary school education credential as well as an english translated copy which clearly identifies the date of completion of the secondary education that is equivalent to a U.S. high school diploma. The translation must be completed by a qualified certified translator fluent in both the language in which the document was written and in english or a bona fide, third party document evaluation service, the translation must be on that company's letterhead. California Cosmetology Academy does not pay for any translation services, this must be conducted at your own expense.
- A valid government issued photo identification card or driver's license.

If you have been homeschooled and the state in which you were homeschooled treats homeschools as a home or private school, you must provide the following documents to the Academy:

- A valid homeschool high school diploma.
- **Either** a copy of the state issued secondary school completion credential (if your state issues this certificate) **OR** a copy of the private state school affidavit issued by the state for the school from which the diploma was granted.
- A valid government issued photo identification card or driver's license.

PLEASE NOTE: a copy of the student's social security card is not required to be maintained in the student file. It is necessary for the student to present their social security card at time of enrollment.

Orientation

One of the most important and exciting days at California Cosmetology Academy is orientation day. This will be required for all students to attend prior to or on your first day of class. This includes new enrolling students, transfer students, and re-enrolling students. Orientation will include valuable information for you, especially introducing you to your campus staff and to learn about our policies and expectations.

Transfers

California Cosmetology Academy will count transfer and accepted clock hours from another California institution to apply towards hours only of the same program within California Cosmetology Academy. California Cosmetology Academy will **NOT** count hours from one program at another California institution towards the required hours of a **different** program at the Academy. While enrolled at California Cosmetology Academy if you choose to transfer from one program to another, within CCA, we will consider the transfer of the hours completed from the program you are transferring from to your new program.

Prospective students/applicants who have previously accumulated hours from another California cosmetology school, who wish to enroll at California Cosmetology Academy must submit a written request during the admission process along with a proof of training and record of withdrawal from their previous California school.

- Student prospects with 500 clock hours or less in cosmetology will be considered for enrollment.
- Student prospects with 250 clocked hours or less in esthetics will also be considered for enrollment at California Cosmetology Academy.

If a prospective student has more than 500 clocked hours in cosmetology or more than 250 clock hours in esthetics, special exceptions for admission can only be made upon the Academy Director's direct discretion as well as qualified lead educators combined.

Transferring From Another State or Country

All applicants transferring from another state or from another country must first contact California's Board of Barbering and Cosmetology and apply for approval of their hours from their previous school. The documentation that is required can be found online on the Board of Barbering and Cosmetology website. www.barbercosmo.ca.gov

The California Board of barbering and cosmetology will then issue a letter indicating the credit has been approved for the hours completed at the previous school along with any other requirements.

Final decisions on acceptance of transfer hours will be made at the California Cosmetology Academy campus based on information provided by the board of barbering and cosmetology letters.

Any prospective student who fails to provide the required documentation of previous training in either of the stated circumstances above prior to enrollment at the California Cosmetology Academy will result in not being able to apply those hours to their enrollment.

Transferability of Credits & Credentials

Transferability of credits you earn at California Cosmetology Academy is at the complete discretion of another institution to which you may seek to transfer. Furthermore the acceptance of the diploma you earn at California Cosmetology Academy program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma earned at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the specific institution. For that reason you should make absolutely certain that your attendance at the California Cosmetology Academy will meet your educational goals. Please note: you should contact an institution to which you may seek to transfer to after attending California Cosmetology Academy to determine if your diploma will transfer correctly.

Transferability of completed clocked hours and courses from the California Cosmetology Academy are likely to vary between California based cosmetology schools and out of state schools. California Cosmetology Academy does not have in place any mutual agreement nor articulation agreement with any college or university currently.

Re - Enrollment Policy

California Cosmetology Academy students that have been previously enrolled who did not complete their program requirements may apply for re-enrollment 45 days after their withdraw or drop from their program. The process to begin a request for re-enrollment will be to have a written request sent to the Academy campus directly to the Academy Registrar and Academy Director. The request should include detailed explanations and reasons for the student's previous withdrawal or drop, and why the student should be allowed to re-enroll in the program. Students will need to also be in good standing with their tuition payments, as well as with all instructors and staff members.

At California Cosmetology Academy we carefully evaluate each individual request to assure the re-enrollment will be a success for the student. The decision will be made based on the student's re-enrollment letter, the student's past history with enrollment, how long the student has been out of school and how many hours the student is still required to complete in order to receive a diploma. If the student is approved by the Academy Registrar and the Academy Director both in agreement for re-enrollment, they can fully begin the re-enrollment process. When a student is granted approval for re-enrollment, full credit for previous properly documented and paid for instruction hours will be granted in accordance with state regulations. Charges for re-enrollment will be based on the tuition charges in effect at the time of re-enrollment.

Please Note: All unpaid balances from any previous enrollment at the California Cosmetology Academy must be resolved and paid prior to be considered for re-enrollment.

Education : Important Academic Rules and Information

California Cosmetology Academy Standards

Our standards expect all students to maintain satisfactory academic progress. Each student Enrolled at California Cosmetology Academy must maintain the following:

1. Maintain a cumulative academic GPA of a "C" average (70% or better) at the end of each evaluation period, as per the grading scale listed below. Practical assessments and theory test grades are combined to produce a combined GPA reflecting the qualitative element of a satisfactory Academic Program policy.

Grade	Level
70-100%	Satisfactory
0-69%	Unsatisfactory

2. Maintain a cumulative average attendance level of at least two-thirds 67% of the scheduled hours indicator in the student enrollment contract at the end of each evaluation. Reflecting the quantitative element of the satisfactory academic progress policy. This ensures that there will be completion of the student's program within 150% of the scheduled course length which is the maximum time frame in which the student must complete the course.

3. Students who meet the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory academic progress until the next evaluation period.

Evaluation Periods & Completion Hours

Satisfactory academic progress will be assessed at the following benchmarks of actual hours attended as listed in the below table:

Completion Requirements: When a student has completed the required number of program hours and the number of theory/practical operations in Cosmetology and/or Esthetician, with a satisfactory grade of 70% or better the student will be considered 'complete'.

Cosmetology 1600 clock hours for completion	Esthetician 600 clock hours for completion
450 hours	200 hours
900 hours	600 hours (completion)
1250 hours	
1600 hours (completion)	
Must maintain standards as set out above	Must maintain standards as set out above

'State' Licensing Requirements

(These are specific to the state / California)

The California Board of Barbering and Cosmetology requires that any person designed to protect business as a cosmetologist/esthetician must:

State of California licensing minimum qualifications as set forth by the Board of Barbering and Cosmetology

- Be at least 17 years of age.
- Has completed the 10th grade in a public school or its equivalency.
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.
- Has completed the following hours in a Board approved school or has completed a 3200 hour apprenticeship program:

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- Cosmetology – 1000 Hours
- Barbering – 1000 hours
- Esthetician – 600 Hours
- Manicuring – 400 Hours

Additional:

1. Is at least 17 years of age
2. Supplies proof of successful completion of the 10th grade in California or its equivalent and;
3. Has done any of the following:
 - a. Completed a course in cosmetology from a school approved by the board or;
 - b. Practiced cosmetology, as defined in this chapter, outside of California for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training of qualification under paragraph (1) of this subdivision or;
 - c. Holds a license as a barber in California and has completed a cosmetology crossover course in a school approved by the board or;
 - d. Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board or;
 - e. Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with section 7332)

At California Cosmetology Academy our programs are designed with two goals in mind, first to provide the students with the state-required educational curriculum necessary to qualify to take and pass the exam, and second and most important to prepare our graduates to obtain employment and entry level positions in the beauty industry.

Background Checks

California Board of Barbering and Cosmetology: The application for examination by the board requires an applicant to disclose background information related to any conviction or plea or no contest any violation of any law of the United States, in any state, local jurisdiction or any foreign country in order to determine if students eligibility to take the licensing exam. Individuals who have been convicted of a crime can still apply to take the examination. The board will request documents relating to the conviction to be included with the application for examination. These are reviewed and are evaluated by the board on a case-by-case basis.

Please Note

It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining the state-required board license or any local license, permit or voluntary certification. For more information, about these requirements, an individual should contact the appropriate agency as follows:

Board of Barbering and Cosmetology
PO box 944226
Sacramento, California 94244
Phone: 1 800 952 5 2 1 0
Fax 1916 575 728 1
www.barbercosmo.ca.gov

Description of Educational Program

Programs of Study

California Cosmetology Academy offers industry leading education in Cosmetology and esthetics programs. We are here to help you with your journey in education on whatever path you may select, we have the program of study to help you realize your career goals.

Minimum Requirements

Cosmetology Program

The Cosmetology Program provides technical and practical training in hair, skin, and nail care to prepare students for state licensure and professional practice.

- **Total Hours Required:** 1,600 clock hours
- **Instruction Includes:** 100 Hours of Health & Safety, 100 Hours of Sanitation/Disinfection, 200 Hours of Chemical Hair Services, 200 Hours of Hairstyling, 150 Hours of Skin Care, 50 Hours of Hair Removal/Lash-Brow services, and 100 Hours of Manicures/Pedicures
- **Completion Requirements:** Successful completion of all required hours and internal evaluations; students are then eligible to take the California Board of Barbering and Cosmetology written and practical exams.
 - Students who are eligible to take the California State Board written examination, by completing all program and state requirements, must score 73% or higher to pass their examination and receive their cosmetology license.
- **Internships/Externships:** Not required

Esthetician Program

The Esthetician Program focuses on skin care and related services, equipping students with the skills needed for licensure and entry-level positions in the beauty industry.

- **Total Hours Required:** 600 clock hours

- **Instruction Includes:** 100 Hours of Health & Safety, 100 Hours of Sanitation/Disinfection, 350 Hours of Skin Care (facials, exfoliation, treatments), 50 Hours of Hair Removal, and Lash/Brow Beautification
- **Completion Requirements:** Successful completion of all required hours and school evaluations; students are then eligible to take the California Board of Barbering and Cosmetology written and practical exams
 - Students who are eligible to take the California State Board written examination, by completing all program and state requirements, must score 75% or higher to pass their examination and receive their esthetics license.
- **Internships/Externships:** Not required

Career Opportunities

Cosmetology Program

California Cosmetology Academy offers students a number of avenues to begin an exciting and rewarding career in the beauty industry in hair, skin and/or nails. Students enrolled in the cosmetology program are preparing themselves not only for state board licensing required but also an entry level position as a hair designer, stylist, haircut and color specialist, future owner of a salon or spa, junior positions in film or fashion.

Esthetics Program

All students will be studying to pass their state board licensing exam. Students enrolled in our skin care program are preparing for an entry level position as an esthetician, skin care specialist, manager or future salon or spa owner. Additional career opportunities include beginning jobs as makeup artist, skincare platform artist or even an esthetics trainer.

Grading Systems & Evaluations of Students

Regardless of which California Cosmetology Academy program you choose, all your academic progress will be measured by the grading system below while enrolled in Academy.

Theoretical Instruction

Theory and or Technical instruction is the instruction all students receive through way of demonstration, lectures, classroom participation and examinations. All theory work will be graded as follows:

Grade	Level
70 - 100 Percent	Satisfactory
0 - 69 Percent	Unsatisfactory

Practical Training

Practical Training or Practical Operations are the projects, practical operations and service students perform on another person. This can be a client, another student or a mannequin. All Practical training work will be graded as follows:

Grade	Level
70 - 100 Percent	Satisfactory
0 - 69 Percent	Unsatisfactory

Attendance

All students **must attend** a minimum of **67 Percent (67%)** of their scheduled hours in order to maintain Satisfactory Academic Progress. (SAP)

Cosmetology Program

The curriculum for students enrolled in the cosmetology program consists of **1600 clock hours** of practical training and technical instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of cosmetology from techniques in hair, skin care, makeup and manicuring to business skills and health and safety practices. The cosmetology program of study will satisfy the requirements of section 7316(b) of the California barbering and cosmetology act.

Cosmetology Graduation Requirements

In addition to meeting the basic California cosmetology graduation requirements, students are required to successfully complete all 1600 clock hours of cosmetology training described below:

SUBJECTS		Minimum Technical Instructional Hours	Minimum Practical Operations
1.	<u>Health and Safety- 200 Hours:</u> Laws and Regulations Health and Safety Disinfection and Sanitation Anatomy and Physiology	20 hours 45 hours 20 hours 15 hours	
2	<u>Hairdressing- 1100 Hours:</u> Hairstyling Permanent Waving/Chemical Straightening Hair Color and Bleaching Haircutting	65 hours 40 hours 60 hours 20 hours	240 105 50 80
3	<u>Esthetics- 200 hours:</u> Manual, Electric Facials Eyebrow beautification and Makeup	25 hours 25 hours	40 30
4	<u>Manicuring and Pedicuring- 100 hours:</u> Manicuring and Pedicuring Artificial Nails and Wraps	10 hours 25 hours	25 120
5	<u>Career Development</u> Learn industry professional ethics, communications, record keeping, customer service, client service record, license requirements and regulations in the beauty industry. Basic and advanced fundamentals for successful business management are taught throughout the course of the program of study	Taught Throughout Program	Taught Throughout Program
6	<u>Job and Interview Skills</u> Learn how to apply your new skill set and license and transition into a new successful career.	Taught Throughout Program	Taught Throughout Program
7	<u>California Cosmetology Academy Advanced and Innovative Training</u> Learn advanced and Industry leading cutting edge techniques taught only in our program in hairstyling, hair cutting, hair coloring, esthetics, manicuring, pedicuring and make up.	Taught Throughout Program	Taught Throughout Program

Esthetics Program

The curriculum for students enrolled in the esthetics program consists of **600 clock hours** of practical training and technical instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of esthetics from techniques skin care, makeup, eyebrow and lash beautification, and hair removal to business skills and health and safety practices. The esthetics program of study will satisfy the requirements of section 7316(c) of the California barbering and cosmetology act.

Esthetics Graduation Requirements

In addition to meeting the basic requirements for the California Cosmetology Academy students are required to complete 600 clock hours of esthetics training as described below:

SUBJECTS		Minimum Technical Instruction al Hours	Minimum Practical Operations
1	<u>Health and Safety-200 hours</u> Laws and Regulations Health and Safety Disinfection and Sanitation Anatomy and Physiology	10 hours 40 hours 10 hours 15 hours	
2	<u>Facials- 350 hours</u> Manual, Electrical and Chemical Facials Preparation	70 hours 15 hours	140
3	<u>Hair Removal and Makeup- 50 hours</u> Eyebrow beautification Makeup	25 hours 20 hours	50 40
4	<u>Career Development</u> Learn industry professional ethics, communications, record keeping, customer service, client service record, license requirements and regulations in the beauty industry. Basic and advanced fundamentals for successful business management are taught throughout the course of the program of study	Taught throughout program	Taught throughout program
5	California cosmetology Academy Advanced Techniques and innovative industry leading applications of makeup, and esthetic procedures taught throughout program	Taught throughout program	Taught throughout program

Equipment, Supplies, & Student Kits

Equipment and supplies to be used includes but is not limited to the following :

Description of Premises for All Programs

Our institution features a state-of-the-art cosmetology room equipped with cutting stations, complemented by a fully functional esthetics room for skin care services. The facility also includes three modern classrooms designed for interactive learning, administrative offices for streamlined operations, and a welcoming reception area for guests. For focused study, we offer a dedicated study room. Restrooms are conveniently located on-site for the comfort of both students and staff.

- Classroom filled with adequate table and chairs
- Whiteboards for instruction
- Computers and Tv monitors for Instruction and curriculum delivery
- Milady Textbooks, workbooks, digital education platform, along with California Cosmetology Academy curriculum.
- Printer/scanner/copier for printing tests, quizzes, and other relevant Academy knowledge to distribute.
- Student Lockers
- **Continuous Training Supplies Provided within CCA :**
 - Gloves
 - Applicator Bottles
 - Chemical Bowls and Brushes
 - Clipper sets
 - Makeup palates and brushes
 - Nail care implements and products to complete all nail services within cosmetology curriculum
 - Skin care implements and products to complete all skin care services within cosmetology curriculum
 - Roller set implements to complete service practice
 - Marcel irons and ovens
 - Perm rods and implements to complete service practice
 - Esthetic product bowls and brushes
 - Makeup palates and brushes
 - Dermallogica Comprehensive Product Lines
 - R+Co Comprehensive Color Lines

Cosmetology Practical Training Area

- 48 complete Salon Stations that include Styling Chair, mirror and electrical outlet plugs for use of Blowdryers, curling irons, and other electrical tools or equipment. Stations are used for simulated and real-life practice of practical operations required for California state board licensing examination, and well as student services and salon and spa services in the Academy
- 6 Shampoo bowls for practical used on students services salon clients and mannequins.
- 18 seated tables for nail care services

Esthetics Practical Training Area

- 12 service beds w/ sanitary maintenance carts
- electrical outlets for equipment and devices
- Electrical equipment and devices for skin care services

Cosmetology Student Loaner Kit

Students receive a dedicated loaner kit on the first day of their program and include all items needed to participate in their program until they receive their personal kit

Loaner Kit Contents :

- Milady Textbooks / Foundations and Cosmetology
- 1 Stylist Apron
- 1 Spray bottle (water)
- 1 Soiled implement container with scrub brush for disinfection
- 1 Implements container
 - 8 combs (4 styling, 4 plastic tail)
 - 1 metal tail comb
 - 8 duckbill/gator clips
- Hair dryer w/ nozzle
- Curling Iron
- Flat iron
- Manikin head
- Manikin head stand
- Hand sanitizer
- Lockable and labeled "soiled" container for implements to be disinfected
- Loaner cutting shears and razors are given by instructors to students during haircutting modules

Cosmetology Personal Student Kit

Students pay for and receive a comprehensive kit that belongs to them, and they take with them after graduation, which include the following :

- CCA Orientation Day Bundle (Theory supplies w/ orientation packet)
- Milady Cosmetology Book Bundle
 - Foundations & Cosmetology textbooks
 - Foundations & Cosmetology workbooks
 - Milady CIMA digital platform enrollment
- Pivot Point 5 pc. Styling Brush Set
- Pivot Point 12 pc. Duck Bill Clips
- Pivot Point 6 pc. High Density Clips
- CHI Nano Dryer
- CHI Titanium XL Flat Iron
- Hair Cutting Shear Duo Set
- Styling Raxor w/ Guard & Replacements
- Babylis Pro Spring Grip 1" Curling Iron
- 5 Manikin Heads
- Locakable Trolley
- All Metal Manikin Holder
- Ruber Base Styling Brush
- 8" Metal Tail Comb
- 8-1/2" Plastic Pintail Comb
- 8-1/2" Cutting Comb
- 7" Styling Comb w/ Measurements
- 7-1/2" Cutting Comb
- Silicone Whisk
- Soft Bristle Cleaning Brush
- Student Nail Tech Kit Pack
- CCA Branded Backpack
- Plastic Organizer Container & Implement Storage Container
- Silicone Nail Table Mat
- Zinc Oxide Wax
- Wild Cherry Hard Wax
- Continuous Mist Spray Bottle
- Stylist Chemical Proof Apron
- Plaris Lash Academy Classic Eyelash Kit
- Hand Sanitizer

Esthetics Student Loaner Kit

Students receive a dedicated loaner kit on the first day of their program and include all items needed to participate in their program until they receive their personal kit

Loaner Kit Contents :

- Milady textbooks / Foundations & Esthetics
- Service apron
- Product cups
- Fan brushes
- Distilled water hook-neck bottle
- Manikin head
- Hand Sanitizer
- Lockable and labeled "soiled" container for implements to be disinfected
- Cleaning brush for disinfection

Esthetics Personal Student Kit

Students pay for and receive comprehensive kits that belong to them, and they take with them after graduation, which include the following :

- CCA Orientation Day Bundle
- Milady Esthetics Book Bundle
 - Foundations and Esthetics textbooks
 - Foundations and Esthetics workbook
 - Milady CIMA digital platform enrollment
- Dermalogica Comprehensive Esthetics Kit
- Rolling and lockable trolley (for all personal kit items)
- Paris Lash Academy Complete Waxing Kit
- Paris Lash Academy Brow Lamination Kit
- Paris Lash Academy Volume Lash Kit
- Mini product mixing bowls
- Portable high frequency unit
- Advanced training manikin head kit
- Ardell Whispies Multipack (4 sets of lashes)
- Ardell Mega Volume Lashes (4 sets of lashes)
- Ardell Brush On Lash Strip Adhesive
- Ardell Duralash Starter Kit (adhesive, remover, tweezers)
- Ardell Professional Individuals Set (variety of short, medium, and long)
- Eyelash curler

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- Soft Bristle Cleaning Brushes
- CCA Branded Backpack
- Plastic Organizer Container & Implement storage container
- Eyebrow Implements let
- Sensitive Blue Tape (for lashing services)
- Esthetics Manikin w/ Shoulders
- Zinc Oxide Soft Wax
- Wild Cherry Hard Wax
- Hand Sanitizer
- 24 pc Pro Makeup Brush Set w/ Book Case

Rules and Regulations

California Cosmetology Academy reserves the right to modify rules and regulations at any time.

All Students must comply with the rule and regulations at California Cosmetology Academy as a condition of their enrollment, failure to comply with the Academy rules and regulations can lead to the following disciplinary actions depending on the severity of the misconduct: written warnings, probation, suspension and termination from the Academy.

Attendance Policy

Full Time students are required to attend a minimum of 40 hours per week. Part Time students are those students who must attend 20 hours per week

Leave of Absence

If a student may experience a medical or personal emergency which renders them unable to attend their classes a leave of absence may be granted only upon direct pre approval/emergency approval by the Academy Director. A leave of absence must be a request put in writing with correct documentation supporting the request for leave of absence attached. The written request must contain the first day of absence and return date. Students who are on approved emergency/personal/medical leave of absence will not be charged additional tuition.

Students who fail to return from a leave of absence on their scheduled return date and start time will be terminated and considered dismissed as of the last day of attendance prior to the start of leave of absence.

Probation Policy

Overview - Students who do not meet the minimum requirements for attendance or academic progress after the advisory period will be considered as not making satisfactory academic progress.

Improvement Plan - Students placed on probation will be required to adhere to an improvement plan. They must be able to meet the requirements outlined in this plan by the end

of the next evaluation period. Students following their specific plans will be deemed as making Satisfactory Progress.

Notification :

Affected students will be advised in writing of the steps needed to attain satisfactory progress by the next evaluation period.

Consequences :

If, at the end of the probationary period, a student has not met the requirements as specified, they will be considered as NOT making satisfactory progress. This may result in further action and even dismissal.

Dismissal Policy

The following items are considered as **ZERO TOLERANCE** and can result in instant dismissal from the school.

- **Physical or Verbal Abuse**

Any physical or verbal abuse towards any student, staff member or teacher will result in instant dismissal.

- **Alcohol and Drug Use**

Any student appearing to be under the influence of any drugs and/or alcohol will be automatically dismissed for the remainder of the day, and suspended until further notice. The student will remain suspended until meeting with the school director, pending approval to return to school. Any further non compliance will result in instant permanent dismissal from school.

- **Students On Premise**

Only currently enrolled and active students are to be allowed on the premises. No family members or friends of students are allowed onto the premises. School tours can be organized through the administration and needs approval from the school director.

- **Theft**

Any theft from the school, another student, staff member or teacher will result in instant dismissal.

Access to Student Files/ School Records

California Cosmetology Academy complies with the FERPA (family education and privacy act).

California Cosmetology Academy complies with the family educational rights and privacy act. This act protects the privacy of education and establishments that students and or parent guardians of a dependent minor's right to inspect and review their educational record, under the supervision of an instructor and or member of the administration. Students, or their parent Guardian if the student is a dependent minor, have access to their own files by contacting the Academy administration for an appointment with the registrar or academy Director. The Academy may require advance notice up to 48 hours and an appointment for review of these files. Students, or their parent Guardian if the student is a dependent minor, may not remove these records from the Academy campus.

Student Record Retention Policy

Student records are maintained for a minimum of five (5) years for all students; transcripts of graduates are kept indefinitely. The student may contact the schools Registrar for copies of their educational and financial records.

Student Withdrawal

Non - Acceptance

All applicants not accepted by California Cosmetology Academy shall be entitled to a refund of all monies paid.

Students right to Cancel

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

The Academy shall end any money paid by the student within 45 days after it received the notification of cancellation. Notice of cancellation may be given by mail, hand delivery, or fax. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, is effective if it states that the student no longer wishes to be bound by the agreement.

Refund Policy

California Cosmetology Academy is committed to a fair and transparent refund policy. Upon cancellation, the following terms apply:

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Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

- **Cancellation Period:** If you cancel your enrollment agreement within the 7- day cancelation period of your program, the academy will refund all refundable fees.
- **Post-Cancellation:** After the cancellation period, the academy offers a pro rata refund for tuition charges. This means the refund amount is calculated based on the portion of the program you have not completed.
- **Non-Refundable Fees:** Registration and STRF Fees are non-refundable.
- **Materials and Supplies:** Items such as kits, books, supplies, tools, uniforms, and other issued materials are non-returnable and non-refundable after the cancellation period.
- **Refund Calculation:** If the total amount you've paid exceeds what you owe for the time you attended, a refund will be issued within 45 days of your official withdrawal date.
- **Outstanding Balances:** If your due amount exceeds what you've paid, you'll need to settle the balance with the institution.

Defining Official Withdrawal Date:

The official withdrawal date is determined either by the student's notification of withdrawal or the academy's determination, based on the last recorded date of attendance.

Determining Withdrawal from School:

A student is considered to have withdrawn from the program on the earliest of either the date the student notified the academy of their withdrawal or the last date of recorded attendance.

Books & Supplies

The words 'Books and Supplies' in the Agreement indicates and includes textbooks, supplies, materials, tools, electrical appliances and devices, or other goods issues to the student under the agreement for the Student's participation in her/his Program of study. The Student agrees that she/he must return to the Academy any unopened/unused Books and Supplies within 30 days following the date of the students notice of cancellation to the Academy in order to receive credit on the student account for returned Books and Supplies. If the Student fails to return the Books and Supplies within this 30-day period, the Academy may charge the same for the Books and Supplies and if applicable deducted from any refund due to the student. The Academy shall refund any amount exceeding the charges for the Books and Supplies within 45 days after the period within which the student is required to return the Books and Supplies. The student agrees that any used or opened Books and Supplies, may not be returned for any credit under any circumstances whatsoever.

Termination & Enrollment

The student's enrollment will return it by the Academy when:

- The student notifies the Academy of his/her withdrawal.
- The student fails an academic probation or violates the Academy's rules, policies and procedures.
- The student is absent for 14 consecutive calendar days. The 14th day then constitutes the day of withdrawal.
- The student fails to return from an approved leave of absence on the scheduled date of return. The scheduled date of return constitutes the formal date of withdrawal except in the event that the student notifies the institution that the student will not be returning, and which case that day shall be the formal date of withdrawal.

Please note: the time elapsed between the last day of physical attendance and termination date and any approved leaves of absences will not be included in the refund computation.

Regulatory Statements

Private Institution - this institution is a private institution that is approved to operate by the bureau '(Bureau for Private Postsecondary Education). Approval to operate means compliance

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with state standards. This does not imply that the bureau endorses programs, or that the approval means the institution exceeds minimum state standards.

This institution is a private institution, it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

Bankruptcy Statement - the institution has no pending petitions in bankruptcy, is not operating as a debtor in possession, and has neither filed a petition in bankruptcy within the preceding five years nor had a petition in bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Review Catalog & School Performance Fact Sheet - 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.

Unanswered Questions - any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N Market Blvd, Suite 225, Sacramento, CA 95834. www.bppe.ca.gov , Tel/Fax (888) 370 7589 or by fax (916) 263 1897 or (916) 574 8900 or by fax (916) 263 1897

Complaint and Grievance Procedure/Handling - If you have a complaint, fill out a Grievance Form, which you can get from the school registrar. Please submit the completed form directly to the registrar. All grievances will be reviewed by the faculty, who will contact you for an appointment within 5 days of receiving the form if needed, or within 24 hours for more urgent issues.

All student grievances are promptly addressed through a structured process involving the submission of a Grievance Form to the registrar, followed by a thorough review by faculty, and timely appointments for resolution discussions, ensuring fairness and responsiveness at each step.

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370 7589 or by completing a complaint form , which can be obtained on the bureau's internet website www.bppe.ca.gov

Office of Student Assistance and Relief - The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private post

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secondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling toll free (888) 370 7589 or by visiting www.osar.bppe.ca.gov

Transferability of Credits/Credentials - NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at The California Cosmetology Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you earn in Cosmetology/Esthetics is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 The California Cosmetology Academy to determine if your credits will transfer.

Student Tuition Recovery Fund Disclosures

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., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589 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 teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

Federal Aid - The institution does not participate in federal and state financial aid programs.

Loans - 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. If the student

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receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

Job Placement - the institution does not provide job placement services.

Housing Information - Our institute does **not** offer dormitory facilities or housing assistance. However, the area near the school has available housing options. The average home price is around \$782,000, and you can expect to pay about \$1,800 for a one-bedroom apartment.

Important Contact Information

California Cosmetology Academy

Ownership and Management

The California Cosmetology Academy (DBA) operates in Seaside California. The academy is owned and operated by Cali Cosmo DJH, Inc.

Office Location
Seaside Campus
1760 Fremont Blvd, Suite F2 Seaside, Ca 93955
Telephone (831) 884 5050 Fax
www.calicosmo.org

Governing & Regulatory Agencies

Bureau for Private Postsecondary Education

P. O. Box 980818
W. Sacramento, CA 95798-0818
Phone: (916) 574-8900
Toll Free: (888) 370-7589
<http://www.bppe.ca.gov>

Board of Barbering and Cosmetology

P. O. Box 944226
Sacramento, CA 94244-2260
Telephone 1-800-952-5210
<http://www.barbercosmo.ca.gov>